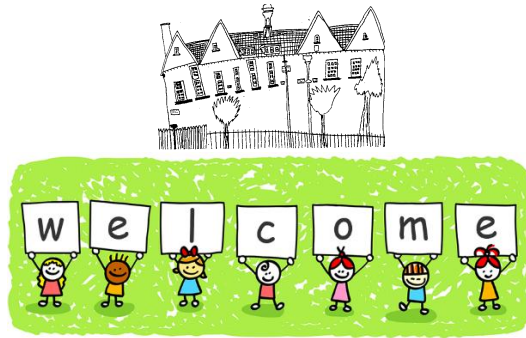




Welcome to Letchmore Infants' and Nursery School



Reception Information Pack



Dear Parents and Carers,

We are excited to welcome your family into our school from September 2025 and look forward to meeting each of you personally.

This is an exciting time for your child and we are sure you have number of questions to ensure their education journey with us starts as smoothly as possible.

We have created this Information Pack to provide you with as much information about starting at our school as we can and hopefully answer your questions.

You should have received an email with a link to our website. This is where you will find all transition information in one place: Admissions - Starting at Letchmore - Reception page. You will also find a link for the Online Pupil Data Collection Form. We would be grateful if you could complete this as soon as possible along with the other documents that need to be completed and returned.

Please do not hesitate to call or email us if you have any further questions - admin@letchmore.herts.sch.uk.

Best wishes

Jo Harding and Eleanor Williams (Co-Headteachers)





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 to be confident, happy citizens.

At Letchmore Infants' and Nursery School, our dedicated and hardworking staff aim to provide children with a broad and balanced curriculum. We strive to enable every child, regardless of ability, ethnicity, religion or disability, to develop their full potential, both educationally and socially, so that they are fulfilled and happy within our caring school. We know that this will only be achieved through partnership with the parents and carers.

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





Vision and Values

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 -

<https://www.letchmore.herts.sch.uk/visions-and-values/>



Starting Dates and Arrangements



Transition Day

Your child is invited to come and meet their teacher and spend time in their new environment on Thursday 10th July, from 1.45-2.45pm. Please enter via the main school playground.

Phase 1 - Getting to Know You - Meet the family sessions

Before the children start Reception, we would like to get to know you and your child and ensure their start in school is happy. On either September 4th 5th, or 8th we would like to invite you and your child into school to meet their class teacher and have a chat. You will have received an individual letter stating your date and time.

Phase 2 - Staggered Start

From the 9th - 12th September, the children will start in small groups on different days throughout the week, to introduce them to their new environment and enable your child to get to know their adults. Once your child has started school, they come every day. Children will start their days this week at 8.30am and finish at 12.00pm.

Phase 3 - Staying for Lunch

On 15th - 18th September, the children will stay for lunch and then go home at 1.00pm.

Phase 4 - Staying All Day

From Friday 19th September, the children will start school at 8.30am and finish at 3.00pm each day.



Timetable of a Typical Day in Reception

We will gradually build up to this timetable throughout the year.
Our priority at the beginning is to ensure your child is settled and happy.

- 8.30 - 9.00am - Busy Fingers/Bagel Bar
- 9.00 - 9.20am - Whole class phonics
- 9.20 - 10.15am - Child-Initiated Learning in class
- 10.15 - 10.30am - Snack
- 10.30 - 11.10am - Child-Initiated Learning across Reception
- 11.15 - 11.35am - Whole class teaching
- 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





The Early Years Foundation Stage Curriculum

What is The Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to 5 years old. All schools and Ofsted-registered early years' providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.

The Early Years Foundation Stage (EYFS) framework supports an integrated approach to early learning and care. It gives all professionals a set of common principles and commitments to deliver quality early education and childcare experiences to all children.

As well as being the core document for all professionals working in the foundation years, the EYFS framework gives mums and dads confidence that their child is receiving the same statutory commitments and principles, which underpin children's learning and development experiences.

Overarching principles:

- Unique child who is constantly learning and can be resilient, capable, confident and self-assured
- Positive relationships with adults and children
- Enabling environments, in which their experiences respond to their individual needs.

Learning and development:

There are seven areas of learning:

- **Personal, social and emotional development**
- **Communication and language**
- **Physical development**
- **Literacy**



- **Mathematics**
- **Understanding the world**
- **Expressive arts and design**

In Reception, we plan activities and resources to develop all of these areas of learning.

Our main focus in the first term is to settle the children into Reception promoting good personal, social and emotional skills.

The Early Years Foundation Stage requires a balance of child-initiated and adult-led play-based activities, encouraging them to explore their own interests.

Play underpins all development and learning for young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally.

In Reception, we encourage children to communicate with each other and staff. Children who feel free to express their ideas and their feelings develop strategies to cope with new, challenging or stressful situations.

Our Child-Initiated Learning session gives them time and space to develop their own ideas. It is also a time when adults can build on the children's learning.

Reception is a time to make friends and enjoy the benefits of collaborative learning.

The children will learn to care for others, living things and the environment.

The children learn boundaries and expectations within a variety of situations.





Forest Schools



We are fortunate enough to have trained Forest School practitioners at our school and are able to offer Forest Sessions to our children each week.

What is Forest School?

- Forest School takes place in a woodland or natural environment to support the development of a relationship between the learner and the natural world.
- Forest School uses a range of learner-centred processes to create a community for being development and learning.
- Forest School aims to promote the holistic development of all those involved, fostering resilient, confident, independent and creative learners.
- Forest School offers learners the opportunity to take supported risks appropriate to the environment and to themselves.
- Forest School is run by qualified Forest School practitioners who continuously maintain and develop their professional practice.

The children will learn to care for others, living things and the environment. They will take part in Forest School sessions in the school grounds each week, which will develop their understanding of the world around them and build their confidence and resilience.

The children learn boundaries and expectations within a variety of situations and experience activities such as building bug hotels, designing and creating with natural materials, mud sculptures, whittling and fire building.

Further information and consent forms will be shared once your child starts school.





Characteristics of Effective Learning

The focus of the characteristics of learning is on how children learn rather than what they learn. We encourage children to become independent learners who want to find out more.



What are the characteristics of effective learning?

Playing and exploring - children investigate and experience things, and 'have a go'.

- Engagement
- Finding out and exploring
- Using what they know in their play

Active learning - children concentrate and keep trying if they encounter difficulties and enjoy achievements.

- Motivation
- Being involved and concentrating
- Keeping on trying

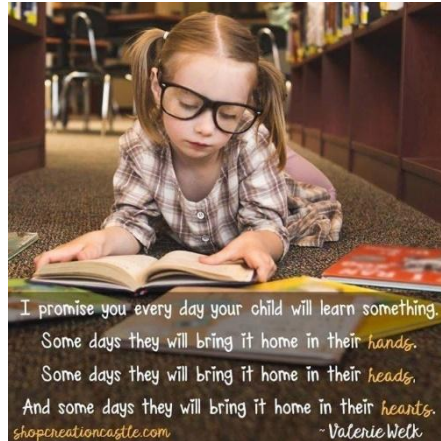
Creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

- Thinking
- Having their own ideas
- Making links

Through a **Growth mindset** and an '**I can**' attitude, the children are happy to try things out and are not afraid of failure.



Topic-Based Learning



Each half term, we have a different topic theme. Most of our learning is covered through Child-Initiated activities and whole class sessions.

- Autumn 1st half - **Changes**
- Autumn 2nd half - **Celebrations**
- Spring 1st - **Super Me, Super You**
- Spring 2nd - **Jump into a Book**
- Summer 1st/2nd - **Let's Explore**

Each term a curriculum newsletter is uploaded to the website, containing detailed information regarding that term's coverage. Weekly newsletters are also uploaded to make you aware of the current learning taking place.





Literacy

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

Home Reading

- Every child will be sent home with a reading book.
- Your child's reading book will be changed at school twice a week, but please try to read regularly with your child.
- Teachers also read 1-1 with the children, so it is important their home reading books are brought to school every day.
- Please feel free to come and discuss your child's reading with the teachers at the end of the day.





Maths

We follow the White Rose maths scheme which focuses on maths mastery. Children will become very familiar with numbers to 10. They will be able to talk about the composition of all numbers to 10 and be able to talk about 1 more and 1 fewer, as well as add and subtract numbers.

Once children are taught the concepts, they are encouraged to use the skills in different situations.





What Will Your Child Need in School?

- Named water bottle containing fresh water - please no juice nor fizzy drinks (Separate to packed lunch drink)



- Book bag containing their reading book and reading record. Please ensure the book is returned to your child's book bag so they always bring it to school.



- Draw string shoe bag with Wellington boots. Please ensure these are all named and left on your child's peg. (No backpacks please)



- Please ensure **all** clothes are named
- Please send your child to school with a **named coat** every day
- Please do not allow your child to bring toys to school as they can often get lost or broken.



Snack Time



Fruit and Milk

- Our snack time is a lovely time for the children to talk about what they have been doing, listen to a story and then enjoy some physical action songs
- The children's water bottles are located in the children's classes and the children can choose to have a drink at any time during the day
- Milk will be available during snack time for those who have paid or are entitled to receive free milk. Milk is free for children up to the term after they turn 5, after this time it will need to be paid for if you wish for your child to continue to receive milk. Please ensure you have ordered your milk via the Dairy Link UK website - information will be sent to you
- Please ensure you have made staff fully aware of any allergies or intolerances.





School Dinners



- To ensure your child receives the dinner you are expecting, please order your meal choices via the *School Grid* website. Further details are on the 'Starting at Reception' page on our website and your password will be emailed to you before starting in September.
- Your child will need a healthy lunch to give them the energy for the afternoon's activities, so please, no chocolate, sweets or fizzy drinks in home packed lunchboxes
- We are a nut-free school. which means please do not bring nuts nor products that might contain nuts in lunchboxes (including Nutella).





Procedures



- **Punctuality** - To ensure your child accesses all learning opportunities please make sure your child arrives at school on time every day. We have found that the children are much more settled if they arrive at school on time. Children can also become unsettled if they are picked up late. If for some unforeseen reason you are delayed, please let the school office know so we can reassure your child.
- **Absences** - If your child is absent, please contact the school office either by phone or email before the school day starts. If your child has a medical appointment, please inform the school in advance. Where possible, please try to make appointments out of school time. **Term time holidays** - We do not authorise term-time holidays for any children, apart from in very exceptional circumstances.
- **School Health Advisors** - We work closely with the School Health Advisory team, and they are available to support you with a number of health-related needs. Please speak to a member of the team if you require any support or advice and we can signpost you to them.
- **Emergency Contacts** - It is vital that we can always contact you in an emergency. If any of your contact details change, please make sure we are informed in writing. We will receive all your emergency contact details when you submit your registration forms. Please ensure you provide at least two emergency contact numbers.
- **Safeguarding procedures for collecting children** - When submitting your registration forms, you will be asked to provide us with a password. This will be used when collecting your child. If someone else is picking your child up they must be named on your contact information and know your child's password. Please email the office to inform us of any change in collection arrangements.



Pupil Premium Funding



In addition to school funding received from Hertfordshire County Council and the Education Funding Agency, we are able to claim a grant from the Government each year. This is called Pupil Premium and is for children whose parents or carers receive any of the benefits below:

- Income Support
- Income Based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Pension Credit (Guarantee Credit element) or (Income Related) Employment Support Allowance
- Child Tax Credit
- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999

If you are in receipt of qualifying benefits, your information will be renewed each year meaning that unless your circumstances change, entitlement to free school meals and other educational benefits will be automatically registered.

The Early Years Pupil Premium Funding is used to provide additional support and resources for your children, and we are able to apply on your behalf.

Please complete the Online Pupil Data Collection Form (link on the website) as soon as possible, as this will help us to identify if your child is entitled to this additional funding. All information is dealt with in strict confidence.



Safeguarding



Our school is committed to the safety of all pupils and staff. All of our children have the right to be safe and happy at school and it is our aim to make them feel that way every day when they come to school.

All adults working in school are subject to DBS clearance and appointments follow the school's safer recruitment policy. All staff receive regular safeguarding training and 'safeguarding' is on the agenda for all staff meetings. Keeping children safe is at the heart of what we do every day and we aim to be vigilant and pro-active to ensure our children feel secure and our practice is effective. The governing board has appointed a governor to regularly monitor all of the school's safeguarding procedures. Copies of safeguarding policies can be found in the 'Policies' section of the website.

Mrs. Benson is the Designated Safeguarding Lead (DSL) for Child Protection. In her absence **Mrs. Harding, Mrs. Williams, Miss Hewett and Mrs. Wright** deputise in this role. We will be happy to discuss any questions or concerns parents/carers may have about our child protection policy and practice. The appointed school safeguarding governor is **Miss Marj Shanahan**.

If there are concerns about a child's welfare, we may need to share information and work in partnership with other agencies. We will ensure that any concerns about a child are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

At Letchmore Infants' and Nursery School, we actively support action to counter radicalism and extremism through the government's Prevent strategy.



'Together we can tackle child abuse' - Department for Education

The DFE has launched a campaign: "Together, we can tackle child abuse" to remind everyone of the need to share concerns they might have about children and young people. Click on the link below to learn more about the campaign.

<https://tacklechildabuse.campaign.gov.uk/>

How can you as parents/carers help us to be effective with safeguarding?

We welcome parent/carer support in the following ways:-

- Letting us know if you have an issue or concern that you have noticed regarding safety or the welfare of your child or our pupils
- Informing the office before 8.30am if your child is going to be absent
- Informing us of any changes in address/contacts and providing us with two emergency contact details
- Informing us of any medical/dietary changes for your child
- Attending parent meetings so we can hear your views.
- Making sure where possible you walk to school rather than drive - this helps to reduce congestion and keep everyone safe outside our school entrance
- Letting us know if you are delayed and coming into the school main entrance to sign your child in/out when you arrive to collect/drop them.



Special Educational Needs and Disabilities

At Letchmore Infants' and Nursery School, we believe that all pupils, regardless of need, should have access to a curriculum that is broad, balanced, relevant and differentiated, which allows them to make progress. The school aims to provide meaningful opportunities and experiences for all pupils by setting achievable learning challenges, responding to their diverse learning needs and preparing them for the next stage in their education. We aim to provide a nurturing learning environment in which pupils are encouraged to develop their full potential and where their achievements and successes are celebrated and rewarded. Through the teaching of a broad, balanced and engaging curriculum every pupil will be encouraged and supported to become a successful learner, a confident and responsible individual and to make a positive contribution to our school community and society.

For the majority of pupils this will be through Quality First Teaching in the classroom. However, for some pupils there are times when additional support will be needed to help them achieve their targets. This includes pupils with; Sensory and/or Physical needs, Communication and Interaction difficulties, Cognitive and Learning needs and Social, Emotional and Mental Health Difficulties (as identified in the SEND Code of Practice 2014).

Our School Special Educational Needs and Disabilities Co-ordinators are

Mrs Benson (EYFS) and Miss Hewett (KS1)



Mrs Benson and Miss Hewett are available to discuss any concerns you may have and to organise support and advice from external agencies.

Please contact the school office to arrange a suitable time to speak with Mrs Benson or Miss Hewett if you have any concerns or questions regarding SEND.

Further information on SEND can be found in our SEND Information Report, which is published on our website -

<https://www.letchmore.herts.sch.uk/special-educational-needs-information-and-report/>



Uniform



Uniform can be purchased from Smarty Schoolwear. Please see our website for details:
<http://www.letchmore.herts.sch.uk/school-uniform/>

Pre-loved uniform is also available from the PTA. Email pta@letchmore.herts.sch.uk

Our uniform consists of -

- Royal blue sweatshirt or cardigan, with or without school logo
- White or royal blue polo-shirt
- Grey skirt/trousers/pinafore dress
- 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 for safety reasons
- PE Kit: White collarless t-shirt, black or blue shorts/leggings or jogging bottoms, and trainers
- All items must be **named**





Communication

- **Transition meetings for all year groups** - In September, once all the children are in school, there will be a meeting to talk in more detail about what happens in Reception.
- **Website** - All information including weekly newsletters can be found on our website. <https://www.letchmore.herts.sch.uk/>
- **Arbor** - It is important that you sign up for Arbor as it is our main form of communication. Further details and how to register can be found on the website under our 'Starting at Letchmore' page. A link will also be sent to you before September.
- **School Grid** - It is important that you sign up to School Grid as it is the online portal to order your school lunches. Further details and how to register can be found on the website under our 'Starting at Letchmore' page. A link will also be sent to you before September.
- **Newsletters** - As well as curriculum newsletters there is also a school weekly newsletter; these can all be found on our website.
- **Parents' Evenings** - We have two parent's evenings a year that take place in October and March. The first parent's evening is to talk about how your child has settled into school.
- **Annual reports** - In July, we send home a written report.
- **Book Bags** - Please check your child's book bag daily as there may be important letters inside.
- **Accidents** - If your child has an accident at school that results in a minor bumped head or injury, an email will be sent to inform you. Any first aid we feel you need to know about, you will be informed of at the end of the day. All first aid and incidents are logged electronically. If we are ever concerned following an accident, we will always contact you to inform you.



Governing Board



We are very fortunate at Letchmore to have a dedicated and supportive Governing Board.

Governors are responsible for making sure the school provides a good quality education for all pupils. Raising and maintaining educational standards in school is a key priority. They do this together with the *Co-Headteachers*, who are responsible for the day-to-day management of the school.

The governing board provides strategic leadership and accountability. It has three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent
- Holding the *Co-Headteachers* to account for the educational performance of the school and its pupils
- Ensuring clarity of vision, ethos and strategic direction.

Governors set the aims and objectives for the school and set the policies and targets for achieving those aims and objectives. They monitor and evaluate the progress the school is making and act as a source of challenge and support to the *Co-Headteachers*.

Governors serve a term of 4 years. Their roles and responsibilities, including committee membership, are decided upon annually.

You can find out more about our *Governors* on their website page:

<https://www.letchmore.herts.sch.uk/governing-body/>



PTA (Parent Teacher Association)

We are extremely lucky to have a dedicated PTA who raise lots of funds for our school and provide fantastic activities for the children. They are always looking for support, either as a committee member or just a volunteer for specific events. Last year, they raised funds to enable the school to replace all the equipment on our school field as well as a vast range of learning resources to support our children.

The PTA also organised many amazing events for the children at Letchmore, including a Halloween Disco, Farm Visit Days, and Present Rooms.

If you are interested in supporting our PTA, please have a look at the PTA page on the school website or email the PTA Committee:

- [Website - https://www.letchmore.herts.sch.uk/pta/](https://www.letchmore.herts.sch.uk/pta/)
- [Email - pta@letchmore.herts.sch.uk](mailto:pta@letchmore.herts.sch.uk)





Next Steps

We hope you find the following checklist useful to tick off the essential steps in supporting your child's transition to Reception.

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 already attend our Nursery, have you attended a stay and play session for Reception?	
Have you ensured all parents and carers have read this Information Pack and have no further questions?	

We look forward to welcoming you to our school in September!