



# Letchmore Infants' and Nursery School

Welcome to Reception

2025/26

# Vision and Values

Our visions and values are at the core of everything we do. They underpin our teaching and learning and provide an environment that prepares our pupils as confident, happy citizens.

*Our vision is to provide a magical, inclusive community where all feel valued, nurtured and inspired to become lifelong learners*



At Letchmore Infants' and Nursery School, we have built our values around our school motto -  
**'Let's Inspire'**

**L** - Love and Care

**E** - Enthusiasm and Happiness

**T** - Togetherness and Tolerance

**S** - Showing Courage

**I** - Independence

**N** - Not Giving Up

**S** - Showing Respect

**P** - Pride

**I** - Inventiveness

**R** - Responsibility

**E** - Equality and Diversity

We focus on a different value each month within school.  
Further information and examples can be found on our website.



# Communication

- Transition meetings for all year groups
  - Website
  - Arbor
  - Newsletters
- Parents' Evenings
- Annual Reports



# Attendance



- Punctuality: School day is 8.30am-3.00pm
- Absences: First day response
  - Term time holidays
  - School Health Advisors
- Attendance Improvement Officer
- Emergency Contacts (Permission in writing if alternative arrangements are made and password in place)

# Tackling Attendance

## Be a Letchmore Attendance H.E.R.O.!



### The effects of late arrival to class

- Our school day begins at 8.30am
- Classroom doors and the playground gate will be closed promptly at 8.40am so that the teacher on door duty can return to their class.

### Why is punctuality so important?

#### Attendance statistics-

- 100% - 96% = Excellent attendance
- 95% - 90% = Cause for Concern
- 89% and below = This will have a drastic effect on academic achievement

#### Arriving 5 minutes late each day:

- 5 days a week = 25 minutes lost learning time a week
- 39 weeks a year = 16 hours and 15 minutes lost learning time a year
- 3 years (Reception-Year 2) in our school = 48 hours 45 minutes learning time lost OR 1½ school weeks

### Why is punctuality a GOOD thing?

#### Being on time:

- Gets your child's day off to a good start so he/she can settle straight into school day
- Sets positive patterns for the future
- Leads to good attendance
- Leads to better achievement
- Leads to understanding that school is important and education is valuable

### Why is LATENESS such a BAD thing?

#### Being late:

- Gets your child's day off to a bad start
- Can be really embarrassing for your child to walk into class late
- Will be noticed by other children who might make negative comments
- May lead to your child feeling confused all day! He/She will have missed out on vital instructions, information and bits of news at the start of the day.
- Disrupts the lesson for everyone
- Creates a bad habit that is hard to break
- Can lead to poor attendance- If your child thinks that it is okay to be late for school they can soon think it's okay not to go to school at all

### What should you do if you have a problem getting your child to school on time?

- Talk to your child
- Talk to the school
- Ask for help- remember it's better to get help early on to stop little problems from becoming big ones!



# Safeguarding

- Child Protection (CP)
- DSL - Designated Safeguarding Lead
  - Security
  - CP Governor
  - All staff trained
- Volunteers - DBS check



# Special Educational Needs or Disabilities

- SENCOs in the school -  
Michaela Benson (Early Years)  
and Paige Hewett (KS1)
- Arrange provision, meet with  
parents and professionals,  
liaise with Local Authority
- Any concerns or information,  
please see a SENCO



# Uniform

Uniform can be purchased from the link on our school website. Pre-loved uniform is available from the PTA.

- Royal blue sweatshirt or cardigan, with or without school logo
  - White polo-shirt
  - Grey skirt/trousers/pinafore
- Blue and white checked dresses (Summer)
  - White or grey socks
- Closed-in black shoes with a low heel (<2cm) and Wellington boots to be kept in school
  - Long hair should be tied back
- PE Kit: This is worn to school on their PE day. White collarless t-shirt, black or blue shorts/leggings or jogging bottoms, and trainers
  - All items must be **named**



# Universal Infant Free School Meals



- All Infant children are entitled to free school meals (UIFSM)
- All meals are freshly cooked on site by our Herts Catering team, They can cater for any allergy needs with bespoke menus.(Please contact HCL).
- Please order on School Grid - choices are Meat, vegetarian, school cold lunch, jacket potato or own packed lunch from home
- Named water bottle that should contain water only, not squash nor juice
- Please ensure you do not include any of the following:
  - \* Nuts of any type (including peanut butter/ chocolate spread)
  - \* Sweets or chocolate bars
  - \* Fizzy drinks

# Pupil Premium

- Pupil premium - extra funding the school receive linked to children entitled to FSM (parents claiming income support, etc.)
- All parents - please complete Pupil Information form and return to school asap. This will be dealt with in strict confidence.



# Starting Arrangements

- Transition Day - visit your Reception class:  
Thursday 10<sup>th</sup> July (1.45pm-2.45pm)
- Meet the family meetings with your teacher:  
4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup> September
  - Staggered Start  
9<sup>th</sup>-12<sup>th</sup> September (8.30-12.00pm)
    - 4 days staying for lunch:  
15<sup>th</sup> - 18<sup>th</sup> September (8.30-1.00pm)
    - All in full time (8.30-3.00pm):  
From Friday 19<sup>th</sup> September
  - Welcome to Reception meeting:  
Tuesday 23<sup>rd</sup> September (8.45am)



# Early Years Foundation Stage Curriculum

**Prime areas** - Communication and Language  
Physical Development  
Personal, Social and Emotional  
(Prime areas apply from birth)

**Specific areas** - Literacy  
Maths  
Understanding of the World  
Expressive Arts and Design

All areas assessed and reported to parents

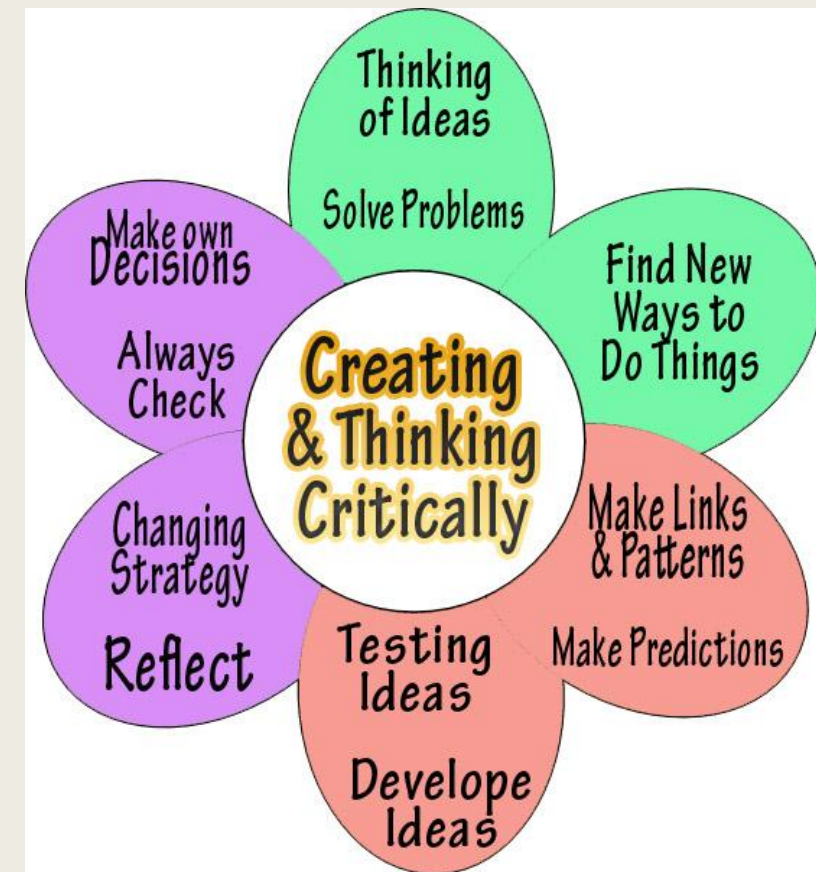


# Characteristics of Learning

- We encourage children to become independent learners who want to find out more
- Growth mindset - 'I can' attitude where the children are happy to try things out and aren't afraid of failure
- The Characteristics of Learning are -
  - Playing and Exploring
  - Active Learning
  - Creative and Thinking Critically



# Characteristics of Learning



# Statutory Assessments

- **Baseline** - Within the first 6 weeks of starting school
- **EYFS profile** - Assessments gathered all year to track progress
- **Year 1 Phonics Screening** - June



# Wraparound Care

- Premier Breakfast Club:  
7.30am in dining room
- Premier After School Club:  
3.00 - 6.00pm
- Needs to be booked in advance
- All details and link on school website



# Governing Board

- Governors provide oversight, support and challenge to the school
  - Monitor provision
- Attend events and meetings, as well as termly Governor Visit Days
  - Chair is Sally Davis
  - Vice Chair is Joga Shoker
- More information on our website



# All About Reception



# Reception Staff

- Mrs Thorpe/Miss Tabinor - Class teacher
- Mrs Hackett/Mrs Vosper - Class teacher
- Mrs Nolan - Class teacher
- Mrs Terrett - PPA cover
- Mrs West - Teaching assistant
- Mrs Byron - Teaching assistant
- Miss Gleeson
- Mr Archbold - SEND Teaching assistant
- Mrs Fountain - Teaching Assistant
- Ms Hollick - Inclusion TA



# What Your Child Will Need to Bring to School



- Named water bottle containing fresh water - please no juice or fizzy drinks (separate to packed lunch drink)
- Book bag containing their reading book
- Shoe bag with Wellington boots. Please ensure these are all named and left on your child's peg
- Children should come to school wearing PE kit on their PE day
- Please ensure all clothes are named
- Please send your child to school with a named coat every day
- We do not encourage children to bring toys to school as they can often get lost or broken.

# Daily Timetable

- 8.30 - 9.00am - Busy Fingers/Bagel Bar
- 9.00 - 9.20am - Whole class teaching
- 9.20 - 10.15am - Child Initiated Learning
- 10.15 - 10.30am - Snack
- 10.30 - 11.10am - Child Initiated Learning
- 11.10 - 11.35am - Whole class Phonics
- 11.35 - 12.45pm - Wash hands/Lunch
- 12.45 - 12.55pm - Registration
- 12.55 - 1.15pm - Whole class Guided Reading
- 1.15 - 2.05pm - Child Initiated Learning
- 2.05 - 2.25pm - Whole class teaching
- 2.25 - 2.40pm - Story, Ready to go home
- 2.40 - 2.55pm - Home time



# Topic-Based Work

Each half term has a different topic theme:

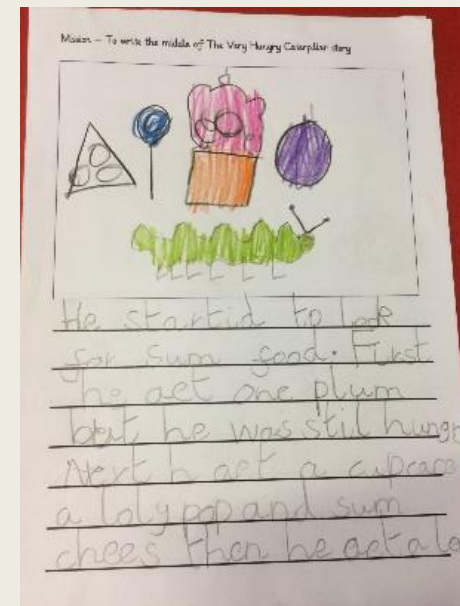
- *Autumn 1<sup>st</sup> half - Changes/Dinosaurs*
- *Autumn 2<sup>nd</sup> half - Celebrations*
- *Spring 1<sup>st</sup> - Superheroes*
- *Spring 2<sup>nd</sup> - Jump into a Book*
- *Summer 1<sup>st</sup> - Explorers*
- *Summer 2<sup>nd</sup> - Explorers*

Each term a curriculum newsletter will be sent out containing detailed information regarding that term's work coverage. Weekly newsletters are also sent out.



# Literacy/Topic

- Children complete a range of literacy/topic activities throughout the week
- Children will take part in whole class reading every day



# Maths

- Children will initially focus on one number a week
- We focus on one different area of maths at a time - for example, addition, subtraction, time, money, etc.
- Maths activities are practical and often relate to real-life situations.



# Phonics

- We follow the Twinkl Phonics scheme to introduce the letter sounds to the children
- It is important to use the letter sounds rather than the names when you are spelling words for the children



# Other Curriculum Information

- Children should wear PE kit to school on their PE day:

Starling - Monday

Wren - Tuesday

Kingfisher - Thursday

- On Fridays, the children will take part in Forest school every three weeks - Please make sure wellington boots are kept in school



# Fruit and Milk

- During snack time, the children are offered milk and a fruit snack.  
They can also have water
- The children's water bottles are in the children's classes, and they can choose to have a drink at any time during the day
- Milk will be available to all children who have been registered with 'Dairy Link UK'. If you wish your child to have milk in school, please register them following the link that will be sent to you -. (Milk is free until the term after your child turns five)
- Please ensure we are aware of any allergies or intolerances.

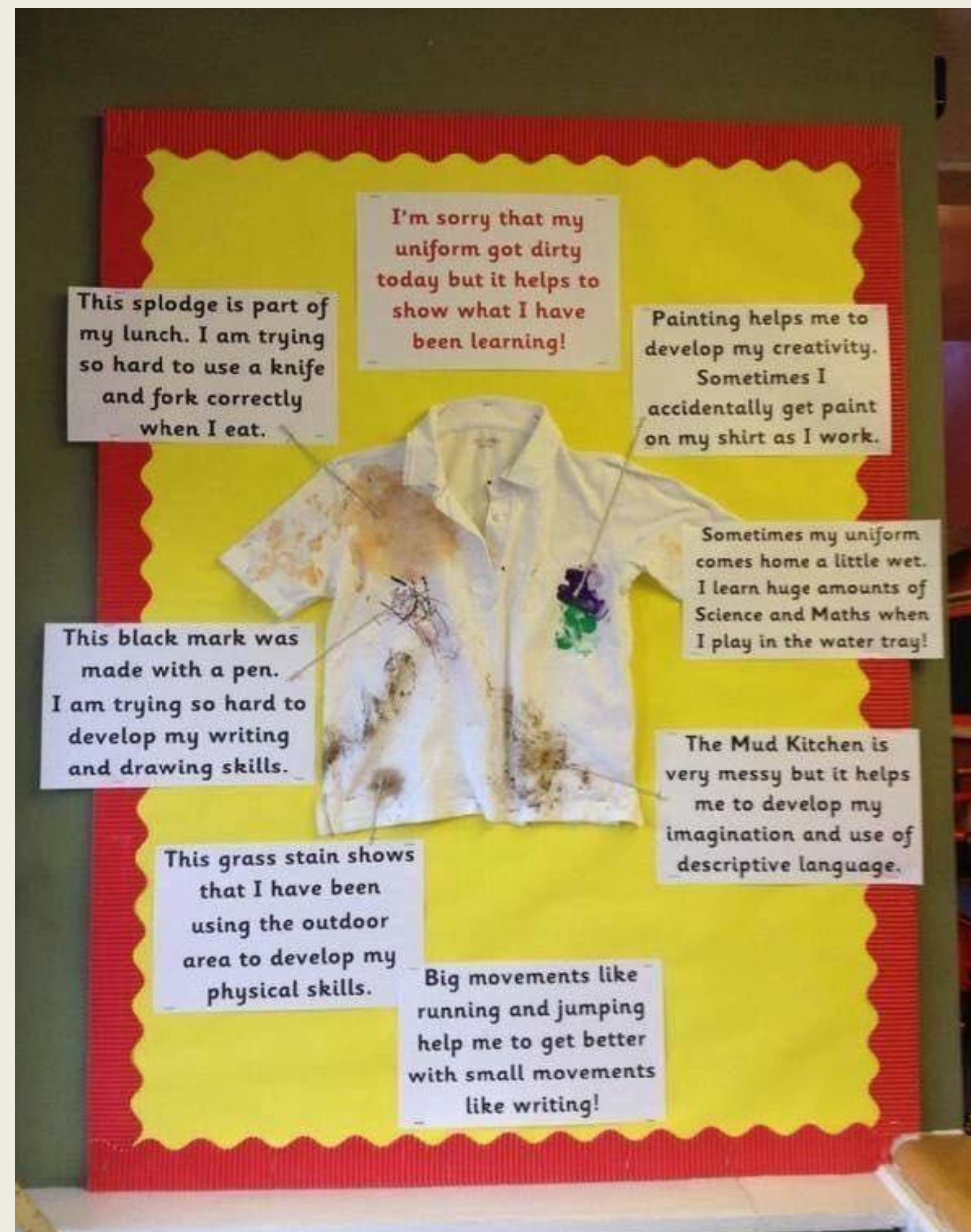


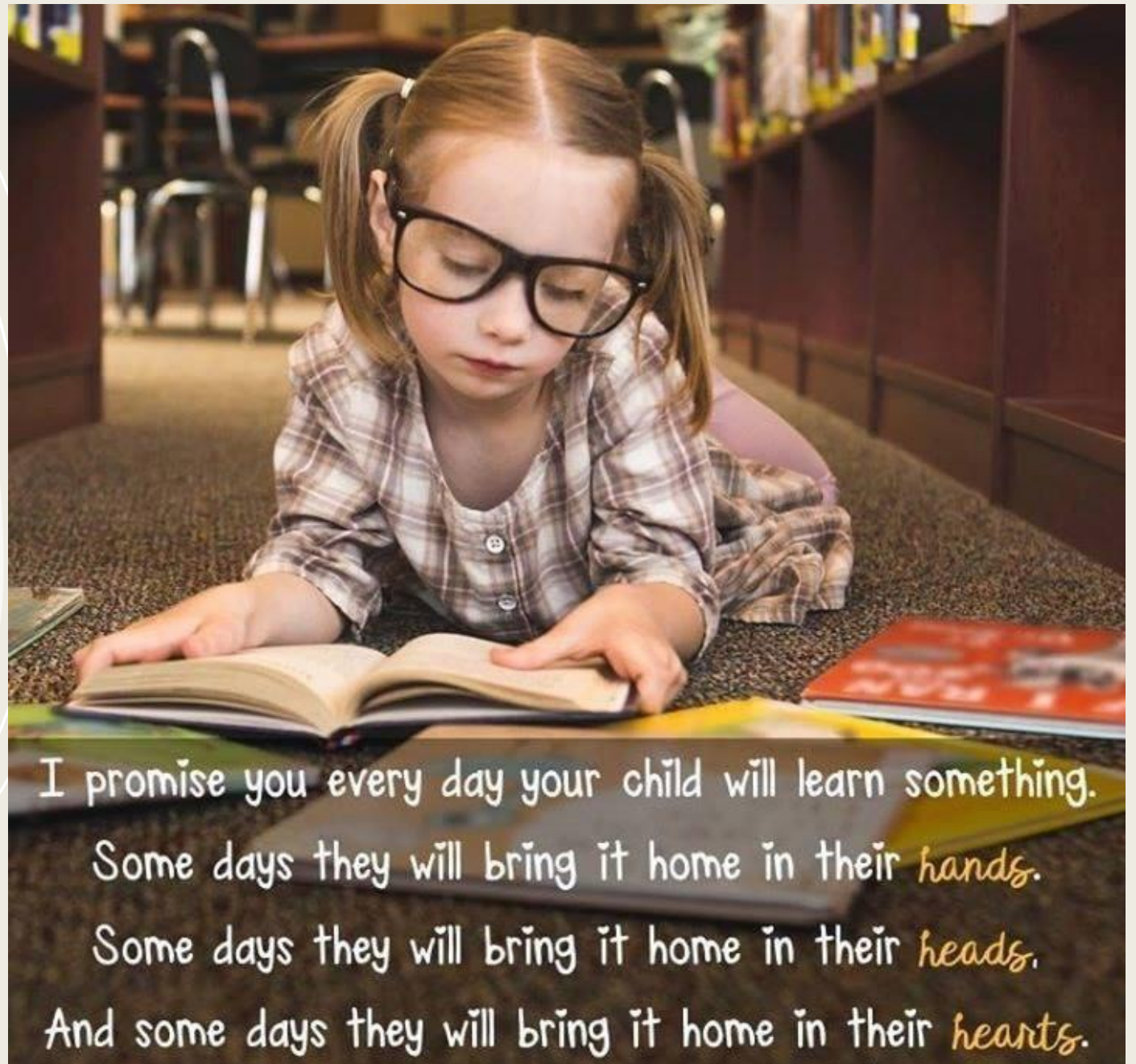
# We Will Get Messy!



I'm sorry that my uniform got dirty today but it helps to show what I have been learning!

Painting helps me to develop my creativity. Sometimes I accidentally get paint on my shirt as I work.





I promise you every day your child will learn something.  
Some days they will bring it home in their *hands*.  
Some days they will bring it home in their *heads*.  
And some days they will bring it home in their *hearts*.



## Keeping in Touch

- All the staff in Reception look forward to working with your children and also with you.
- If you have any worries or concerns, please do not hesitate to email and we will get straight back to you either by email or phone.

[starling@letchmore.herts.sch.uk](mailto:starling@letchmore.herts.sch.uk)

[kingfisher@letchmore.herts.sch.uk](mailto:kingfisher@letchmore.herts.sch.uk)

[wren@letchmore.herts.sch.uk](mailto:wren@letchmore.herts.sch.uk)

# Parent Helpers

- We are always extremely grateful to any parent who is able to give up some of their free time to help in Reception
- Helping in school will involve preparing resources or reading with individual children
- Any parent able to help in school, please come and have a chat with the class teacher
- You can also support the school by becoming involved with our PTA.....





# The PTA

- The PTA (Parent Teacher Association) supports the school by raising funds for equipment and resources that enhance the children's school experience
- The PTA is a registered charity, so all funds we raise directly benefit the children at the school
- The PTA Committee is a group of volunteers who organise all the fundraising events and activities
- The Friends of the PTA is a group a volunteers who support the committee in spreading the word and helping out at events

# Examples of PTA activities...



LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

## FundRAISIN' Challenge 2022

### Winner

# Greenfinch Class

For working together to generate the most donations during the PTA raisin box fundraising challenge.

Your donations will help provide activities and equipment for children at Letchmore.

**Thank you and well done!**



LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

Tuesday 13th June

## FATHER'S DAY PRESENT ROOM

£2 per gift  
Payments via Arbor by 2pm Thursday 8th June  
Please see your email for full info

Letchmore Infants' and Nursery School PTA Presents

Tuesday, 28 September, 9:00-11:00AM

## RECEPTION PARENTS COFFEE MORNING

Join us for drinks and pastries in the dining hall, and get to know some of your fellow Reception parents and carers in a relaxed setting. This is also a great opportunity to informally meet the Reception teachers and hear a little bit about what to expect in the year ahead. And, you can also grab some bargains in the PTA's preloved uniform shop.

See you there!

LETCHMORE INFANTS' AND NURSERY SCHOOL

YOUR SCHOOL LOTTERY

## WIN 1 OF 5 £100 B&Q Gift Cards

### SUPPORT US Through Thick & Thin

- Please help give our fundraising a much-needed boost
- Tickets cost just £1 a week
- Cash prize winner EVERY week
- Win up to £25,000!

To support your school, go to:  
[yourschoollottery.co.uk/play](https://yourschoollottery.co.uk/play)  
and search for: Letchmore

LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

# LETCHMORE summer 2023 FÊTE

BRING YOUR FRIENDS & FAMILY (& A PICNIC RUG) TO COME & HAVE FUN WHILST SUPPORTING OUR SCHOOL

**SATURDAY 17th JUNE**

**1-3PM FREE ENTRY**

TOMBOLA • CRAFTS • 2OP GAMES  
REFRESHMENTS • CAKE STALL  
RAFFLE • PRE-LOVED UNIFORM



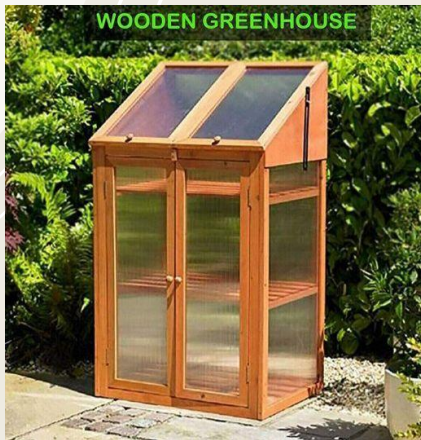
## Christmas Cards

Featuring your child's drawing  
Plus mugs, bags and other gifts

**Deadline for orders: Thursday 4th Nov**

**Order in ParentMail: Visit the Shop tab within Payments section**  
[pmx.parentmail.co.uk](https://pmx.parentmail.co.uk)

# How it Makes a Difference...



# How You Can Get Involved in the PTA

- Volunteer your time - Become a PTA Committee member or join our *Friends of the PTA* WhatsApp group of ad-hoc volunteers
- Join PTA events and activities - Please read the weekly PTA updates in the school newsletter and take part in the fundraising activities
- Your contributions help make the children's experience at the school even more wonderful
- All support from you, no matter how small, will add up to make a big difference

An illustration of a school building with a red brick facade and a central tower. In the foreground, a boy in a blue shirt is balancing on a tightrope, a girl in a blue school uniform is holding a red apple, and a brown bear is standing nearby. The scene is set on a green lawn with a wooden structure for the tightrope.

Email us:  
[pta@letchmore.herts.sch.uk](mailto:pta@letchmore.herts.sch.uk)

*Thank you!*

# Next Steps

The following checklist, along with all the information shared with you this evening will be emailed to you tomorrow



Essential Steps	Completed
Have you completed the online Pupil Data Collection Form to provide all your registration information?	
Are you aware of your individual start date?	
Have you completed the All About Me form?	
Have you purchased uniform and PE kit and ensured it is all named?	
Have you purchased a book bag?	
Have you purchased a drawstring bag for wellington boots?	
Have you purchased and named a suitable water bottle?	
Have you registered your child with Dairy Link UK if you would like them to receive free milk in school?	
Have you pre-ordered your child's school lunches on School Grid?	
If your child is having a home packed lunch, have you purchased a lunch box?	
Have you ensured that anyone with permission to collect your child is aware of the password you have created?	
Have you spent time discussing this new start with your child and considered walking past the school to show them the building?	
If your child does not attend our Nursery, have you attended a stay and play session?	
Have you ensured all parents and carers have read this Information Pack and have no further questions?	

# Any Questions?

Thank you all for coming.  
We are looking forward to  
working closely with you.

Please feel free to visit our  
Reception area and have a look  
around our environment.

