



**CARLINGHOW**  
ACADEMY



**GREAT  
HEIGHTS**  
ACADEMY TRUST



# Reception Booklet

## 2025/2026



# *Achieving excellence together*

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# Welcome

I would like to welcome you to Carlinghow Academy.

I hope that you find this booklet interesting and full of all the information you need to know about your child starting school.

Carlinghow Academy is a safe, warm, welcoming and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all of the work that we do.

If there is anything that you are not sure about, or you have any questions that this booklet or our website does not answer, please don't hesitate to contact us and we will try to answer your query.



Mrs M Fishwick  
Head of School

# School Times

The school day starts at 8:30 am each morning and the children enter the classroom from the Reception playground.

To maximise the safety of all children, the gates to the back of the school are locked at 9:00 am each morning. Any late arrivals need to come into school through the main entrance door.

At home time the gates situated at the side of the school are opened at 2:50 pm and children will be let out of class at 3:00 pm. The children are released only to a known adult from the Reception conservatory doors. If another adult is to collect your child for any reason you must inform the office of this change.

# Absences

Please notify school if your child is ill, either by telephone or by another adult in person in the morning; by 9:00am on 01924 326371.

We will contact you if we have not heard from you by this time.

Home visits will be carried out if a reason for an absence is not given.

Sickness - 48 hour rule - if your child is suffering from sickness or diarrhoea they need to be clear of symptoms for 48 hours before returning to school.

# Holidays

You will find a list of next year's term dates in your welcome pack. Term time dates are published in the Academy Newsletter early in the academic year and are also on the website. The Head of school cannot authorise any leave of absence during term time and you may be subject to a fixed penalty notice as per our attendance policy.

For full details of our attendance policy please visit the Academy website.

# Smooth Transition

Starting in Reception is an exciting time but we also appreciate that it can bring with it feelings of worry and anxiety for both children and parents/carers. In light of this, we strongly believe that successful transition begins by building strong relationships between the staff, the child and their families.

We aim to achieve this by:

- Running a staggered start during the first week of the new school year in September. Reception staff will confirm with you what days your child will attend. This will allow staff more time to get to know your child and it will also be an opportunity to help settle children who may feel less confident or who may feel overwhelmed in a larger group.
- Inviting children in for a transition visit where they can spend the morning getting to know their new teachers and peers.
- Carrying out a home or setting visit for children who are new to Carlinghow Academy. Two members of staff will visit your child at home or at their current setting. During this visit, staff will spend time talking to yourself and your child and they will observe how your child plays/interacts in a familiar environment. The staff will find out about your child's interests and likes so that they can prepare the classroom environment to accommodate these. This ensures your child feels as settled as possible.
- Spending the first 4 weeks carrying out baseline assessments in school.
- Allocating your child a key worker so they can form a close relationship with a familiar adult.
- Sharing assessment information through reports, parents' evenings and an online learning journey.

# A Typical School Day

**8:30** Children are encouraged to come into the class on their own and put away their coats and book bags independently.

The children then complete a morning task, e.g. name writing.

**8:50** Register

**9:00** Phonics Session – grouped carpet sessions.

**9:50** The children are able to explore & play both inside and out with a range of resources and activities. A focused adult-led English activity will be set up which all children will complete at some point in the morning session.

**11:00** Talk Through Stories – a group carpet session exploring story and language.

**11:30** Lunch Time. Children have lunch and play outside when they have finished.

**12:30** Afternoon Registration

**12:40** Maths Session – grouped carpet sessions.

**1:00** Learning Through Play + Focus Task Time – The children are able to explore & play both inside and out. A focused adult-led Maths activity will be set up which all children will complete at some point in the afternoon session.

**14:30** Story Time

**15:00** Parents collect children at the door of the classroom.





# Baseline Assessment

When your child starts in Reception class, their teachers will spend the first 4 weeks getting to know them through the Reception Baseline Assessment. The Reception Baseline Assessment (RBA) is a short, task-based assessment of your child's early literacy, communication, language and mathematics skills when they begin school. It was statutory for all schools from September 2021. Your child does not need to prepare. There is no pass mark or score and your child should not realise they're doing an assessment.

Teachers will capture the baseline assessment through:

- Observations of children's play and interactions
- Planned activities in provision
- Speaking to parents and carers
- Home visits
- Discussions with previous settings

Children will only be assessed when they are displaying high levels of involvement and well-being as we recognise that the most important job at the start of the year is to ensure that your child makes a happy and settled transition to school.

During this time, we will support children to establish positive relationships, understand classroom routines and become familiar with the adults in their class.

Once baseline assessments have been completed, teachers will use this information to plan for exciting learning opportunities and provision that are matched to the interests and abilities of all children. For this reason, it is important that you share as much information with your child's teacher as possible: especially about your child's interests and the things that excite them.

More information about the RBA can be found at

<https://www.gov.uk/guidance/reception-baseline-assessment-information-for-parents>

# Curriculum

## *Early Years Outcomes (September 2021)*

Throughout the year children's progress is reviewed against the Early Years Outcomes and at the end of reception children are assessed against each of the 17 Early Learning Goals. The Characteristics of Effective Teaching and Learning describe key dispositions which play a central role in your child becoming an effective learner. They form the basis of transition discussions as children move from nursery to reception and then from reception to Y1.

### Characteristics of Effective Teaching and 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.

Areas of Learning and Development	Aspect
<b>Prime Areas</b>	
Communication and Language	Listening and attention
	Speaking
Personal, Social and Emotional Development	Self – regulation
	Managing self
	Building relationships
Physical Development	Gross Motor Skills
	Fine Motor Skills
<b>Specific Areas</b>	
Literacy	Comprehension
	Word reading
	Writing
Mathematics	Number
	Numerical Patterns
Understanding the World	Past and Present
	People, Culture and Communities
	The Natural World
Expressive Arts and Design	Creating with Materials
	Being Imaginative and Expressive

Further information about the Early Learning Goals (ELGs) can be found on the following website: <https://www.gov.uk/government/publications/changes-to-the-early-years-foundation-stage-eyfs-framework/changes-to-the-early-years-foundation-stage-eyfs-framework>



# Play-Based Learning

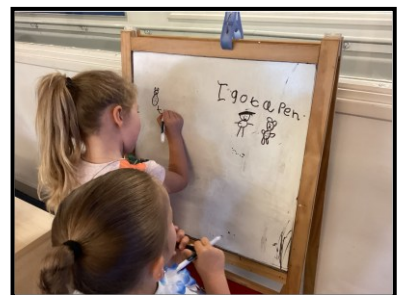
In Reception, children learn largely through child-initiated activities and play-based experiences. Staff carefully plan indoor and outdoor provision to capture your child's imagination, promote independent learning and encourage interactions with peers across a range of contexts.

There are carpet sessions timetabled throughout the day where the children come together to learn Phonics, Literacy and Maths, as well as Understanding the World and Expressive Arts and Design. Focussed activities are then planned to provide the 'next steps' to support your child's progress and development.

Similar to the baseline, staff will dedicate time to observing your child as they play, interact, problem-solve and choose their own activities.

Areas of continuous provision include:

- Construction
- Water
- Play Dough
- Creative
- Sand
- Outdoors
- Role-Play
- Small-World
- Reading
- Exploration
- Mathematics
- Mark Making



# Wow Moments

At Carlinghow Academy, we like to work in partnership with parents and we encourage you to take an active role in your child's education.

We love hearing about the exciting experiences your child has outside of school, including special visits and outings as well as day to day activities such as sharing a book at bedtime, learning to ride a bike, playing a game, visiting family etc...

You can upload photos of Wow moments onto Seesaw for use to see.

## Whatever the Weather!

Part of our curriculum in Reception is 'Understanding the World', so please be aware that we like to play out in all weathers!

Children absolutely love exploring their natural environment and what better way to do this than to experience the changing seasons first hand.

During the wet months we ask that you provide your child with a hooded, waterproof coat, a pair of wellies and a spare pair of socks.

We also like to get hands-on so please be aware that, on occasion, your child's clothing might not be as clean as when they first came to school in the morning!

Wherever possible, we will provide children with aprons but we ask you to understand that children generally have a way of getting messy no matter what and if it's only a little bit of dirt or paint it should come out in the wash!

During the Summer months we ask that you send your child with sun cream already applied, a water bottle and a sun hat.

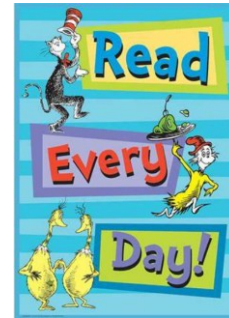


# Reading

Reading at home is **THE** best way you can support your child's learning! We encourage you to share books **EVERY** night whether they are home reading books or picture books.

Sharing books has significant benefits including:

- Enjoyment
- Strengthening bonds between parent and child
- Improving speaking and listening skills
- Promoting a love of reading
- Giving your child the best start to their education



## School Library and Story Sharing

Once you have signed a library agreement, your child may borrow books from our school library. Throughout the year we will offer story sharing sessions where parents/carers are invited into class to share stories with children.

## Home Reading

Once children are confident to segment and blend sounds for reading simple words they will start to bring home reading books with text. Please support your child to read these books at home or encourage other family members, like older siblings or grandparents, to get involved. Children will also bring home a reading log which should be filled in every time your child reads.

We encourage children to sound out words (segmenting) and then 'blend' the sounds together and children are taught to read some words automatically without the need for sounding out (Red Words).

Don't forget that sharing books is not just about reading the words, it is just as important to enjoy time discussing the story, characters and illustrations, and children love linking stories to their own experiences.

As well as reading books your child will also bring home letter cards and word cards to learn at speed.



# Reading Continued...

## Learning to Read – Read Write Inc.

At Carlinghow Academy, we teach children how to read through the phonics scheme Read Write Inc. In phonics sessions, children learn how to 'read' the sounds in words and how those sounds can be written down. This is essential for reading, but it also helps children learn to spell well. We teach the children simple ways of remembering these sounds and letters. The children also practise reading (and spelling) what we call 'red words', such as 'I', 'you' and 'said'. The children practise their reading with books that match the phonics and the 'red words' they know.

The teachers read to the children, too, so the children get to know all sorts of stories, poetry and information books. They learn many more words this way and it also helps their writing. Throughout the year we will welcome you in to school to watch your children learning phonics and give you more information about how we teach phonics.



## Parent Participation

At Carlinghow Academy, we view your child's education as a partnership between home and school. In order for your child to reach their full potential it is important that we work as a team. At the beginning of the school year, parents are asked to sign a contract; The Carlinghow Academy Home/Academy Agreement. This identifies what we will do together, what we as staff will do, what we expect you as parents to do and finally what we ask of the children. A copy of the agreement terms can be found on the last page of this booklet. We hold regular whole school events which the children really enjoy and we encourage families to be involved; highlights include the Halloween disco and Summer Fayre.

# Keeping Informed

To ensure parents are kept informed of up and coming events, a calendar on our website shows all our diary events. We also publish all letters which are sent home on our website, so it is worth checking our web page at regular intervals to keep yourself informed.

## Texts

In order to keep our parents updated with school life and any last minute changes such as closure due to snow we use a text/email service which will send a text to mobile phones or an email depending on the urgency of the message.

## Seesaw

At Carlinghow Academy, we use an app called Seesaw throughout school as an interactive learning platform. It is a simple way for teachers and pupils to record and share what's happening in the classroom. Seesaw gives pupils a place to document their learning, be creative and learn how to use technology. Each child gets their own online journal which follows them up through school. Children are encouraged to take ownership of their learning, they and will add and create photos, videos, drawings, or presentations independently. When there are new Seesaw posts, families can be notified via app notification, email or SMS. Parents are only notified about their own child's work, and all data is safe and secure.

Seesaw is also used to share letters and important information from school.

## Arbor

We use an electronic payment system 'Arbor' - where parents can pay for school dinners and trips online. Once your child has started school you will receive information on registration.

# School Uniform

Grey skirt/ trousers

Blue sweatshirt/ cardigan (ideally with the Carlinghow Academy logo)

Pale blue polo shirt with collar

Black shoes - no boots please

In the Summer, many girls wear blue/ white check dresses.

All children may wear grey shorts in warm weather.

Children should not come to school wearing fashion trainers, jeans, tracksuits, sportswear or beachwear.

*Please ensure all items of uniform are clearly labelled with your child's name.*

If your child arrives in school not wearing the correct uniform we will change your child into uniform for the day.



## P.E. Kit

Black pumps (Parents/carers to provide)

School will provide the t-shirt and shorts for P.E.

These will be kept in school and washed by school staff.

## Jewellery

For health and safety reasons we do not allow children to wear jewellery. The exceptions to this rule are ear-ring studs in pierced ears, and small objects of religious significance. Hair bands, ribbons/bows or 'scrunchies' should be plain and either blue, white or black. Hair bands should not have large flowers attached. Make up and nail varnish should not be worn to school. Extreme hairstyles are not appropriate for school. The use of styling products should be kept to a minimum and children should not have decorative patterns cut into their hair or have hair coloured or dyed.



# School Dinners

Dinners are freshly cooked in our own kitchens. We offer choices each day on an iPad, including a vegetarian option and the menus rotate over a three-week cycle. Fresh fruit and bread are always available, along with water to drink. Menus are changed seasonally and information is sent home for you and your child to choose their lunch. If your child has any specific dietary requirements please let us know so that we can tailor a menu to suit their needs. All pupils in reception, year 1 and year 2 in state-funded schools in England are eligible for Universal Free School Meals.

## Snacks

At Carlinghow Academy, we strive to promote a healthy lifestyle. Children are offered fresh or dried fruit and vegetables, provided by a government scheme to encourage children to eat five a day. This includes a different choice each day e.g. banana, carrot, pear, apple or orange. Children are encouraged to peel their own fruit to assist their self-help skills.

## Milk

Milk is available to all children in Foundation Stage and Key Stage 1. For all our under 5's this is free. Carlinghow Academy will automatically register your child to receive school milk each day. When children reach their fifth birthday they can continue to receive milk scheme for approximately £1.5 per term.

## Water

Children are encouraged to drink water to keep well hydrated during the school day and may bring their own named water bottle to school. To promote a healthy lifestyle this must be *water and not juice*.

# Preparation

Many parents ask what we want children to do before they come to school.

Here are the things which help to make the school day and routines simpler:

- I can use the toilet all by myself.
- I can zip up and fasten my coat.
- I can dress myself and change for P.E.
- I can wash and dry my hands.
- I can brush my own teeth (children will take part in a toothbrushing scheme).
- I can use a knife & fork.
- I can put on my own shoes and fasten them.
- I can recognise and write my name.
- I can count to 10.

## Building a partnership between Home and the Academy

### TOGETHER WE WILL:

- Help our children to feel happy, confident and valued at Carlinghow Academy.
- Promote in them a clear understanding of good manners and right and wrong.
- Share common expectations to enable everyone to reach their maximum potential.
- Create a safe and secure environment where our children can flourish.
- Establish open and respectful communication between all members of The Academy community.
- Develop a shared understanding of the behaviour policy expectations.
- Celebrate, share and praise successes.

### THE ACADEMY STAFF WILL:

- Work within all policies, values, aims and visions set by the Governors.
- Provide an open and welcoming environment where you and your child will feel valued.
- Recognise and build on your child's unique strengths.
- Set accurate and helpful targets for you and your child to work on.
- Keep you informed of your child's progress and offer encouragement and support.
- Be available to discuss your child's progress formally annually and informally by mutual arrangement.
- Endeavour to arrange Academy events and meetings to meet the needs of families.
- Ensure respectful communication by providing appropriate lines of communication which are accessible, regular and considered.
- Have available on request information about the complaints procedure.

## IN RETURN WE ASK THAT PARENTS:

- Support and respect the Academy's policies, values, aim and visions.
- Support the staff in their care and education of your child.
- Ensure that your child is punctual and attends The Academy regularly.
- Avoid taking holidays during term time.
- Attend and support Academy events, meetings and celebrations wherever possible.
- Create a sense of belonging by ensuring children wear the requested Academy uniform.
- Ensure respectful communication by liaising with the appropriate Academy Staff.
- Notify the Academy of any changes of circumstances that might affect the child.
- Let us work together to make our partnership one of confidence, enthusiasm and respect.

## IN RETURN WE ASK THAT CHILDREN:

- Take care of everyone and everything so that:

The Academy is a happy place, we can all learn, nobody gets hurt, we are all safe, nothing gets spoilt or lost and we take care of ourselves so that we can stay fit and healthy.

## Getting in touch

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