

Welcome to Khalsa Primary School



Faith Inspired Education

Reception Handbook 2016

Principal - Mr. Raminder Singh Vig

Class Teachers:

Mrs Jeetpal Kaur Kang - RK

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Our aims for Reception:

The curriculum for the Foundation stage in Reception is guided by 4 key principles which underpin all that we do at Khalsa. We believe in:

- * Every child being a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;
- * Children learning to be strong and independent through positive relationships;
- * Children learning and developing well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between staff and parents and/or carers;
- * Children developing and learning in different ways and at different rates. We believe in the education and care of all children in early years, including children with special educational needs and disabilities.

(from Statutory Framework for the Early Years Foundation Stage DFE 2012)

The Reception Curriculum

The Reception curriculum is shaped by seven areas of learning and development. All areas of learning and development are important and interconnected.

The 7 areas of learning

Communication and Language: At Khalsa we encourage a language-rich environment and provide opportunities for children to develop confidence and the skills to express themselves by creating opportunity for speaking and listening. It is important for children to develop confidence in their ideas, and trust in other people. This comes from sharing ideas and developing their language and understanding.

Physical development: We offer opportunities for the children to enjoy physical challenges using a fun, hands-on approach. We use the outdoor area and various equipment for children to climb on and travel in different ways. We will be safely using different tools; such as scissors, pencils, and cooking utensils to develop various skills and promoting healthy choices.

Personal, social and emotional development: Children are provided with experiences and support which will help them to develop a positive sense of themselves and of others; respect for others; social skills; and a positive attitude to learning.

Literacy: At Khalsa we begin to develop phonic knowledge and knowledge of sounds using practical games, structured teaching sessions in small groups and opportunities stemming from sharing stories, talking, rhymes and games. We will use a variety of books and stories to develop children's interest in reading and writing. We will develop their writing skills through spelling high frequency words, attempting spelling phonetically, developing letter formation, correct pencil grip and beginning to write short simple sentences. We aim that all our children become confident in their ability to read, spell and write simple words and short sentences.

Mathematics: At Khalsa we aim to engage children in practical hands-on activities, enabling practical skills in counting, recognising, using and ordering numbers and calculations to develop. We will also explore size, position and shape of everyday objects and begin to name 3D shapes and their properties.

Understanding the world: We develop an understanding of the community and environment in the world around us, as well as develop the children's exposure and use of technology.

Expressive arts and design: At Khalsa being imaginative is an exciting part of early years and provides opportunities to develop ideas, work through experiences and experience a variety of media experimenting with colour, design and texture.

Assessment

Throughout your child's time in Reception, we will be continually assessing their progress against the Early Learning Goals for the each of the 7 areas of learning. Staff keep a record of children's learning and progress in individual Learning Journeys which they will share with you from time to time. At the end of their time in Reception, your child's Learning Journey will be sent home for you to keep. We request that you share any learning that your child does at home with you in any area to contribute to their learning journey to inform planning and assessment.



Attendance

Regular, consistent attendance is vital for the children to feel settled and to make good progress at school. Holidays during term time are not encouraged and will not be authorised. Parents are strongly advised not to make any holiday bookings during term time.



If your child is unwell, please phone the school office on **01753 823501**, by **8.30am on the same day** and whenever possible or e-mail the school at: **office@kpsslough.com** and let us know.

On your child's return, please give them a note explaining the reason for absence so that it can be authorised.



Assemblies

Children in Reception will begin attending the morning Gurdwara assemblies. During these assemblies, children learn and join in with the recital of the morning Jap Ji Sahib Paath and the Ardaas. It is essential that children come prepared for this in the morning by having their heads covered with their Patkas before they come into school.



Each Friday at 2.30pm, there is a class assembly in the school hall, with classes taking it in turns. When it is the Reception children's turn, parents are invited.

School times for Reception

8.30am till 3.15pm

Lunch: 11.50am -12.50pm

It really helps your child to feel confident if you arrive on time. Please can you establish a pattern for your child by:

- 1) walking with him/her to the door
- 2) greeting the adults and encouraging your child to greet us
- 3) say 'See you later' as you leave, and as he/she goes into the classroom

Safeguarding

If someone other than the usual person is collecting your child on a particular day, please advise the school office by phone call (if it's a last minute arrangement) otherwise inform your child's teacher directly (if you know in advance).

The school takes its safeguarding responsibilities very seriously **and children are only allowed to leave when we have seen their parent/carer**. The staff will not send your child home with anyone we have not been informed about.



Reading

In Reception classes, children will be given reading books to read as well as sound books to practise their sounds learnt at school.

Reading books are issued twice a week as well as Library books. We suggest that you listen to your child read their books at home daily and complete the activities on the homework card through the week. It is essential that you write in your child's reading record when you listen to them read, as this will help build a positive home / school relationship and support the progress of your child. It is important that you also encourage your child to read other books at home such as favourite rhymes, stories or picture books, as this will boost their confidence in reading. (Please note, if books are damaged or lost, then an invoice to cover costs will be sent to the parent)

Book Bags



Children in Reception will need a book bag to take books home in. These are available to buy from Diffusion (Queensmere Shopping Centre, Slough).

Parent/Teacher Consultations

Parents are given the opportunity to meet with their child's class teachers every term. Dates are sent out in advance for parents to make arrangements for these meetings.

Parents in reception are welcome to ask for on going meetings if there is any need. These can be arranged at the end of the school day.



School Uniform

What a child wears to school reflects their attitude to learning; it portrays the school's ethos and shared positive values. Wearing the school colours gives the pupils a sense of pride and belonging.

All children are required to wear school uniform while in school and travelling to and from school.

The aim of our uniform is to giving the school a sense of identity. The school is judged, in part, by how its children appear in and around school.

School uniform consists of:

All pupils: Autumn and Spring Terms

Shirt – white

School Tie

Black shoes and socks (No trainers)

Trousers – Charcoal Grey

Royal blue pullover – V necked with the school logo for boys

Royal blue cardigan – with the school logo for girls

All children are expected to wear an orange Dastar or head covering.

All children need to have their heads covered whilst inside the Spiritual Hall and for Panjabi and Sikh studies lessons.

Summer Term Uniform

All pupils may wear a white polo shirt instead of a shirt.

Traditional Uniform

GIRLS

Royal blue Salwar Kameez or with Pyjama with school logo, and Kesari Dupatta.

BOYS

Royal blue Kurta Pyjama with school logo and Kesari Patka or Dastar.

The traditional uniform, v-neck jumper, cardigan, the school tie, school bags with logos and Patkas can be purchased from the school uniform shop: Diffusions, Queensmere Shopping Centre, Slough High Street, SL1 1DG.

In the interest of safety for all pupils; jewellery will not be permitted.

PE LESSONS

White T-shirt

Navy blue shorts

Navy blue or grey jogging bottoms

Black plimsolls or trainers

Sweatband to cover the Kara

No formal specification of outdoor clothing is included in our policy. However, parents are asked to bear in mind the image of the school in relation to outdoor coats. Outdoor coats should be plain and without badges or slogans or logos. They should be of a material suitable for school wear.

Please provide your child with a clear, plastic water bottle labelled with your child's name.

All **SIKH** students are expected the Kara (steel bangle).





Lunchtimes

We have a very firm belief in eating healthily and are a 'Healthy School'! If you are providing your child with a packed lunch, please include one item from each of the four sections.

Please do not include any chocolate (bars or chocolate covered biscuits or milk), crisps, sweets or fizzy drinks.

 <p style="text-align: center; color: green;">Fruit</p>	<p style="text-align: center; color: green;">Vegetable</p> 
<p style="text-align: center;"><u>Protein:</u></p> <p style="text-align: center;">Cheese</p> <p>Pulses- beans, lentils, kidney beans etc</p> <p style="text-align: center;">Hummus</p> <p style="text-align: center;">Seeds</p> <p style="text-align: center;">Wheat protein</p> <p style="text-align: center;">Tofu</p>	<p style="text-align: center;"><u>Carbohydrate:</u></p> <p style="text-align: center; color: orange;">Bread</p> <p style="text-align: center; color: orange;">Potatoes</p> <p style="text-align: center; color: orange;">Chapatti</p> <p style="text-align: center; color: orange;">Pasta</p> <p style="text-align: center; color: orange;">Rice</p>
<p><u>One fatty/sugary food or drink:</u></p> <p style="text-align: center; color: purple;">Small cake (egg free)</p> <p style="text-align: center; color: purple;">Cereal bar</p> <p style="text-align: center; color: purple;">Biscuit</p> <p style="text-align: center; color: purple;">Capri sun/Fruit shoot/Ribena</p> <p style="text-align: center; color: purple;">Pakora/Samosa</p> 	<p><u>Drink:</u></p> <p style="text-align: center; color: red;">Water</p> <p style="text-align: center; color: red;">Pure fruit juice</p> <p style="text-align: center; color: red;">Smoothie</p> <p style="text-align: center; color: red;">Milk</p> 



As we are a Sikh faith and a nut-free school, please read the ingredients labels on the food you use to prepare packed lunches.

Foods containing fish, egg, nuts, alcohol or meat are not allowed on the school premises.



Break

We are part of the 'School Fruit & Vegetable' scheme and all children are offered a piece of fruit or raw vegetable at snack-time every day. All children in Reception are also entitled to free milk until they are 5.

Milk can be purchased for over 5years olds through 'cool milk' scheme via www.coolmilk.com, through our school office.

Outdoor Activities



We offer children a wide range of outdoor activities including climbing frames, scooters, tricycles, bicycles, cars, a garden area, playhouses, sandpit and various other play activities. We like the children to be outside as much as possible so please always send them to school in a warm coat in colder weather. We ask parents that all children keep a pair of wellington boots in school with their name on.



'There is no such thing as bad weather ...only bad clothing for it!'



Indoor Activities

All the children have access to a wide range of indoor activities during the week, including puzzles, jigsaw, role-play corners, a listening corner, activity tents, water and sand play, painting and play dough activities. Aprons are provided for wet and messy activities.





How you can help



There are various ways that you can help your child make an easy transition from home to the School.

When they first come into the classrooms, it will give your child the best possible start if:

- You have spoken to your child in a positive way about starting in the school and the sorts of things they can expect, including meeting new friends and the types of activities that will be available;
- Your child is toilet trained;
- For Reception children, you give your child a lunchbox that they can open by themselves with their name on (if sending a packed lunch from home)
- Your child has learned to use a knife and fork for school meals;
- Your child can put on their coat independently;
- Your child has practised fastening buttons and zips;
- Your child wears shoes they can put on and take off independently;
- Your child has practised holding a pencil;
- Your child has had opportunities to listen to stories read by you and the chance to talk about them with you;
- You have practised simple counting together.



As your child progresses through Reception, there are other ways you can help them achieve their best:-

- Encourage your child to read reading books at home and take time to listen to them read, or read with them;
- Continue to practise counting together (forwards, backwards, in 2s, 5s and 10s);
- Ask your child what they have been doing today - if you get the standard response of "NOTHING", then ask again!



AUTUMN

Term begins: Mon 5th Sep
Break up for half term: Fri 21st Oct

Half term:

24/10/2016 - 28/10/2016

Pupils back to school: Mon 31st Oct
Term ends: Tue 20th Dec

Total days: 73

SPRING

Term begins: Thu 5th Jan
Break up for half term: Fri 10th Feb

Half term:

13/02/2017 - 17/02/2017

Pupils back to school: Mon 20th Feb
Term ends: Thu 30th Mar

Total days: 55



KHALSA
PRIMARY
SCHOOL

Term Dates 2016 -2017

SUMMER

Term begins: Tue 18th April
Break up for half term: Fri 26th May

Half term:

29/05/2017 - 02/06/2017

Pupils back to school: Mon 5th Jun
Term ends: Thu 20th Jul

Total days: 62

INSET DAYS

- 1: Thu 1st Sep 2016
- 2: Fri 2nd Sep 2016
- 3: Wed 4th January 2017
- 4: Fri 31st March 2017
- 5: Fri 23rd June 2017

Total days: 5

Handwriting

This is an example of the letter formation that we use at Khalsa in the Early Years.



As children progress through the school years, they will be taught to join their handwriting in the way shown below.

The quick brown fox
jumps over the lazy
dog.

The earlier the children start using this method, the easier they will find it to join their writing as they progress through the school and the sooner your child is able to write and correctly form their name, the better. Please practise this together at home.

Remember, encourage your child to recognise and use lower case letters first. We encourage our children to learn and say the sounds that the letters make before we teach the letter names.



Healthy Schools and Sikh Food Guidelines

We incorporate many different aspects of healthy living into school life in order to encourage every child to live a healthy life. We are part of a fruit scheme and therefore each child is provided with a daily piece of fruit.

There is a water fountain within the setting for your child to use, and children are encouraged to bring in a water bottle to school to use daily. In addition to this, we offer the opportunity for children to have a carton of milk each day which is government funded.

Due to the Sikh ethos, the school policy does not allow foods containing egg, nuts, meat or fish on the premises at any time.

Birthdays

When it is your child's birthday, they may wear their own clothes to Nursery and maybe a birthday badge. Everyone will then know it is their birthday and they will get lots of birthday wishes.

If the birthday is at a weekend, they can choose to wear their own clothes on the Friday before the weekend or the Monday after. Don't worry if their birthday falls in a school holiday - they can wear their special clothes on the last day of term or first day of the next term.

You can send party bags or healthy treats for other children with them if you wish. Please speak with the class teacher.



MEDICAL

Where possible please try to arrange medical and dental appointments outside the school day. If this is not practical, pupils should attend for part of the day and the appointment card should be brought into school to show to a member of the office staff.

We work closely with the Education Welfare Service to monitor attendance and work with families to support attendance at school.

MEDICAL NEEDS/CONDITIONS

There may be a time where your child has a medical need. Please speak to your child's class teacher in the first instance to advise how the school can help. If your child is ill or has an accident at school that causes concern, the office will contact you using the contact names and numbers you have given. Please ensure that you keep the office updated with any changes in your contact details.

VOMITING AND DIARRHOEA

If a child vomits or has diarrhoea in school they will be sent home immediately. Children will not be accepted back into school until 48 hours after their last symptom has elapsed. If your child was sick at home please keep them at home for 48 hours and inform our school office.

CHICKENPOX AND OTHER DISEASES

If a child is suspected of having chickenpox etc, staff will examine their arms or legs. The staff will only look at a child's back or chest if there is a concern of infection to other children. In this case, the child will be asked first and other adult will be present. If there are any concerns; parents will be informed immediately. A standard letter will also be sent home to all the children in the year group.

HEAD LICE

If a staff member suspects a child has head lice, parents will be informed and requested if the child's hair can be examined. If this is the case, the parent will be informed and a letter will be communicated to children in the class.

ADMINISTRATION OF MEDICINE

Medicines will only be accepted by the school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Please note any medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. Therefore, the school will only supervise the administration of medicines that need to be taken **four times** a day.

The school can only administer prescription medication. Parents must inform the office if a child requires medicine to be taken. All forms of medication to be given to the office only.

Children who require inhalers are expected to be able to use it themselves but will be supervised by an adult.

Inhalers will be returned at the end of the academic year and it is the parent's responsibility to provide a replacement inhaler.

Lost property

Any lost property will be kept in our lost property box located in the office foyer. Please name all items belonging to your child.

School photographs

The children will have their photograph taken twice in a year of which you will be able to purchase:

Autumn term - Individual and siblings

Summer term - Whole class photograph

Absence from school

If your child is absent from school for any reason, please inform our school office on 01753 823501 on the day of the absence. Children are not permitted any leave of absence during term time.

Electronic Communication

The school aims to be 'eco friendly' and communicates with parents primarily through email. In September, we will ask you all to register to our system. This portal will also allow you to make payments for school items such as trips and visits.



Car Park

We are very fortunate to have an expansive car park. We have over 300 families in school and we all must help each other to follow the rules of the car park. The rules are as follows:

- * Observe the one-way route system of the car park (no u-turns)
- * Do not park on double yellow lines
- * Only park in the designated parent parking areas
- * The drop off zone can only be used to drop off/pick up persons: it is a no waiting zone
- * In the afternoon, the gates will open at 2.30pm. Please do not arrive at school before then.
- * Stick to the speed limit

We encourage parents to walk, cycle or scoot to school. Not only is it better for their health – but also the environment. Please help us protect the safety of children at school by being a thoughtful driver.

Car sharing schemes can also be set up - please speak with the school office if you require further clarification.

Communication

Please do contact us at any time when you have a concern, even if it appears to be minor. The 'little' difficulties are easy to deal with; don't let them become major concerns.

The Open Door Policy is encouraged at Khalsa. If you wish to talk about your child please:-

1. Approach the Class Teacher
2. Talk to a member of the Senior Leadership Team
3. The Principal, Mr Vig, is always happy to see parents but clearly he will go to the Class Teacher to discuss issues, therefore it makes sense for you to have spoken to the teacher first.

Contacting the Headteacher if he is not in School

When the Principal is out, children are always in safe and responsive hands. If you need an immediate response, please contact the school office and a member of the Senior Leadership Team will get a response to you as soon as possible.

We hope that with your support we can give your child the very best start to their education.



