



Bishop Alexander Academy  
A L.E.A.D. Academy

Welcome to Larch

Information Booklet

## Welcome

Welcome to the Reception Class. We are delighted to be welcoming you into Larch.

We aim to make the transition into full time education as smooth as possible.

The aim of this booklet is to help you and your child prepare for the transition and give you as much information as possible. If there is anything else that you are unsure about or want to ask, please just let us know – information about how to contact us is available at the end of the booklet.

## Before school activities

Each morning there is a Breakfast Club, which your child can attend if they are full-time. There is a small cost to cover a simple breakfast and a range of activities are available. It opens from

7.45am until 8.40am, when your child will then be brought down to the Larch staff.

### Lockers

All pupils in Larch have their own locker where they can keep their coats, PE kits and book bags. It will have their photo and name to support them to use them independently. Lunch boxes are kept in the classroom, along with their water bottles.

Please try not to send your child with favourite toys from home; they can very easily get lost.

### Morning Routine

Before school starts, pupils line up at the gate entrance to the outside play area, until an adult opens up. We ask that you wait with your child before they come into the classroom as independently as possible at 8.40am, when their

teacher greets them. Very rarely, pupils get upset at leaving their parents or carers. If this is the case, they usually settle very quickly. Ideally, try to leave them with us. We appreciate this can be unsettling for you, but if they do not settle for whatever reason, we will contact you.

## Fruit and Milk

All pupils in Larch are provided with free fruit as a snack every day. This is usually accessed during learning activities. If you would like your child to have free milk (up to the age of 5 years old) you can register at [www.coolmilk.co.uk](http://www.coolmilk.co.uk) and it will be delivered every day to school.

## Water Bottles

We encourage pupils to have regular drinks of water throughout the day. Please make sure that your child brings their own water bottle (no juice) to school, labelled with their name. Your child can take it home every day and fill it up.



## Lunches

All pupils in Larch are entitled to a free school lunch. We have delicious school meals that are prepared in the school kitchen. Please encourage your child to try different dinners. Menus will be available for you so that your child can think ahead to what they would like to choose.



## Lunchbreak

Larch pupils go first for their lunch and eat in the main hall. Teaching staff help them choose their dinner, then Midday Supervisors oversee the outdoor playtime that follows.



## End of the day routine

School finishes at 3.20pm. The gate to the outside area will be opened by a member of staff and you can wait for your child to be called. This is obviously a busy time of the day and we ask that you wait for us to see each child out individually. It may take a little time for us to recognise each of you, so please bear with us! If you need to discuss something, we ask that you email firstly (as indicated at the end of the booklet), or if the

matter is of significant urgency, please wait until all pupils have left so that we can ensure that all pupils have been passed over to their adults and we can give you our full attention.

## Reading

In Larch, your child will take a book home from school, which you can read to them - eventually they will read to you every day.



Please bring your book bag every day.

Please write in their diaries to let us know how they are getting on with their learning at home and you can also communicate with us via their diaries too with concerns you may have or news you would love to share from home.

Please share a book for approximately 10 minutes every day. This makes a relaxing bedtime routine.

Also, a set of words will be sent home in your child's reading diary, which they should practise every day, to help your child know these words by sight.

### Home learning

Your child will be given a homework book. Please support your child to complete the activity set each week. You can make a comment and share a picture about your child's learning activities on Tapestry.



## Tapestry

We use Tapestry as a part of assessing and documenting your child's learning and progress. You will receive notifications when new learning has been posted. There will be opportunities for you to upload photos of your child's learning and interests when they are out of school.

## What your child should wear in Larch

It is expected that your child wears school uniform and school shoes when they are at school:

- Grey or black trousers, shorts or skirt
- Blue or white polo shirt
- School jumper or cardigan/navy jumper or cardigan
- Black school shoes
- Blue checked summer dress

## PE Kit

PE kit can be brought into school on the first day of term and can be left in school for the half term. We generally have a designated day for PE, but we like to have their kits available at any time in case of extra sessions. Kits are kept on their pegs. PE kit is a plain white t-shirt with plain black shorts. They will need plimsolls or black trainers. Please make sure all kit is labelled with your child's name.

Please see our academy website (New to School section for parents) for further school uniform and P.E. kit details, including photos.

<http://www.bishopalexanderacademy.co.uk>

## Forest Friends

Your child must bring a name labelled all-weather suit (available from all good retailers) and a pair of name-labelled wellington boots to be kept in school. Also, depending on the time of year, you should provide additional clothing, including an extra pair of socks, extra layer of leggings/tights (to keep warm), a hat and waterproof gloves.

We encourage pupils to be prepared for the outdoors, whatever the weather. Your child is likely to get very muddy!

## Jewellery

Please ensure that your child is not wearing any type of jewellery to school (except stud earrings). Pupils will be asked to remove any jewellery, and put it in their bag to take home. If they continue to wear it, we will ask parents to come and collect it from the class teacher.

## Pupil Premium

We need information about you and your child, to provide the best education and support, by making sure we receive the government funding to which we and your child are entitled.

Pupils who are in receipt of income support, may receive a free book bag and school jumper at the start of the academy year. They may also receive support towards the cost of visits and Breakfast Club.

If your circumstances change, and you think you may now be eligible, please see our academy website (New to School section) for further details and also to access the registration form.

<http://www.bishopalexanderacademy.co.uk>

## Attendance and protocols for absence

You must call the academy on 01636 680040, to let us know if your child is going to be late or will not be attending school, by 9.00 am at the latest.

Pupils arriving after the gate has been locked should report to the main reception, signing their child in giving the reason for lateness. This information and the time of arrival is noted by the Academy Administrator. Lateness is monitored through our attendance management protocol via our Attendance Officer.

As stated in our attendance policy, absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance.

DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays/leave of absence during term time.

Unauthorized and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued.

## Our Values



Aspiration

Care

Independence

Resilience

Respect

Responsibility



## How can you help your child?

There are many ways you can help your child to feel settled and confident at school to make sure that they learn to the best of their ability.

- Make sure your child sleeps well and has a nourishing breakfast and drink before school each day.
- Encourage your child to independently use the toilet and wash their hands.
- Encourage your child to get themselves dressed. Start with putting on their own coat and shoes.
- If your child still uses a dummy, encourage them not to use it, as it really does hinder their speech development.
- Talk to your child about what they did at school (although not all children will tell you!).
- Play board-games and join in with your child's play sometimes.
- Give your child the opportunity to play outside, run around, ride their bike etc.

- Share books with your child.
- Take opportunities to spot numbers, words and letters in different places.
- Help them to be independent by looking after their own things, tidying up their toys, helping you around the home.
- Ensure all their uniform and things which they have in school are **named**.



We hope this booklet has answered any questions you may have had. If you have anything else you would like to know about your child's learning, please contact the 'help' account email below. Your questions will be answered by a member of the team and we aim to reply within 72 hours of receiving the email.

**Email for Larch:**

[Help1@bishopalexanderacademy.co.uk](mailto:Help1@bishopalexanderacademy.co.uk)

We look forward to seeing you in September.

We can't wait to share every step of your child's learning journey with you, throughout their time with us, at Bishop Alexander...