

Year Group Information September 2024 – July 2025



Reception Class

Staffing

Welcome to Reception. This year your child's class teachers are Mrs Walton and Mrs Dillon. In addition, Mrs McDine and Mrs Bolam will also work with the children in this year group. Should you have any queries regarding your child's progress then please do not hesitate to contact the school.

Punctuality

The school day is 8.50 am (gates open at **8.40 am**) until 3.20 pm, unless your child stays for Cuba Club. It is essential that pupils arrive at school on time, late arrivals disrupt the learning of your child and the other children. If your child is late, **please call the office to inform school** and to ensure a member of staff can be there to take them to their classroom. Punctuality is monitored by school staff and the Head Teacher. Parents will be contacted if poor punctuality becomes a concern and a 'minutes late' report will be shared at the end of each term. Any lateness which is **more than 30 minutes** after the school bell will be recorded as **unauthorised absence** in line with our Trust policy (see attendance policy).

Absence

If your child is absent please inform the school office, by telephone or email, **by 9.15 am**. If we do not receive a message giving a reason for your child's absence you will be contacted and your child's absence will be recorded as an unauthorised absence unless an appropriate reason is provided. Please note that if you know your child will need to be absent from school e.g. for a medical appointment, please notify the office in advance. Should your child require a longer period of absence a Leave of Absence form should be completed by the adult with parental responsibility. Please remember that no holidays can be authorised during term time; any holidays taken could incur a fine.

Clothing

All children must wear school uniform and school shoes, unless it is a P.E. day when they must wear the agreed school P.E. kit.

Please ensure that all clothing and footwear worn in school, including P.E. kit, is named. This will make it much easier to return lost property. Trainers should **only be worn when your child has PE.**

Year R children have P.E on a **Friday**.

All children will require a P.E. kit (plain white 'T' shirt, plain black or navy jogging bottoms / shorts, a black or red hoodie and a pair of trainers), which they should wear to school on that day.

Jewellery

With the exception of watches, jewellery should **not** be worn in school, **this includes earrings.** If your child comes to school wearing earrings they will be asked to remove them and store them safely until the end of the day. **Children are not to cover pierced ears with plasters or wear the plastic retainer earrings.**

Smart watches are only permitted if they are not able to receive phone calls or texts as these present a safeguarding risk.

Homework

Every child is expected to read **daily** with an adult, please. It is recommended that 20 minutes per day should be given to this activity which will really support your child's progress. Some of this time can be spent practising reading words which will be sent home in your child's word box.

You may be given additional activities on Seesaw which will support your child's learning in class.

Reading Books

Your child will soon be learning phonics. In school we use the Sounds-Write scheme and we will provide more information about this soon.

Children also have access to library books and may bring a chosen book home every **Friday** to be returned the following **Friday**. Please make sure that your child looks after the book and returns it on time and in good condition for the next reader. Lost or damaged books make it difficult to ensure all children have enough attractive books for all groups to read. A nominal charge will be made for damaged or missing books so that they can be replaced.

Rolling Snack

Children may bring fruit or cheese **only** to eat during the morning, no snack bars (including cereal bars or snacks such as 'dunkers') are permitted. Children in Early Years and KS1 are offered a piece of fruit as part of the National Free Fruit scheme.

Water

Please make sure all children have a **named**, re-usable and filled water bottle in school each day. Please note, sugar-free flavoured water and sugar-free juice is now permitted.

Birthdays

It is school policy that we **do not** allow children to bring in sweets or cake to share with their friends when it is their birthday. **Please do not send these items in with your child** as they will be returned to parents/carers at the end of the school day. If your child has party invitations to give out, they can do this on the yard **with a parent or carer** at the **end of the day** or at the gate **during drop off**. School staff **will not** give out invitations.

Website: www.milecastle.newcastle.sch.uk for all information and events calendar which will be regularly updated with bookings as they are made. **Don't forget to check out the class 'blog' page too. Find us on Facebook: @MilecastlePrimaryOWLT**