

Elmlea Schools Trust



*Welcome to Reception
at Elmlea 2025*



Our vision is to be....

An inclusive community,
everyone thriving,
empowered to be forever learners,
within the world we care for.



Our Elmlea Schools' Values





ESTA



Elmlea Schools'
Trust Association
Welcome!



ELMLEA SCHOOLS' TRUST

Summer Fair

SATURDAY 6 JULY
ELMLEA PLAYING FIELDS

11 - 3pm

FREE ENTRY*

*Children must be accompanied by an adult

KINDLY SPONSORED BY

Max Minerva's
Marvelous books & more





After School Sports & Creative Clubs and Snack & Chill Late Stay

- ✓ On site at Elmlea Infant School.
- ✓ Reception children are welcome at a limited selection of Shine Clubs from their first full day at school.
- ✓ Shine offer After School Clubs from 15:15-16:30.
- ✓ Snack & Chill late stay runs after any After School Club until 17:50pm.
- ✓ Ofsted registered. Accept Childcare Vouchers & Tax Free Childcare Scheme.
- ✓ Can book up to 2 terms in advance or on the day. (Subject to availability).
- ✓ 6 days notice to amend or cancel your booking online for a credit or refund.
- ✓ All booking done online at MyShine.co.uk.

Booking opens at MyShine.co.uk on Thursday 17th July at 12:30pm

- ✓ **Find out more: Email info@MyShine.co.uk or visit MyShine.co.uk**
- ✓ Welcome to Holiday Clubs from October Half Term.



PHOEBE PINNELL
Early Years Key Person
Afterschool Club Manager



LOUIS BERESFORD
Deputy Early Years Key Person
PPA Sports Coach

Meet our team...



Maple Class



Miss Carver



Willow Class



Miss Neal



Mrs Cosgrove



Oak Class



Miss Stephens



Mrs Cho



Mrs Brisbane



Mrs Rana



Mrs James



Miss Wedge



Mrs Giambrone



Mrs Cload

Our three classes...



Maple Class



Willow Class



Oak Class



Our Learning Environment...



Working in partnership...



It is important to us that we develop a strong working partnership with you as a family. In order to do this, we would like you to explore more opportunities for us to get to know you and for you to get to know us:

You will be receiving details via email of an organised **1:1 teams call** between yourself and your child's class teacher once classes have been set. This will be an opportunity for you to ask any questions you may have and to discuss your child with us.



Part time staggered entry...



01.09 - 13.09

Your child will attend school for a half day. The morning session runs between 8:50am and 11:50am.

The afternoon session runs between 01:05pm and 3:15pm

15.09 - 17.09

The whole class will attend for a morning session plus lunch for the first time. Please ensure the office staff know your lunch choice. The session will run from 08:50am – 01:05pm.

18.09 onwards

Your child will attend school fulltime between 08:50am and 03:15pm.

1st Sep Holiday	2nd INSET DAY	3rd INSET DAY	4th AM or PM	5th AM or PM	6th	7th
8th AM or PM	9th AM or PM	10th AM or PM	11th AM or PM	13th AM or PM	14th	15th
15th AM and lunch	16th AM and lunch	17th AM and lunch	18th FULL TIME	19th FULL TIME	20th	21st

Arrival...

- School starts at **08:50am**
- Parents are asked to arrive at school for 8.50 a.m. and registration takes place at 9.00 a.m. If you arrive after this time please use the Infant school entrance and sign your child in. If your child is unwell and not attending school please call the office on 0117 3772352 and leave a message on the absence line before 9.30am stating the reason or illness for your child's absence.
- During the part time staggered entry afternoon arrival is at 1:05pm and via the Infant School entrance.
- We will request from you information on who will be picking your child up from school. If there are any changes to this information please let us know at the beginning of the day or notify the school office as early as possible via telephone or email.
- After school **sports** clubs start from Term 2. Lizzie's ASC can be attended from Term 1 if necessary for childcare.



The school day...



8:50 - 09:00am Registration and settling time

09:00 - 09:15am Choosing time

09:15 - 10:15am Teaching begins including a carpet session led by your child's class teacher and then small group work with an English or Maths focus

10:15 - 10:35am Whole school assembly

10:35 - 10:55am Outside snack (please provide fruit in a named container) and break time

10:55 - 11:45am Teaching time and activities

11:45 - 01:00pm Reception Lunch and play time

01:05 - 03:00pm Teaching time and activities, stopping for afternoon milk and fruit

03:15pm End of the school day

At the beginning of the year we will be encouraging **independence**, supporting your child to put their own things away (coat, snack, water bottle, reading book, book bag). This is something that you can begin to encourage at home.

Each class has a set of toilets within the classroom which children can access when they need to throughout the school day. **It is important that your child is able to independently use the toilet when starting school.** Please encourage independence when toileting at home in preparation.

Snack and lunch...

Please provide your child with a fruit snack every day. Your child will have this snack at morning break time. It must be fruit and within a named container. Please ensure fruit is chopped up, especially grapes.

All infant children are entitled to a universal free school meal. Please see the welcome booklet for more information on this.

Your child will receive a piece of fruit each afternoon as part of the Healthy Schools Scheme. While your child is four they are also entitled to free milk, if you wish your child to continue receiving milk in Reception after they turn 5 please contact the school office.

We are a nut and seed free school due to a number of children who suffer from nut and seed allergies. Packed lunches or snacks should not contain nuts, seeds or nut/seed products, such as peanut butter, Nutella, houmous etc.



Learning outdoors...



We are a highly dedicated team who will provide your child with a range of learning opportunities across the curriculum areas. This will include both informal and formal learning opportunities to work as a class, in a group and individually. These could be inside or **outside**.

We use our outside area for playtimes, lunchtimes and teaching sessions in small groups and whole classes.



We ask that you provide your child with suitable clothing for learning in all weathers, including a warm coat and wellington boots that can stay in school (all named please).



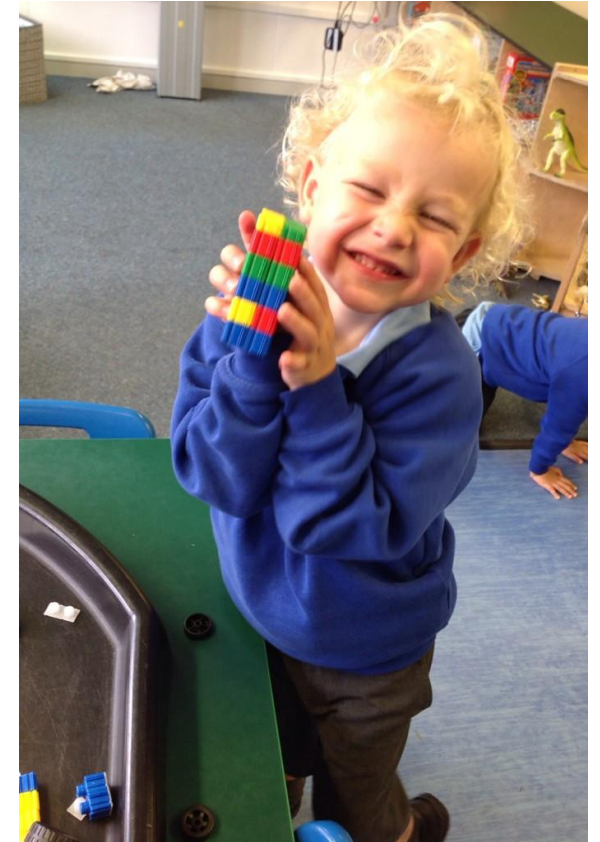
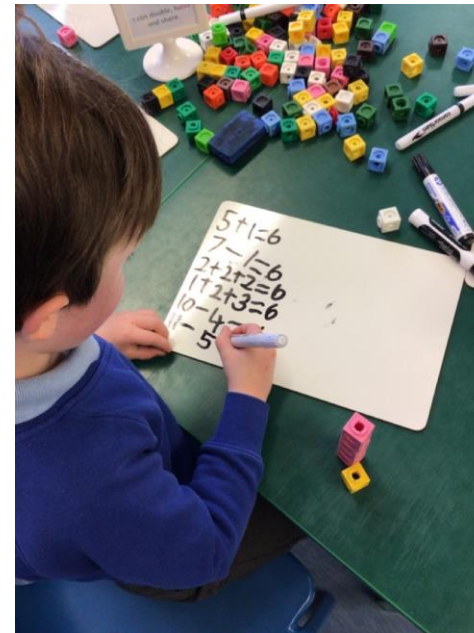
Learning diaries...

Every child has a learning diary. This is a folder that will contain all of their learning throughout the year. This goes alongside their online learning journal on Tapestry.

Photographs and observations of the children independently learning or working in a group or whole class are taken and recorded on Tapestry.

We aim to share this with you throughout the year and it will be taken home at the end of the year.

We also encourage you to contribute to the diary in the form of tapestry observations.



Uniform...



- **Please put a name on everything!**
- Iron on tags / sticky labels
- Uniform can be ordered online (please see your welcome booklet)
- Additional required items: Book bag / coat / sunhat / painting apron / PE bag
- PE bag: daps / blue PE shorts / blue PE top / jogging bottoms. They will go home at the end of every term to be washed and check that daps still fit.



Parental involvement...



What we will provide:

- Opportunities to come in and discuss your child's learning
- Weekly Tapestry updates
- Two Parents Evenings - Autumn term and Spring term
- Happy hours - to come into school to look at the children's work
- Christmas performance and Class Assembly performance
- Mystery Readers 😊
- Newsletters are emailed home each week. Please also check your child's book bag regularly for any paper letters/forms.
- Reading with your child at home when your child is ready. Contributions made to the reading diary by home and school.
- Home challenges to link home and school

Please attend our
Curriculum evening at
the start of the year –
details to come.



If you need to talk to us...



- End of the day is best
- You could make an appointment via your class teacher or the office
- Don't wait till Parents Evening if you have a concern
- Please update us as soon as possible if you have any change in contact details.
- If you leave and your child is distressed and you want to check how they are please call the office or we will get a message to you ... always leave with a smile 😊



Medical concerns...



If your child is unwell during the school day we will contact you using the contact numbers supplied. Please ensure these are kept up to date. Please do not send your child to school if he/she is unwell (e.g. requiring calpol), due to the staff ratio we are unable to give unwell children the attention they need.

Accidents in school do happen sometimes. Children will be cared for by a member of staff who is a First Aider. An email from our medical tracker will be sent home if your child has been seen by a first aider. You will be contacted if we have any concerns.

If your child has been suffering from sickness or diarrhoea, the School Nursing Service state that they must stay at home at least 48 hours after the last symptoms have disappeared. Tummy bugs can be extremely contagious in a school environment. In the event of an outbreak across the school this will extend to 72 hours.

Please ensure you have completed a **health care plan** if your child has any medical conditions or allergies – please contact the school office if you haven't already.

Please also ensure that our school office are aware of any food allergies, intolerances or dietary requirements and complete a **Special Dietary Request Form**.

In preparation for September...



- Encourage independence - dressing and undressing, using cutlery
- Talking and listening skills
- Toilet skills and hand washing
- Playing games - turn taking, sharing, working together with others
- Drawing and painting
- Using scissors
- Looking at lots of books
- Name writing
- Mark making and writing ... but lower case letters please



Stay and play sessions...



We will have two **stay and play sessions** for your child at Elmlea in order for them to meet their teacher and class mates in person.

1. **Wednesday 2nd July 1:45 - 2:45pm** – we would like to welcome you and your child to Elmlea to explore the Early Years areas. You will be able to have a look around our outdoor areas, including the playground and the "Grassy Area" and go into your child's classroom where there will be lots of toys to play with. Your class teacher will call the class to the carpet to listen to a story half-way through. Please stay on site with your child on this occasion.
2. **Thursday 10th July 1:45 - 2:45pm** – we would like to invite your child to Elmlea for a stay and play session in our playground and classes. For this session we ask that you drop your child off at 1:45 and come back to pick them up at 2:45pm via the Infant entrance.



Tapestry...

Throughout the year we will be using the Tapestry App to record and share your child's learning with you. You will shortly receive a permission letter that we ask you to return. Once we receive this and create you a login you will be able to access weekly story time videos uploaded by your child's class teacher across the summer and video tours of the setting to help your child get to know Elmlea.

Throughout the year we will send you weekly observations and updates on your child's learning journey via Tapestry and welcome you to add to this as much as possible.

Dear Parents and Carers,

This year we are using Tapestry in our Reception classes to document your child's learning. Tapestry is an online learning journal where your child will have their own diary of photos, videos, observations and comments, completed by our Reception staff team and made digitally available to you. It is a fantastic opportunity for us to share your child's learning journey with you and also something that you will be able to contribute to from home, adding your own photos and comments.

The safeguarding of your child is very important to us. Everything that is added to Tapestry will be added to our school account and only accessible by our school staff and yourself using your own login and password. It is only you who will have access to your child's journal and you will not be able to share it with other parents. However, children in this class will sometimes be photographed with others as they work together. For other children's learning journals (just as they are used in photographs/videos in that we currently use). Once the journal is set up, it is very important that you do not share photos or videos from your child's book on social media or through other online platforms. Any incidents where this confidentiality is breached will be dealt with very seriously and will result in your access to the system being withdrawn.

Please find more information about Tapestry on their website:
<https://www.tapestryinfo.co.uk/parents.html>

Added to this letter is a permission slip that will allow us to set up an account for your child. Please read this very carefully before signing a request that Elmlea also using your child's images. At that point they will not be already in circulation.

This consent will remain valid throughout your child's time at the school. You can withdraw your consent at any time and can do so by writing to Miss Neal, with the request that Elmlea stop using your child's images. At that point they will not be already in circulation.

Yours Sincerely,
Miss Abbie Neal
Early Years Lead Teacher

Elmlea Schools' Trust, a voluntary charitable trust registered in England. Registered office: Elmlea Primary School, Elmlea, Wotton Bassett, Wiltshire, SN25 4JH. Elmlea Primary School, Elmlea, Wotton Bassett, Wiltshire, SN25 4JH. Elmlea Primary School, Elmlea, Wotton Bassett, Wiltshire, SN25 4JH.

Tapestry Permission Form - Elmlea Infants' School

Please read carefully before signing. If you have questions or comments, please contact our school office and you will be directed to a member of our Early Years team.

Child's name _____

Parent's name _____

- I give permission for staff at Elmlea Infants' School to take photographs and videos of my child to be used in their online learning journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be seen by all parents/carers of the pupils featured in the particular photo.
- I will never electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs or videos). I understand that my child's Learning Journal is to be used for my own personal use.
- I agree to keep my login details safe and secure.

Please sign below to give your permission as detailed above:

Name: _____

Signature: _____

Date: _____

Relationship to child: _____

The email address I wish to use to access my child's Tapestry account is: _____



Thank you!



We look forward to working in partnership with you and your family to ensure a successful start to your child's learning journey.

