

Welcome to



HAREFIELD
INFANT SCHOOL

We are delighted that your child will be joining one of our Reception classes (Chestnut class and Maple class) in September 2023.

This booklet is designed as a guide to all the things you need to know.

If you have any further questions please do not hesitate to email the school office office@harefieldinfant.com or check our school website www.harefieldinfant.com

HAPPINESS · COMPASSION · RESPECT · TEAMWORK

Contents

Welcome from the school's leadership team	3
Meet the Reception class teachers	4
Meet the Reception learning Support Assistants	5
Meet some of the school team	6
Our School Values	7
Checklist for your child's first day	8
A typical day in reception	10
Forest school	11
Certificates and Behaviour policy	12
Home learning for Reception	12
Communicatoin with school	13
Uniform	15
First aid	16
Academic dates	17
Some final top tips	18

Welcome from the School's Leadership Team



Mr A Sunner: Executive Head Teacher

Welcome to our wonderful school! My name is Mr Sunner and I am the Executive Headteacher here and also at the Junior school.

Our school is a friendly, positive and supportive place in which your child will learn and, most importantly, be happy.

I am often at the school gates to welcome you in the morning so please do stop and say hello.



Mr J Downs: Head of School

A very warm welcome to Harefield Infant School. I'm Mr Downs – Head of School for both the Junior and Infant Schools. Originally from New Zealand, I have worked in education for over 20 years. I thoroughly enjoy interacting with pupils, families and our fantastic staff. When I joined Harefield a few years ago, I was instantly aware of the caring, friendly atmosphere and I'm sure you will notice it too. I look forward to greeting you all when you start school.

Meet the Reception

Class Teachers

Miss L Churchill: Early Years Assistant Head Teacher & Reception Maple Class Teacher



Hello, my name is Miss Churchill. I have worked at Harefield Infant School since 2007 and I love working in our unique village school.

As a keen animal lover, I look after our school, pet Randall the Leopard Gecko who lives in my classroom. You may also see me walking my dog, Higo around our beautiful village.

I am passionate about learning outdoors and as a trained Forest School Leader; I will take Reception classes to our Forest School site on a regular basis.

Miss K Frost: Reception Chestnut Class Teacher (Mondays to Wednesdays)



Hello I'm Mrs Frost and I have worked at Harefield Infants for 13 years in the Early Years. I love watching the children learn and grow through play. No day is ever the same when working in Early Years which is why I love my job so much! I am looking forward to meeting my new class.

I am a new Mum and have a baby girl at home so will be working part time this year. In my spare time I love to go swimming and to yoga classes.

Mrs D Robinson: Reception Chestnut Class Teacher (Thursdays and Fridays)



Hello I am Mrs Robinson, I work in Chestnut Class supporting the learning and take on the role of class teacher on a Thursday and Friday, working with Miss Frost to deliver the planning we set together.

I have been working at Harefield Infant School for nearly 20 years. The school is like a second home and the staff are like family. Keeping the children safe, secure and nurturing their learning are extremely important to me.

Meet the Reception Learning Support Assistants

Mrs L Lamacraft: Reception Chestnut Class Learning Support Assistant



Hi, my name is Mrs Lamacraft, I have been working at Harefield Infant School for 7 years and 5 of those years have been spent in Reception.

I have two children a 14 year old Son and a 11 year old Daughter who have both attended the Infant and Junior School.

My hobbies are running, reading and I love all things Disney. I can't wait to meet you all.

Mrs B Anielska: Reception Maple Class Learning Support Assistant



Hello, my name is Mrs Anielska and I am the Learning Support Assistant in Chestnut Class.

I've been working in Early Years for over 13 years, and I enjoy supporting children's learning and development.

I have two grown up children. I love reading, listening to the music and being outdoors.

I like being active, so I ride a bike to get to school.

I am really looking forward to meeting you all.

Meet some of the School Team



Ms A Kojlo: School Office

I'm Miss Kojlo and I am School Administration Officer. I thoroughly enjoy being a part of our community at Harefield Infant School. I look after Nursery and Reception admissions and I'm here to help with any queries you might have and offer friendly advice.



Miss J Trainor: Special Educational Needs Co-ordinator

Hello I am the school Special Educational Needs Co-ordinator (SENCO). My role includes working with teachers and parents to support children that may need additional help with their learning. I also work closely with Hillingdon SEND team and other agencies. I look forward to meeting you at one of our half-termly SEN drop-in sessions



Mrs F Hook: Pastoral care, Welfare and Safeguarding Officer

I am Mrs Hook and I am Harefield Infant School's welfare and safeguarding officer. My primary role is administering first aid and medication. You are always welcome to come in and talk to me with any medical issues or problems that you may be experiencing.

Our School Values

Happiness

We spread joy to those around us.

Compassion

We care and are kind to others.

Respect

We treat others as we want to be treated.

Teamwork

We work well with everyone.



Below is table which outlines the types of behaviour we expect to see in relation to each of the core values.

	Happiness We spread joy to those around us.	Compassion We care and are kind to others.	Respect We treat others as we want to be treated.	Teamwork We work well with everyone.
Outstanding	I give to others.	I act when someone needs help.	I think about how my actions affect others.	I can resolve a disagreement.
Excellent	I praise others.	I do kind things for others.	I follow instructions straight away.	I work with others to complete a task.
Very Good	I cheer others up.	I notice when someone is upset.	I listen when others are speaking.	I share with others.
Good	I smile.	I look after others.	I use polite language and good manners.	I take turns.

Children are put into coloured house teams and earn house points each week for promoting the school values. The house with the most house points receives a trophy in Friday's Celebration Assembly. The child from each class with the most house points receives a certificate.

One child from each class is awarded a special certificate each week, celebrating one of our core values.

These special awards are shared with parents in the weekly Newsletter.

Checklist for your child's first day

For your child's first day at School they will need;

- A named uniform.
- A named book bag – **Your Child will be given a free book bag when we meet with you in September.**
- A named water bottle with water **ONLY**.
- A named packed lunch (unless a school lunch has been booked via The Pantry).

We ask that you do NOT bring any toys to school.

School Lunch

In September 2014 the Government introduced Universal Free School Meals for **all** children in Reception, Year 1 and Year 2 in state funded schools. Your child can choose to have a nutritious and healthy hot school meal provided free of charge daily, prepared in our purpose built catering kitchen. Our school chef cooks the meals fresh each day using high quality ingredients and the children not only enjoy their meals but are able to concentrate more in the afternoons after a hot lunch.

There is a three weekly menu cycle which is on the school website and displayed outside the office. Meals are served in the hall and must be booked via our caters –

www.thepantrycatering.co.uk

Packed Lunch

We aim to be as healthy as possible in our school and encourage healthy eating habits.

Crisps are allowed once a week on a Wednesday.

No sweets or chocolate bars are allowed.

An example of a healthy packed lunch would be;

- One small sandwich.
- One piece of fruit
- One vegetable; carrots, cucumber for example.
- One yoghurt.
- A healthy drink; water or pure fruit juice. (No fizzy drinks.)
- One small biscuit treat.



Please ensure ALL items are clearly named.

First day in school / Dropping off your child at school

Your child will enter their new class via their classroom door entrance from the playground. Their class teacher will be there to meet them. Members of staff will be out on the playground, should you need directions.

We ask that you allow your child to enter the classroom on their own, where the class learning support assistant will be there to support them. This encourages independence and supports us in keeping the children safe and secure. If your child gets upset, you may wish to stand back and wait for a less busy time, the class teachers will support you.

School starts at 8.45 where children will come in and access some calming activities to get them ready for a day of learning. If you arrive after 9.00am you will need to take your child to the school office.

Settling in to school

Making sure children settle well in to Reception is extremely important to us; we want children to feel safe and secure in their new learning environment from the very beginning. To support this we will;

- Hold transition meetings with parents and children in small groups in our classroom on the 5th and 6th September. You will receive dates and times for this during our transition evening. This is a chance for children to meet some new friends, find out where everything is in their classroom and have a little play. Parents will meet the staff and have a chance to talk about their child and discuss any needs or concerns.
- Have a settling in day where half the class will come in for a whole day on the 7th or 8th of September. You will receive your child's date during the transition evening. This means we can show the children where everything is and how to use the classroom safely and appropriately. It will also give us a chance to get to know each individual child.
- All children will start full time Reception on Monday 11th of September, providing they have settled well. If your child needs more time the class teacher may speak to you about a longer transition period.

Collecting your child from school

In Reception you can pick your child up at 3.15pm.

They will only be released to an adult that the school know and link with your child. If the school are unsure they will always call the parent for confirmation. If somebody different is collecting your child from school, please inform a member of staff when you drop your child in the morning or call the school office before collection time. If the teacher does not know the person collecting your child and has not received notification, they will not allow your child to leave with them.

Breakfast Club

The Infant School offers a breakfast club, which is based in the school hall. Children can start their day with a healthy breakfast followed by games and activities until the start of the school day. Doors are open for drop off between 8.00-8.30am.

There is a charge of £3.50 per session which is paid via ParentPay.

A Typical Day in Reception

8.45-9.00am Soft Start – Children enter the classroom and complete some activities such as name writing, simple counting tasks and fine motor activities.

9.00am Registration – children all sit on the carpet to be registered.

9-9.50am Phonics- children will learn a new sound each day and begin to read words.

9.50-10.15am Outside learning time

10.15-11.30am Maths or English input with follow up activities and learning time.

11.30-12.30pm Lunch Time- children eat in the Lunch Hall before going out to play in the main playground.

12.30pm Afternoon Registration

12.30-1.00pm Input – Topic Based - with follow up activities and learning time

2.00-2.15pm Fruit and Milk with a story

2.15-3.00pm Independent learning time

3.00-3.15pm end of day activities such as singing, story time or games

3.15pm Home Time

During the 'Learning Time' Staff will work with children in small groups to complete guided tasks whilst other children are free to follow their own interests and complete tasks set up based around our learning. This learning takes place both inside and outside with staff encouraging children to complete challenges that promote our learning objectives from the week.

All children are provided with fruit and milk on a daily basis so no snacks will be needed. If your child has a milk allergy you may want to provide them with a milk alternative. Please inform your child's class teacher and welfare officer of any food allergies or intolerances.



Forest School

At Harefield Infant School we have our own Forest School area, based on our school field.

Children in Reception visit Forest School on a regular basis, starting in the second half of the Autumn term when children are all settled into school.

Sessions take place during a morning session and children are asked to come to school dressed ready for Forest School. Children return to school in time for lunch and get changed into their uniform.

For Forest School your child will need;

- Warm waterproof boots.
- Thick socks.
- Warm waterproof clothing.
- Hat and gloves for colder weather.



Certificates and Behaviour Policy

Certificates are awarded each week in Friday's achievement assembly and are linked to our behaviour policy (this can be seen on our website). We focus on one school value or theme each week and children who excel in this area are selected by the class teacher to receive a certificate.

In Reception as the children are learning the rules and to play and get along with everyone we encourage the rules;

- Be Kind
- Tell the truth
- Try your best
- Use good manners
- Good listening

In Reception we use 'Class Dojo's' for children to collect points for their own 'little monster' these points turn in to prizes, rewarding children for making good choices and working hard. Children get to select a prize from the prize box for every ten Dojo's they receive. You will be able to download the app to see when your child is receiving Dojo's in school so you too can praise them for their efforts.

Thinking Time

If your child does make the wrong choice and has been given some support in this they may need to have some 'Thinking Time'. This is five minutes out with a member of staff thinking about and talking through their actions. You will be informed if your child has had some thinking time at school. If behaviour becomes persistent staff will log behaviour and arrange meetings with parents to discuss ways forward and possible support needed.

Home Learning For Reception

Children will begin learning letter sounds during phonics lessons straight away and will come home with a green sound book for you to use at home. We will send home videos links to the sounds taught each week so you can watch them with you child. When children know 16 sounds and are able to blend sounds into words they will begin to bring home reading books on a weekly basis. These books come home every Monday and should be returned on a Friday.

We are so lucky to have our own beautiful school library for children to choose books from. Each class visits the library once a week and can take home a new book providing the previous one has been returned.

We send home English and Maths homework every Friday and this can be handed in or emailed to the class teacher the following week. The homework will always be on something the children have already learnt in class.

We send home half termly curriculum letters, informing you about what your child will be learning at school and how you could support them at home.

Communication With School

We know how important it is to feel well informed and in touch with the school, so there are lots of ways that school communicate with parents and help you stay up to date:

Email/Text

Harefield Infant School uses 'Teachers2Parents'; a text and email based system, to share information and is a key route for communication.

All parents email addresses and mobile numbers are entered onto the system.

This reduces the use of paper and it ensures information gets straight to the parents as quickly as possible.

Newsletter

At the end of each week you will receive a newsletter via email. It showcases events that have happened in school and tells parents what is coming up the following week.

Website

The school website – www.harefieldinfant.com is a fabulous information tool.

Have a look here for the school calendar, information on staff and loads more.

Talking to your child's teacher

If you want to contact your child's teacher, you have a number of options. If you need to ensure the teacher receives a message on the day then you can:

- Phone the school office and leave a message for the teacher – remember to say if it is urgent and if you require a call back.
- Alert the staff member on the door and they can pass a message on for you.
- Email the class email accounts;

mapleclass@harefieldinfant.com

chestnutclass@harefieldinfant.com

If it is not urgent then you can speak to your child's class teacher at the end of a school day.

Please note that teachers are not available to speak to you in length first thing in the morning as they are either setting up their classroom before school or welcoming their class.

Please check your child's book bag daily to see what is inside.

Communication - some frequently asked questions

How do I let the school know about medical and hospital appointments?

If the appointment really can't be organised outside of school hours then you'll need to explain to our welfare and attendance officer with a copy of the letter issued by the hospital.

How will the school let me know if it is closed?

Whilst the school is determined to always stay open, there may be a situation where it isn't safe for pupils to be in school. On these rare occasions the school uses their website and direct text messaging to all those who have registered mobile numbers.

What should I expect at parents evenings?

Parent's evenings take place in the Autumn and the Spring Terms. Letters are sent home with appointment times and request slips. Times are given out on a first come first serve basis. You will be able to see your child's books and have a 10 minute slot, where your child's teacher will go through your child's targets for the following term. How they can be helped at home and how your child is doing socially and academically. It's a chance to hear from the teacher, as well as to ask any questions you have. However if you are concerned about any aspects of your child's education, please do not wait until parents evening to address your worry, arrange a meeting with your child's class teacher for after school.

What should I do if my child is unwell and unable to go to school?

Please phone the school office first thing in the morning to let them know. It is essential that school know where each child is every day and so it is very important that you make contact with us. We have strict procedures to follow if we have not heard from you. All children are expected to be in school on any day that they are well enough to do so.

Will the school administer medicine to my child?

If a doctor has prescribed medicine for your child please take it to the Welfare Room where you can sign a consent form for medication to be given in school. Please ensure that the medicine is clearly labelled with your child's name. Medicines must be handed to welfare by an adult and collected by an adult at the end of the school day. You can provide liquid paracetamol to the school for your child and it can also be administered if you have signed consent.

Never be afraid to ask if you want to know something - if you want to know, the chances are so do other parents.



Uniform



In Reception we encourage the children to be active all day and for this reason we encourage all children to wear black or grey joggers and plain black trainers. This supports them to be active and also helps prevent toileting accidents as they have no fiddly zips or buttons.

Black Shoes or plain black trainers.

Black or grey trousers, shorts, skirt or pinafore (knee Length).

In the summer blue and white check summer dresses may be worn (knee length).

White polo shirt or white blouse.

Royal blue sweatshirt or royal blue cardigan.

Royal blue fleece.

Sweatshirts, cardigans and polo shirts can be plain. If you would like them with the school logo on, they can be purchased from; www.mapac.com/education/parents.

Alternatively you can follow the link on our school website, under; School Information.

Other;



Royal Blue Book Bag – will be given FREE to all Reception Children as they start.

Jewellery is not allowed and pupils with pierced ears should wear studs only.

Make up or nail polish is not allowed.

PE

In Reception children are encouraged to be active every day. We have PE lessons once a week in the school hall. Children should come to school dressed for PE on their PE days. (You will be informed of this day in September).

PE Clothing; Black Joggers/shorts, White T-Shirt, Plain Black Trainers.

Please ensure ALL items are clearly named.

First Aid

Keeping your children safe in school is incredibly important to us. We have risk assessments in place to ensure our environment is safe and outdoor equipment is checked daily.

In addition to our Welfare Officer, Mrs Hook, a number of the Reception staff are also First Aiders.

Your child will come home with a slip if they have received any first aid treatment throughout the day.

Staff will hand these slips to you personally and talk to you if your child received a head injury in school.

Staff may phone you to discuss any first aid treatment if needed.



If your child has ever been issued a Blue Inhaler for Asthma or a viral wheeze then you MUST provide two blue inhalers to be kept in school. One will be kept in the classroom and one will be kept in the First Aid Room with Mrs Hook.

If your child has any medical needs please speak to Mrs Hook the Welfare Officer and your child's class teacher.

We can give medication if needed as long as written permission has been given by the parent.

Academic Dates 2023/24

Autumn term 2023

Training day (school closed for pupils)	Monday 4 th September 2023
Term starts	Tuesday 5 th September 2023
Half term	Monday 23 rd October to Friday 27 th October 2023
Term ends	Thursday 21 st December 2023 at 1pm

Spring term 2024

Training day (school closed for pupils)	Monday 8 th January 2024
Term starts	Tuesday 9 th January 2024
Half term	Monday 12 th February to Friday 16 th February 2024
Term ends	Thursday 28 th March 2024 at 1pm

Summer term 2024

Term starts	Monday 15 th April 2024
Half term	Monday 27 th May to Friday 31 st May 2024
Term ends	Friday 19 th July 2024 at 1pm

Some final top tips

Support your child in learning how to put their own coat on and off before they start school. So they can be independent.

Find out which days your child has PE so you can make sure your child is wearing the correct uniform.

Buy shoes or plain black trainers with Velcro straps until your child is confident doing buckles or laces.

Support your child in learning how to put on and take off their own shoes and socks, so they can be independent.

Help your child practice taking off and putting on their school jumper before they start school, some children can find this very tricky.

If you have missed any order forms or letters, check the school website or go to school's main reception entrance where office staff will help.

The school office phone number is 01895 462399. Save it on your mobile phone in case you need it in an emergency.

Check your child's book bag daily for any letters or work your child has created. Keep book bag clear of clutter so you do not miss any information.

Keep an eye out for notices and reminders placed on your child's class windows.

**We look forward to welcoming
you and your child in
September.**