



**CROWN
STREET**
PRIMARY SCHOOL

**Reception Information
2024/2025**

*“Education on another level,
where possibilities are endless”*

Starting School

As your child starts school we hope that the following information is useful for you to prepare for your child starting in Reception at Crown Street Primary School. Please read this in conjunction with the Starting School information available on our school website.

If you have any other questions, please contact admin@crownstreetsprimary.org.uk and we will do our best to help you.

In preparation for September, has your child got...

- Their Crown Street Primary uniform?
- A school coat or plain navy/dark blue coat?
- Black school shoes they can fasten on their own?
- A Crown Street Primary book bag?
- A Crown Street water bottle with the correct house colour lid?
- A Crown Street Primary PE Kit in a plain navy/dark drawstring bag?
- Names on all their belongings?

Uniform

Our Crown Street Primary uniform is detailed in our School Uniform Policy, which can be found on the [School Uniform](#) page of our website.

Uniform can be purchased from Express Uniform www.expressuniform.co.uk or Monkhouse www.monkhouse.com.

Book Bags

Your child will be provided with a Reading Record, which will be sent home each day and should be brought back into school each morning. Book Bags are available from our school uniform providers mentioned above.

Water Bottles

Each child will be given their own school water bottle in their house colour at their transition session. This will be charged to your online portal in September at a cost of £2.50 per bottle. Children may only have water in these bottles (no juice or cordial). Please can you label these at home by writing their name or with a name sticker so that your child is able to recognise their own bottle at school.

Lunches

All Reception, Year 1 and Year 2 pupils are entitled to a free school lunch. You may choose to opt out of this Government-funded scheme by sending your child into school with a packed lunch. Please note that we are an **allergy aware** school and do not allow any items with nuts into school under any circumstances. We have children and adults in school who could have a fatal reaction to any contact with nuts, however small. Unhealthy snacks (sweets, chocolate and similar) are not permitted in lunch boxes. At Crown Street Primary our catering services are provided by Dolce and all our food is prepared fresh, on site every day. All meals will be ordered with your child in advance through the 'School Grid' system – full log in details of how to order lunches will be sent out by the start of September.

Snacks

We take part in the School Fruit Scheme and Milk Scheme whereby each child in Reception receives a free piece of fruit or veg and a carton of milk each day. We encourage children to try the different types of fruit and vegetables supplied as we promote healthy eating. To address any dietary requirements a non - dairy alternative can be brought into school for staff to give to your child.

Pupil Premium Funding

Please visit the '[Benefits and Support](#)' page on Manchester City Council website to ensure your child receives any additional funding they may be entitled to in addition to a free school lunch.

You can claim for Pupil Premium Funding if you receive:

- Income Support
- Universal Credit (provided your household income is less than £7,400 a year after tax and not including any benefits you get)
- income related Employment and Support Allowance
- income based Job Seekers Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit only with an income of less than £16,190
- the guaranteed element of Pension Credit

Behaviour





Our three School rules are:

We are respectful, We do our best, We make good choices

All children are taught that these rules are important both in and out of school and we discuss them on a daily basis and encourage the children to make good choices throughout the school day. We expect children to behave in a sociable and responsible manner. On the few occasions when a problem does occur, a quiet word, the withdrawal of a privilege or in more serious cases, a message home, is usually enough to resolve the issue. We also reserve the right to ask parents to visit school to discuss behaviour issues if their child is affecting the happiness or safety of other children. Our Behaviour Policy can be found on www.crownstreetprimary.org.uk

The House System

We operate a House System throughout the school and in September your child will be assigned to a house, which they will remain in throughout their time at Crown Street Primary School. House points are awarded for achievements in accordance with our 3 School Rules (see above) both in relation to pupils' work and how they show respect towards others.

 ALTIUS	Altius is Latin for the Olympic quality 'higher'
 CITIUS	Citius is Latin for the Olympic quality 'faster' or 'swifter'
 FORTIUS	Fortius is Latin for the Olympic quality 'stronger'
 MAGNUS	Magnus is Latin for the qualities of 'great', 'mighty' or 'powerful'

Safety Before and After school

Before School and after school we request that parents wait in the designated spaces for drop-off and pick-up to ensure the safety of the children and to respect the local residents. The school door will open at 8.45am for drop-off and again at 3.15pm for pick-up. Children will stay inside with an adult until their parent comes forward to collect them. To secure the site the gates are locked after drop off and we appreciate your cooperation in leaving the school grounds promptly to facilitate this.

Safeguarding

We are committed to the Safeguarding of our pupils. If you have any concerns, please contact the Head of School who is the Designated Safeguarding Lead (DSL).

School Times

The school doors open at 8.45 am. We encourage children to come into their classroom on their own as this provides a more settled start to the day. The school day finishes at 3.15pm. We do offer Breakfast Club and After-School Club through our Kids Club Provision which is detailed further on in this booklet.

Punctuality and Absence

Absence due to appointments

Ideally all routine medical/dental appointments should be made outside of school hours to reduce disruption to your child's learning. At the very least, appointments should be made for the start or end of the school day so that disruption to learning is kept to an absolute minimum. We would not expect a child to miss an entire day of school in order to attend a routine appointment.

If it is necessary to take your child for an appointment during school time, please email the School Office in advance (ideally at least 48 hours) and provide sight of the appointment letter/message so that the absence can be considered for authorisation by the Head of School.

Absence due to illness

Absence from school should be avoided whenever possible. However, if your child is too ill to come to school, then please inform the School Office via telephone by 9.00am on the first day of absence and every day thereafter unless otherwise agreed by the school. In the interests of safeguarding, if school has not received notification of a child's reason for absence, then every effort will be made to contact the family. Please ensure that your child returns to school as soon as they are fit enough to do so.

If your child has had a contagious illness e.g. a diarrhoea and/or vomiting bug, then the **48-hour** rule must be followed. This rule requires the child to remain absent from school for **48 hours** after the last episode of diarrhoea and/or vomiting. Please show consideration for the health of others and adhere to this rule in order to reduce the spread of germs and infection.

Absence due to holidays

The Department for Education (DfE) issued legislation from September 2013 which prevents Head Teachers giving authorised absence for holidays during term unless there are 'exceptional circumstances'. Manchester City Council monitor attendance/absence figures and challenge any decisions regarding authorised/unauthorised absence that are regarded as not complying with legislation and may, ultimately, fine parents for unauthorised absence.

If you decide to take your child out of school in order to go on holiday, you must put your absence request in writing via email for the attention of the Head of School explaining your reason for doing so. Please remember that we want the best for all pupils and absence during term time

can have a negative social impact and can seriously disrupt a child's progress. Attendance and punctuality is monitored daily and the school may contact you if there are any concerns to discuss further.

Medical Matters

It is essential that the school is made aware of any medical issues whether they are minor or more serious and a care plan may be completed if required. It is important to share your child's medical history with us, if it is likely to affect their time in school.

Medication in school

If your child requires medication to be kept in school for a long term health condition, e.g. asthma, or requires a short course of medication, e.g. antibiotics, the relevant form can be obtained from the School Office. All medication must be named, given to and collected from the School Office by an adult. Long term medication must be collected at the end of the school year and cannot be kept in school over the summer holidays. Any medication left will be disposed of. Only prescribed medication can be administered in school.

If your child becomes unwell during the day we will contact you immediately if we feel they are not well enough to remain in school. Please therefore make sure that we have up-to date contact numbers for you at all times.

Pastoral Care

From time-to-time we are made aware that a child is unhappy about something that is happening at home. Whilst not seeking to interfere in any way, we are pleased when parents and carers share their difficulties with the Class Teacher or Head of School. If the problem persists we can refer them to outside agencies who may be able to help.

First Aid

Minor grazes, bumps and bruises are dealt with by a qualified first aider. In some cases, we will contact you to let you know what has happened in school, so it is essential the School Office has your most up to date contact details. In the very rare case of a more serious accident, children will be sent to hospital and parents contacted to accompany them. An accident log is kept where any injuries are recorded.

If your child receives first aid for a bump on the head, the children will receive a bump band on their wrist and you will be informed of the incident.

If your child becomes unwell during the day, we will contact you immediately if we feel they are not well enough to remain in school, so that you can make arrangements to have them collected from school.

Items that should stay at home

Anything dangerous or valuable should not be brought into school. We discourage children from bringing toys in from home. Naturally, other children like to play with them and this can be stressful to the owner of the toy, especially if it is accidentally lost or broken. We do not allow the wearing of jewellery, earrings, necklaces, bracelets or rings, as they are dangerous when the children are playing or involved in PE, and they can be a temptation to other children if left around. We do not accept responsibility for accidents or losses, which may arise if parents/carers ignore this request.

Lost Property

Please ensure **all** belongings are labelled. Please use sticker, sewn in labels or indelible pen to mark all clothes and belongings including socks, shoes, hats, gloves and scarves.

Home/School Communication

Most information will be communicated through the parent portal My Child At School (MCAS). This portal will allow you to check and amend the details we hold for you at school, and will also allow messaging into school. We will also be using it to send messages to you. More information about this online platform will be shared with you ahead of September.

If you would like to speak to your child's Class Teacher please feel free to mention this at drop off or pick up to arrange a mutually convenient time for a meeting. Alternatively please call or email the School Office to arrange an appointment.

A school newsletter is issued weekly which includes whole school highlights that have taken place as well as information about upcoming events. Please read this to stay informed about what is happening in School.

The Starting School page and Reception Year Group page of our website www.crownstreetprimary.org.uk is another vital source of information.

In addition, please follow our main school accounts on our social media channels – [X](#), [Facebook](#) and [Instagram](#) to find out what has been going on in school with updates throughout the week. Each year group will also have their own Instagram account. Twitter will often have daily updates from across the school. If you do use social media, you may still see all the posts from your child's year groups and the school by visiting the relevant year group page on www.crownstreetprimary.org.uk

Some parents/carers set up groups on social media to communicate with each other. Please note that these are not administered by the School and should not be seen as a substitute for our official communications.

Tapestry

In Reception all children will have access to a personal online Learning Journal on 'Tapestry' which records observations, photos and comments in line with the Early Learning Goals outlined in the Early Years Foundation Stage Curriculum. Use of Tapestry enables us to build up a record of each child's learning and achievements during their time with us. You will have password protected access to your child's Learning Journal and we encourage you to contribute to it by uploading photos, videos and comments of their learning development and experiences at home. Your child's Learning Journal and parent account will be set up in the first few weeks of term.

To set up your Tapestry, we will use the email address you provided during the school admissions process. You will receive an email, with a link to the Tapestry log in page, your username (which is your email address) and your password. The Tapestry app is free of charge and available from iTunes and Google Play for both iPhone and android phones.

Curriculum Information Sessions

We hold a number of these over the year to which all parents/carers are invited so that you can support your child's learning. The first of these will happen in the first half-term of the year, so look out for details.

Curriculum Maps

Our Curriculum Maps outline the curriculum learning objectives and activities throughout the year. Each term we have a Reception Bookshelf which consists of carefully chosen books. Each week our activities are planned around our special book for that week. More information about these books can be found on the Reception Year Group page on www.crownstreetprimary.org.uk

The Early Years Foundation Stage Framework

The overarching principles are that:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- children develop and learn in different ways

We recognise that by the time children join us in Reception, they have already acquired many skills and have much knowledge and understanding. Records from pre-school settings, together with a baseline assessment, provide teachers with a point to determine what stage of understanding each child is at and to plan what each child needs to do next.

The EYFS is organised as follows:

Prime areas

1. Communication and Language (listening, attention, understanding and speaking)
2. Physical Development (gross motor skills and fine motor skills)
3. Personal, social and emotional development (self-regulation, managing self, and building relationships)

Specific areas

1. Literacy (word reading, comprehension and writing)
2. Mathematics (number and numerical patterns)
3. Understanding the World (past and present, people, culture and communities, and the natural world)
4. Expressive Arts and Design (creating with materials, and being imaginative and expressive)

There is much interdependency between these areas of learning. We work on broad cross-curricular themes that provide the children with a stimulating and exciting framework on which to base teaching and learning. EYFS provides greater opportunity to develop the knowledge, skills and understanding of the children based on their interests. Our observations of the children are used to plan our exact delivery of the curriculum as we see strengths and areas for development. We are constantly reviewing the themes to enable us to evolve the curriculum.

Performances

Throughout the school year, we will be scheduling a variety of performances to which you will be invited in to watch. This will include our Nativity in Autumn Term and a Class Assembly in the Summer Term. Dates to these special occasions will be shared with you in advance.

Educational Visits

Your child may be taken on a number of Educational Visits during the year which link with their theme in school. If you have any difficulty financially with the cost of these visits, please contact the Head of School or your child's Class Teacher.

Kids Club Provision - Before and After School Club

We offer Kids Club Provision before and after school. Our Breakfast Club runs from 7.30am – 8.45am and our After-School Club runs from 3.15pm – 5.30pm. Booking information for 2024/25 will be sent out to you before the end of the school year. Further information about our Kids Club can be found on the [Kids Club](#) page on our school website.



PTA Meetings (Parent Teacher's Association)

New parents are automatically members of the PTA and are welcome to apply to become committee members. More information about the PTA will be released in due course as the school year begins.

Parent Council

Every class has a Parent Councillor who represents the views and opinions of their class at meetings with the Head of School. If you are interested in becoming a Parent Councillor, please speak with your child's class teacher.

Dogs

Dogs are not allowed on the school grounds and must be kept away from any children who may be allergic to, or afraid of, dogs.

Birthdays

We kindly ask that you do not bring sweet treats into school if it is your child's birthday. It would be very much appreciated if you choose a book for our school library instead. Any 'Birthday Books' will be marked with an individualised book sticker.

Questions or Concerns?

If you have any questions or concerns about your child, then please contact your child's Class Teacher in the first instance, or the Head of School. We are here for you and your child and will do all we can to reassure you or resolve your concerns.

Finally, thank you for choosing Crown Street Primary School.

We are looking forward to getting to know you and your child.

