



Our Lady Immaculate
Catholic Primary School
A Multi-Academy

Reception Class Information Booklet



Our Mission Statement

"With God all things are possible." (Matthew 19:26)



Our Virtues

Respect	Thankfulness
Hope	Patience
Faith	Simplicity
Love	Forgiveness
Perseverance	Kindness
Honesty	Service



Welcome to Our Lady Immaculate School and Catholic Community.

We are here to work with you as a home, school and parish partnership, to encourage, guide, motivate and support your children. We celebrate the uniqueness of every child and aim to educate and prepare our children to be independent, confident and to live life to the full. In this booklet we have included useful information for Reception parents about aspects of school life, but please do not hesitate to ask one of the Reception team if you have any questions. We are always happy to help.



Our School Day

Once your child is attending Our Lady Immaculate fulltime, the school gates will open at 8:30am and your child will be led into class at 8:45am by their teacher.



Morning session: 8.55am - 11.55am

Foundation lunchtime: 11.55am - 12.55pm

Afternoon session: 12.55pm - 3.15pm



OLI Wraparound Care at The Ark

For a small charge, The Ark offers a breakfast and after school provision for all our children.



The Ark

It is open from 7.30am-8.30am and 3.15pm-6.15pm.

Please see The Ark leaflet for further details.

Transition – Starting school Timetable



A smooth transition into school is really important for the children, but also for the parents and the school staff. Your child's transition will include:

- ♦ A 'Stay and Play' school visit with parent
- ♦ Home visit (school visit if home visit is not suitable)
- ♦ Part-time attendance for the first week
- ♦ Parent induction meeting
- ♦ Early finish for the first day the whole class are in.

These small steps enable the children, parents and staff to get to know each other and to build strong relationships, so that we can work really well together for the next seven years. Please provide as much information as you can that will help us to get to know your child and always come to see us if you or your child have any concerns or queries - no matter how big or small. These can all impact on your child's learning and happiness. Please speak to us at the end of the school day, send a message via Tapestry or send an email via the school office.

Helping your child

You can help your child to settle quickly by helping them to be independent. Independence is a great confidence booster in new surroundings.

Please encourage your child to carry out tasks for themselves, such as getting dressed, putting their shoes on, zipping up their coat etc. Your child will be expected to cope with going to the toilet without any help, but we will be there for them if difficulties arise! (Please include a spare pair of pants/knickers and socks in the book bag for use should there be an accident.) Please also encourage your children to feed themselves at meal times, having a go at cutting their food with cutlery, being able to peel a banana or a satsuma and to bite into a whole apple or pear to eat it.



Labelling- Time consuming initially but extremely helpful for your child, staff and reuniting parents with missing clothing!

Please label, in an obvious place, anything that can be parted from your child-it is surprising what they can lose! It is a good idea to check labels regularly, as they do wear off when in constant use. Write your child's first name in lower case letters e.g. Tommy. These are much easier for young children to recognise and help them to be independent.

Collection and absence

Where possible please always tell your child who will be collecting them at the end of the day or if they are going to be in The Ark. This helps them to feel settled. Where collection arrangements change, please **also email the school** so that a message can be passed to the class teacher. Your child will only be released if we have had a message from the parent/guardian.

parents@ourladyimmaculate.essex.sch.uk



All children must be in class by 8.55am. If you arrive after this time, please enter via the main entrance and sign your child's name into the late book and specify their lunchtime meal choice. If your child is absent for any reason, please phone the school by 8.45 a.m. to let us know the reason – please email us on:

parents@ourladyimmaculate.essex.sch.uk

or if this is not possible, we have a dedicated "Absence Line" where messages can be left (01245 353755).

Car Parking!

Car parking can be an issue so please leave enough time. Please always park in a safe place respecting parking restrictions. We are on a very busy road so for everyone's safety, please hold hands and use designated crossings and do not park behind the church. Thank you!



Health

If your child is unwell and has more than a slight cold, please help them to recover quickly by looking after them at home. They will not be learning as well as they can if they are ill. If they become unwell during the school day we will always contact you, so please make sure that your contact details are always up to date and that there is someone who can come and collect your child from school if necessary.

If your child has an episode of vomiting or diarrhoea they must not come to school for 48 hours.

Medication

Prescribed medicines: these should only be taken to 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. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. A record must be kept of all drugs to be administered at school. Please fill in the relevant forms from the school website or the school office. It is the parent's responsibility to collect the medicine at the end of the school day.



If your child suffers from Asthma or has a severe allergy etc. kindly ensure a spare inhaler, two EpiPen's or any other necessary/emergency medication is left in the school office at all times. It should be in date and clearly labelled. This should be stored in a clear plastic box with your child's photo displayed on the lid for identification purposes. Please complete the necessary care plan form available from the school's office.

Eyesight

Please have your child's eyesight checked before they start school, even if you think that they can see perfectly well. This can be carried out at any optician free of charge and any difficulties that are picked up early can make a huge difference to your child's confidence, their long term eyesight and their learning.



Keeping you informed

In the early days we post lots of photos of your child on your child's learning journal so you can see snippets of what they have been up to. Children are often tired when they come out of school and we know that some children tell their parents every detail of what they did and more, and that others don't divulge any information! Starting school can be an anxious time for parents so having photos that you can share with your child can be a great starting point for conversation. Once your child has transitioned, their learning journal is used for any observations taken of them to record learning and will be uploaded on an individual basis.



All Foundation Stage children have a personal learning journey which builds up a record of your child's experiences and learning during their time with us. This is done with a combination of paper and digital records. As part of your child's learning journey we use a secure online version called TAPESTRY. Once you are registered, this can be accessed using your own password either via the Tapestry website or app. You will be able to view your child's school photo observations, comment on them and also include experiences that your child has had out of school. This is a joint partnership between home and school.

Letters: All school letters/newsletters and relevant correspondence is sent home to parents using Schoolcomms (an internet based communication facility.)

Payments: Payments for all trips, clubs and The Ark etc. are made online. You will need to register for a School Gateway account (connected to the Schoolcomms system used for communication).

Pupil premium - Low income families may be entitled to receive additional funding known as pupil premium. This funding is used to support your child in school and can also be used to fund their educational visits etc. If you think that you may be entitled please contact the school office as soon as possible. It helps the children, the parents and the school.



Remember, some accounts may not go 'live' until your child is on roll in September.

Please complete and send back all forms by requested dates.

Rewards and Celebrations!

Houses

When your child starts at Our Lady Immaculate they will join one of our four houses.

- **Campion**
- **Fisher**
- **More**
- **Becket**



Whilst in school, they will participate in many house events and earn house point. The weekly totals for each house are published in the newsletter.

If they already have a sibling at the school, they will be placed in the same colour team as their youngest sibling.

Each week, two children are chosen to be presented with merit badges at the Friday afternoon celebration assembly. The children wear the badges with pride for a week.

“Learner of the Week” certificates are also awarded to two children each week.

Besides these there are lots of other rewards in class such as, the wow cloud, house points, and stickers for effort, achievement and behaviour.

READY, RESPECTFUL, KIND

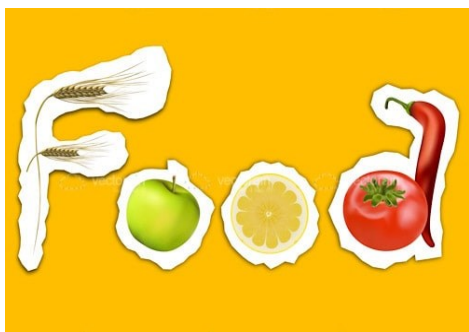


Children will be encouraged to follow our 3 Golden Rules: Ready, Respectful, Kind. Each day there is a certain focus for the children to get their name on the rainbow. For example, being ready to line up. For children who always go above and beyond, they will be rewarded with a golden coin and a certificate. Children not following the rules will have the opportunity to change their behaviour with a reminder and warning. They will then have some reflection time with a restorative conversation after.

Wow!



Children get their name on the ‘Wow’ cloud for achievements made at home and shared using the Wow slips given to parents at the start of the year.



Lunch

All infant children are entitled to a free school meal. Please take the time to look at the school menus with your child. These can be found on the school website and are on a three week rotation (they are subject to change depending on food deliveries etc). It is a really good experience for your child to try school meals as it may be that they like it in school even if they don't at home. Lots of children like school pears but not home pears!

If there is a particular meal that your child does not like, he/she can have a jacket potato with a choice of fillings instead. The children will select their meal choice at registration as part of their morning routine. It is helpful to discuss what they would like prior to them coming to school. Most children have a school dinner but you may send a healthy balanced packed lunch instead. NO NUTS are allowed in any form as we are a nut free school. Children only need a lunch bag if they bring in a packed lunch.



School Water Bottles!

Your child will be given a present of a school water bottle during their home visit, provided by the Friend Association (Replacement/additional bottles can be purchased from the school office). Please send your child to school everyday with their clean and freshly filled school water bottle.



Snack Time!

A selection of fruit or vegetable snacks are provided by the school everyday, children do not bring in their own snack whilst in the infants.



If your child has any food allergies/vegetarian etc. please notify us clearly in writing when filling in the school forms.

Backpack

On the first day of school, your child will be told which colour team they will be in.

Your child should be responsible for bringing their bag to school every day. Each day your child will bring home a book to share with you. Further details about reading books will be given to you by the Reception staff at the new parent meeting in September.

Children may be asked to bring in items of interest for topics - these must be labelled with their names. No other items should be brought in to school. Children are provided with pencils and crayons whilst in the Infant classes.

Please check your child's bag daily for creations that they have made and anything else!



In the bag please also include spare socks, spare pants/knickers and a carrier bag.

Online Uniform Service

At Our Lady Immaculate, we have an on-line uniform ordering system. Parents can place orders at any time at www.mapac.com/education/parents by opening the 'Parent Ordering' tab on the home page of the website and can pay using Debit/Credit cards. The items are delivered directly to you.

A sizing guide is also available for each item as you navigate through the ordering system. If you are in any doubt about which size to order, please pop in and ask in the office to see the samples of the sizes.

In September, the children can start school wearing either summer or winter uniform. Winter uniform is compulsory after the October half-term holiday. Summer uniform can again be worn after the Easter break and is compulsory after the May half term.

mapac®



Uniform - Girls

Girls' hair must be tied back using blue hair bands. Blue hair clips or Alice bands may also be worn.



Winter uniform

White blouse (short sleeved is easier)
EYFS school tie**
Grey pinafore or skirt
School sweatshirt or cardigan*
White socks or grey tights
Plain black shoes with Velcro or buckle fastening. No flashing lights
Plain black or navy coat with a hood
Plain navy or black gloves and hats
Optional: Navy blue blazer with school badge



Please name everything clearly!

Nail varnish is not permitted.

Use of hair gel and unorthodox hairstyles (including coloured hair braids) are not permitted.

Summer uniform

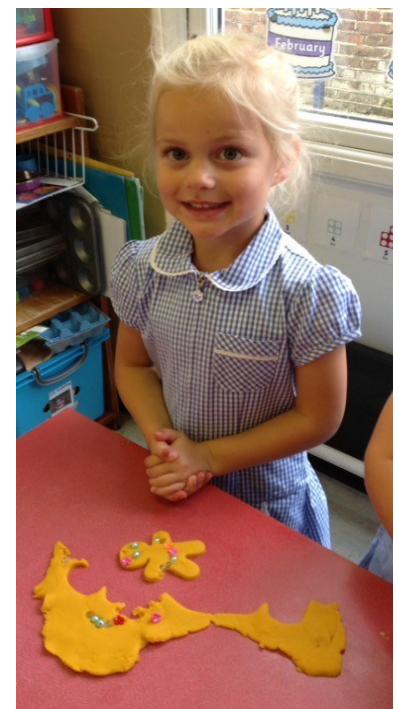
Blue and white checked dress (not navy) zip is easier.
School sweatshirt or cardigan*
White socks - ankle or knee high
Plain black shoes or white sandals with socks.
School baseball cap**
Plain black or navy waterproof coat.



*only available from Mapac

** only available from the school office

There are other items available on the Mapac website but these are the only items that your children need in Foundation

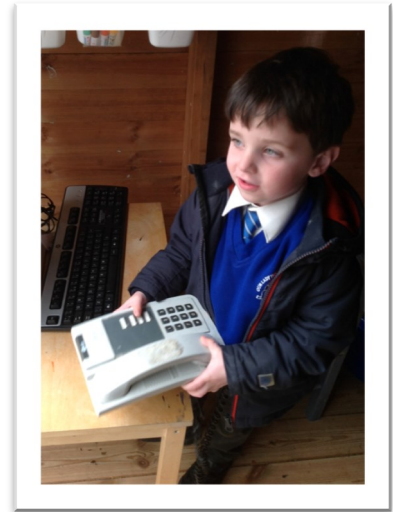




Uniform - Boys

Winter uniform

White shirt (short sleeved is easier)
EYFS school tie**
Grey long trousers
School sweatshirt*
Grey /black socks
Plain black shoes with Velcro fastening.
No flashing lights
Plain black or navy coat with a hood
Plain navy or black gloves and hats
Optional: Navy blue blazer with school badge



Please name everything clearly!

Use of hair gel and unorthodox hairstyles are not permitted.

Boys' hair cuts must not be shorter than grade 3.

Any boys with longer hair (collar length) will need their hair tied up.

Summer uniform

White short sleeved shirt and EYFS tie**
Grey Shorts
School sweatshirt*
Grey/black socks
Plain black shoes with Velcro fastening.
School baseball cap**
Plain black or navy waterproof coat.



*only available from Mapac

** only available from the school office

There are other items available on the Mapac website but these are the only items that your children need in Foundation

<https://www.mapac.com>



PE will be either once or twice a week depending on the term. We will let you know the dates at the start of term. On a PE day the children come to school wearing their PE kit. They wear either shorts or tracksuit bottoms depending on the weather.



PE kit- Girls and boys

Royal Blue or White school T-Shirt



Navy blue shorts



Zoodie* or a plain navy hoody

Plain navy jogging bottoms

*only available from Mapac



Jewellery

Children are not permitted to wear any items of jewellery, with the exception of plain stud earrings girls only. These must be removed for P.E. The school accepts no responsibility for injuries caused by studs. We will give you a list of the P.E. days. So they can be removed at home as staff are not allowed to help with their removal.

Forest School

Forest School at Our Lady Immaculate aims to provide a safe outdoor environment that will enable and encourage the children to explore their natural surroundings.

The learning approach at Forest School is child centred and provides opportunities for them to become independent, explore, use their imagination, take appropriate risks and initiate their own learning. Forest School is a holistic approach to learning, incorporating children's individuality whilst developing their skills for life long learning.

Your child will take part in Forest school on alternate weeks in groups of 15.

On a Forest School day, your child will not need to wear school uniform but will come to school wearing suitable forest school clothes. These need to be old, comfy clothes or ones that you do not mind if they get dirty. Children must come to school wearing appropriate clothing to engage with forest school activities.



- * Long sleeved top in summer and winter
- * trousers in summer and winter
- * Zipped jumper/fleece/ cardigan
- * Waterproof coat
- * Hat – summer or winter



Please come to school wearing school shoes with wellies in a carrier bag. (If you wish your child to leave their wellies in school - this is fine, but please let us know.)

The school will provide waterproof over-trousers.



Starting school in September

For the first week and a half of the school term in September, your child will start part time. Your child will either do mornings or afternoons. The younger children have the morning sessions 8.35-11.05 and the older children have the afternoon sessions 12.30-3.00. The children will come in and out of school via the main front school entrance to start with.



Useful checklist

- ◇ All school forms completed and handed in before your child's visit in July
- ◇ Order and buy school uniform.
- ◇ Clearly label all uniform
- ◇ Help your child to practice taking their uniform and PE kit on and off by themselves.

When I start in Foundation I will need

- ◇ A school uniform that is clearly labelled
 - ◇ A school coat
- ◇ A book bag (brought home on first day of school)
- ◇ A clearly named school water bottle (given during home visit)
- ◇ A clearly named school PE kit
- ◇ Sun cream applied before school if it is sunny.
- ◇ Forest school clothing ready for the first forest school session.
- ◇ A smile to embark on this new and exciting journey!





Lots of fun,
learning and
new friends!





Address: Our Lady Immaculate Catholic Primary School, New
London Road, Chelmsford, CM2 0RG

School telephone: 01245 353755

School website: ourladyimmaculateprimary.org

Email: parents@ourladyimmaculate.essex.sch.uk



Parents are children's first and most important educators. At Our Lady Immaculate we recognise that parents play an important role in their child's education and we therefore hope to establish a strong and happy working relationship. This booklet is one of the first steps towards this. Please ask us if you have any queries. Foundation is where God's gifts begin their journey to live, love and learn together knowing Jesus Christ.