



# Starting Reception Information Pack



# Welcome to our School!



## Happy - United - Inspired

Thank you choosing Shenley Primary School; we are very proud of the community feel in our village school. Threaded throughout our school, you will find a strong sense of mutual respect and tolerance for the differences we have.

Shenley Primary School is a friendly village school with approximately 200 children on roll, between the ages of 3 and 11 years. Every class has its own fully qualified teacher, supported by a trained teaching assistant.

### Our Vision for Shenley Primary School

- Children are eager to succeed.
- Characters are built and children collect lasting experiences.
- Children are valued, feel safe, are nurtured and happy.
- Everyone strives to be a productive citizen of the school and wider community.
- Children are encouraged to be active and healthy.

### Our Aim for Shenley Primary School

- Be resilient, independent, confident and willing to take educated risks.
- Celebrate diversity and acceptance of others.
- Aim for outstanding achievements.
- Apply positive community values.
- Develop a knowledge rich, challenging and inspiring curriculum.
- Promote a positive climate where good friendships and supportive relationships grow.
- Be a highly dedicated and committed professional team.

You will feel you are held at the heart of a strong school community when you come to Shenley Primary School. Our children are Happy, United and Inspired, and you will hopefully feel the same way too.

# Our Team at Shenley

Georgie Wheeler – Head Teacher

Adrienne Azzopardi – Deputy Head

Claire Gallagher - Special Educational Needs Co-ordinator (SENCo), Key Stage Lead

## Early Years Class Teachers

Claire Gallagher (0.4)

Jenny Light (0.6)

Kayley Nurse – Early Years Teaching Assistant

# What will my child learn in Reception?

Children in Nursery and Reception follow the Early Years Foundation Stage Statutory Framework and Development Matters non-statutory curriculum guidance. Using this guidance our Early Years Team have devised a personalised curriculum for the children at Shenley taking into consideration their needs, our local environment and community.

The curriculum covers seven key areas of learning:

- Personal, Social and Emotional
- Physical Development
- Communication and Language
- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

Through exploring these areas of learning children are supported to develop 'Characteristics of Effective Learning':

- **Playing and Exploring** – children investigate and experience things, and 'have a go'
- **Active Learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **Creating and Thinking Critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things

A copy of our curriculum is available on our school website: <https://shenley.secure-primariesite.net/curriculum/>

For more information on the EYFS Framework or Development Matters please see the government publications of these documents at: [www.gov.uk](http://www.gov.uk)

# A Typical Day in Reception

At Shenley Primary School we have a Foundation Stage Unit. This means that the children in Nursery and Reception at some points of the day are together. During the 'child initiated learning' portion of the day children in Nursery and Reception can choose to learn in the inside or outside classrooms. Below is a typical daily routine for the Reception class children.

8:45am – 9:00am	Arrival, Self-Registration. Children choose which activities and learning equipment they would like to use.
9:00am – 9:30am	Focus group or activity time or child-initiated learning where children choose their own learning opportunities supported by adults in the classroom.
9:30am – 10:00am	A short carpet session linked to the key text for the week and introduction to the day's activities.
10:00am – 11:00am	Child initiated learning across the inside and the outside classrooms.
11:00am – 11:30am	Phonics carpet session.
11:30am – 11:40am	Getting ready for lunchtime.
11:45am – 12:45pm	Lunchtime
12:45pm – 1:15pm	Maths carpet session.
1:15pm – 1:45pm	Focus group or activity time or child-initiated learning where children choose their own learning opportunities supported by adults in the classroom.
1:45pm – 2:45pm	Child initiated learning across the inside and the outside classrooms.
2:45pm – 3:15pm	Story time and getting ready to go home.
3:15pm	Home time

Lunchtime runs from 11:45am until 12:45pm. Children eat lunch in the hall then spend the remainder of the time in our outside classroom or on the field. One afternoon a week is also dedicated to Forest School. **Snack consisting of fruit and milk is available to the children during child initiated learning times. The children choose when they would like to have snack.**

# Can I come and look around?

If you have not already had an opportunity to look around our school, please contact the school office who will be more than happy to arrange this with you. During the tour you will have the opportunity to speak with members of the Early Years Team who will guide you around the setting and be more than happy to answer any questions you may have.

## School Office Contact Details

**Telephone:** 01923 855864

**Email:** admin@shenley.herts.sch.uk

# School Lunches

At Shenley Primary School our school lunches are provided by HCL. (<https://hcl.co.uk>) Each morning children wanting a school lunch will choose from one of four options. These options always include at least one vegetarian option, one sandwich option and one jacket potato with filling option.

Please ensure you let class teachers know if your child intends to have a school lunch each morning.

**Children in Reception, Year 1 and Year 2 are entitled to free school lunches.** Your child may be entitled to free school meals after Year 2 depending on your individual circumstances, so please ensure you complete the pupil premium section of the application form. The cost of a school lunch is **£2.65 (for a Nursery child)** and **£3.60 (for Years 3 to 6)**. School lunches need to be paid for in advance, via the **online payment system Arbor**. If your child has any special dietary needs, allergies or intolerances please inform the office team and notify HCL at [specialmenu.hcl.co.uk](mailto:specialmenu.hcl.co.uk) who should be able to provide an individual menu.

To have a look at the current school lunch menu please check our school website. <https://shenley.secure-primarysite.net/pupils-choice-menu/>

Alternatively, your child can bring a **healthy packed lunch from home**. Packed lunches should not include nuts, chocolate bars, sweets or fizzy drinks. They can include a biscuit bar (e.g. KitKat) or small cake.

# How can I find out about what my child had been learning?

At Shenley Primary School there are many different ways in which we like to communicate with parents about what their child has been learning whilst at school.

## [Class Webpage](#)

Every class at Shenley Primary School has an individual class page. Here you can find your child's timetable, information about the curriculum, information on our home school partnership and wow learning moments! Miss Wheeler also has a weekly newsletter in which she showcases the learning which has been happening across the school each week.

## [ClassDojo](#)

ClassDojo is a digital reward system which we use to send rewards and messages directly to an app on your phone. You will receive details on how to join this service when you join the school.

## [Learning Journey](#)

In Nursery and Reception, we record children's learning through observations and photographs. Children are observed throughout the term and 'wow' learning moments are recorded in their learning journal.

The children also take part in more structured learning activities including guided reading, phonics, maths and literacy activities. These may be recorded as observations or in an exercise book.

Parents have many opportunities to discuss their children's learning throughout the year, including two formal parents' evenings held in the Autumn and Spring Terms. We also have, 'Stay and Learn' sessions each term where parents can come and take part in their children's learning. All children will also receive a written report at the end of the Summer Term detailing their progress and attainment.

# Getting Ready for Reception

Starting Reception is a big step for many children. In order to ensure that your child is prepared we have some ideas of things you can do at home to help your child to be ready to start school.



Practice putting on my own coat and begin to help with getting dressed and undressed including putting on and doing up my shoes.



Practice using the toilet and washing and drying my own hands independently.



Sing some counting rhymes and songs and to begin counting to 10. Begin recognising numbers to 10.



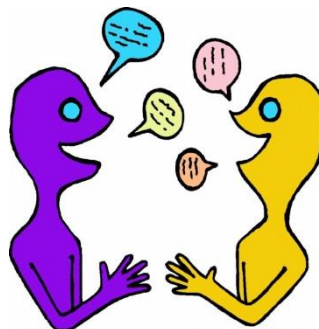
Look at books and listen to stories and to begin to talk about stories.



Practice recognising my name.



Practise writing my name.



Talk about things I like or I have done. Talk about starting school what it will be like and how I am feeling.

All children develop at different rates but this leaflet shows the type of things that most children should be able to do by the time they start school Reception. Please speak to your child's class teacher if you have any questions or concerns.

# School Uniform

All children at Shenley Primary School wear school uniform including children in Nursery. School uniform can be purchased from Stevensons (**133-135 Victoria Street, St Albans AL1 3XS** or [www.stevensons.co.uk](http://www.stevensons.co.uk)) or from My Clothing ([www.myclothing.com](http://www.myclothing.com)) Please check the list below for what your child will need when starting school.

## Uniform

- White shirt / blouse or polo shirt
- Royal blue school sweatshirt or cardigan
- Grey skirt / grey pinafore dress with zip front / grey trousers
- Grey socks, tights or white socks.
- Sensible flat, dark shoes (no boots)

## Optional extras:

- Legionnaires cap with logo
- Knitted hat with logo

In the Summer term and up to Autumn half term, children can also wear a blue gingham dress with white or dark sandals, grey shorts with closed toe dark sandals.

Nursery children may wear navy or grey jogger bottoms. We also recommend Velcro fastening shoes for Nursery and Reception.

## Book Bag

- All children require a school, book bag.

## Water Bottle

- All children need a labelled water bottle. No glass bottles please.

## Hair

Long hair must be tied up with blue, black, or white hair bands. Large hair clips or hair adornments are not permitted. Hair gel is not permitted. Hair styles should be appropriate and fit with the school uniform.

## Forest School

Nursery to Year 6 take part in Forest School and will require:

- Wellies
- Old clothes
- Waterproof trousers and jacket or puddle suit

## PE Kit

**Children** in Reception to Year 6 take part in PE lessons and will require:

- White school t-shirt
- Blue school shorts

- Indoor plimsolls
- A PE bag with school logo.
- A house colour school t-shirt (colour to be advised by the office)
- A pair of trainers
- Royal or navy-blue tracksuit for outdoor PE.

**Nursery children do not require a PE but may still take part in PE activities.**

Reception children do not require a tracksuit or trainers.

**Swimming**

Some year groups take part in swimming lessons letters will be sent to classes affected.

- Girls – one piece swimming costume
- Boys – swimming trunks (not shorts)
- Towel

If you are having any difficulties with obtaining school uniform, please speak to the school office team. The PTA also has regular uniform sales please check to see when the next event will be held.

**PLEASE CLEARLY LABEL ALL ITEMS OF UNIFORM**

# Arbor Information, Communication and Payment System

Shenley Primary School uses Arbor as our primary information, communication and payment system.

Arbor will give you access to your child's details, attendance figures and dinner information.

We also use Arbor for our communications. Please download the app and create a login.

Below is a link that you can use to start to get yourself familiar with this new system.

[Log into the parent portal and the parent app](#)

School lunches, school trips, breakfast club and after school club are all paid for using on Arbor.

Please see the attached sheet for more information on Arbor.

If you have any queries or are having any difficulties signing up to Arbor please contact the school office via email. **admin@shenley.herts.sch.uk**

# Privacy Notice

## How we use Pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school eligibility)
- Attendance information (such as session attended, number of absences and absence reasons)
- Assessment information
- Behavioural information
- Special education needs information
- Exclusions
- Relevant medical information

## Why we collect and use this information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

## Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing Pupil Data

We hold pupil data for the duration of their time at Shenley Primary School. It is required for some mandatory data to be kept by us until the child's 18<sup>th</sup> birthday for Safeguarding reasons.

## Who we share pupil information with

- Schools that the pupils attends after leaving us
- Our local authority
- The Department for Education (DfE)
- School Nurse
- NHS
- The Police and Court officials

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupil) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (eg the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-request-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information, or be given access to your child's record, contact Shenley Primary School, London Road, Shenley Hertfordshire, WD7 9DX

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice please contact:

Shenley Primary School  
London Road  
Shenley  
Herts  
WD7 9DX  
01923 855864

**Data Protection Officer – School DPO Service – Carole Connelly**

**SHENLEY**



**PRIMARY SCHOOL**