Alexandra
Primary School

Reception brochure

Aspire
Perform
Succeed

Welcome to

Alexandra

Primary School

Starting school is a memorable occasion for both you and your child, especially if it's the first time you have left them with someone else for long periods of time. Your child will have new routines to get used to and new information to take in to enable them to have a successful experience and allow them to flourish and become a lifelong learner.

This brochure is here to help you and your child settle in to this new stage in their life. It explains what your child will be doing at school and gives you tips so you can help them get the most out of their time at Alexandra.

We can offer support and guidance for you as a parent. Your child's teachers and school staff will play an important role in your child's life.

They will always be happy to talk to you about how your child is getting on, answer queries and listen to any concerns you have.

Members of staff

The head teacher runs the school, supported by the senior leadership team.

Headteacher
Mr J. Norton

Deputy Head Teachers
Mrs L. Buchanan
Mrs J. Mansfield

SENDCO
Mrs B. McLaughlin

Early years lead
Mrs C. Lovett

Early years practitioner (Nursery nurse)

In Nursery and Reception we have additional Early Years Practitioners who work alongside the class teacher to support your child's learning. In reception, we have one qualified teacher and one Early Years Practitioner.

School office

The administrative staff are in the school office and they are parents' first port of call if there is anything you need to ask.

Special education needs coordinator (SENDCO)

SENDCOs are responsible for making sure children with special educational needs receive the help they need at school.

School Attendance Officers

School attendance officers work with families and school staff if poor attendance or punctuality is affecting a child's learning.

About our school

At Alexandra Primary School, we believe that every child deserves the opportunity to flourish in a safe, ambitious and nurturing environment where they are known, valued and inspired to achieve their very best.

Through our commitment to Aspire, Perform, Succeed, we develop confident, curious and resilient learners who are equipped with the knowledge, skills and character to thrive both academically and personally. We place children at the heart of every decision, fostering a love of reading, writing and lifelong learning through high-quality teaching, rich experiences and strong relationships. Working in partnership with families and our community, we encourage every child to be kind, respectful and responsible citizens who embrace challenge, celebrate diversity and make a positive difference to the world around them.

Aspire.
Perform.
Succeed.

– because every child deserves an exceptional education and the opportunity to realise their full potential.

What is the foundation stage?

Our foundation stage provides children with the very best start to their educational journey. In a caring, stimulating and language-rich environment, children learn through a balance of purposeful play, exploration and carefully planned teaching.

We place a strong emphasis on developing communication and language, early reading, writing and mathematics, alongside personal, social and emotional development. Through exciting indoor and outdoor learning experiences, children build confidence, curiosity, independence and resilience while developing the knowledge and skills they need for a successful transition into Year 1.

Working closely with families, we ensure every child feels happy, safe and ready to

Aspire,
Perform
and
Succeed.

Top tips for settling in

There are certain things that you can start doing now to help your child feel confident at school and manage their new routine. Your child's journey to school starts at home.

Using the toilet by themselves

The toilets are accessible and child sized within each reception classroom. They are designed to encourage children to use the toilet, wash, and dry their hands independently. Please help children to become familiar with this routine before their start date.

Get dressed on their own

Your child may need to remove their jumper independently or dress themselves in role-play and dressing-up clothes during the day. We encourage outdoor play in all weather conditions, so children should be able to recognise, put on, and remove their own coat.

Some clothing and footwear are easier for children to manage independently. We recommend clothes with elasticated waists and shoes with Velcro fastenings to help build confidence and independence.

Eating

At lunch time the children are offered a healthy two course hot lunch which consists of a main meal and dessert supplemented with a selection of freshly prepared salads and homemade breads which are freshly prepared on the premises every day. You can find more information, including menus on our website. Children need to be able to feed themselves a range of foods using cutlery. The more confident children are using cutlery and feeding themselves a variety of foods, the smoother their transition will be.

Developing curiosity

Encourage your child to take part in imaginative and creative play. Share books together, talk about the pictures, sing rhymes and songs, and explore the world and nature around you.

We also encourage families to limit the amount of time children spend using screens, helping to support their communication, creativity, and overall development.

Please use our website **www.alexandra.hounslow.sch.uk** to access further information on school readiness, transition, advice and support services.

The first day

Prepare your child for their first day by talking positively about their new routine and what they can expect in reception. If possible, take your child to school yourself, especially on their first day, as this can help them feel more settled and reassured.

Remind your child who will be collecting them at the end of the day. If they become upset when saying goodbye, try to stay calm and reassuring. Explain that you need to leave, but that you will return at home time.

It is completely natural for parents to feel worried. If you would like reassurance, you are always welcome to phone the school later in the day to check how your child has settled in.

During the first few weeks

Some children settle in straight away, but others will take a while to get used to being at school. Expect tiredness and some ups and downs after they have started. Here are some ways that you can help your child settle in at school:

- Stay calm
- Establish a regular routine, starting with bedtime
- Ensure your child has enough sleep (at least 10 hours)
- Give them a healthy breakfast
- Allow plenty of time to get ready before school starts
- Talk positively about their experience, ask them to tell you about something that they liked about their new class.

The school day

The entrance for reception children is via the main gate on Denbigh Road. There are three Reception classrooms: Yellow Class is located on the left, Blue Class is in the middle, and Red Class is on the right-hand side of the playground.

It is important that your child arrives at school on time.

Drop off: doors open at 8:40am, they close at 8:55am and all reception children are expected to be in class by 8:55am.

Pick up: 3:30pm

Home time

Aftercare is available for Reception children at a charge, more details can be found on the school website.

Please collect your child on time. If you are late, children can become very upset, even though staff will reassure them. If you are delayed for any reason, please telephone the school to inform us **(020 8570 6826)**.

You will be asked to provide the names of adults (aged 16+) who are authorised to collect your child. This list is kept by the class teacher and the school office and must be kept up to date.

If someone arrives at school who is not on the authorised list, we will not allow your child to leave with them until we have contacted you and confirmed that the person has your permission.

At home time, we ask parents and carers to form a line outside your child's classroom so that children can be dismissed safely, one at a time.

Stay in touch and get involved

Even when your child has settled into the academic year, it is essential that you stay in regular contact with the school. Here is an overview of some of the ways you can keep in touch and get more involved.

Keeping up to date

Throughout the year, we contact parents for various reasons through the Arbor app, email and telephone. Please ensure you set up your account on the Arbor app and keep your contact details up to date.

At the end of the year you will receive a written report about your child.

There is also a fortnightly school newsletter, a Facebook page and lots of up-to-date information on our website: **www.alexandra.hounslow.sch.uk.**

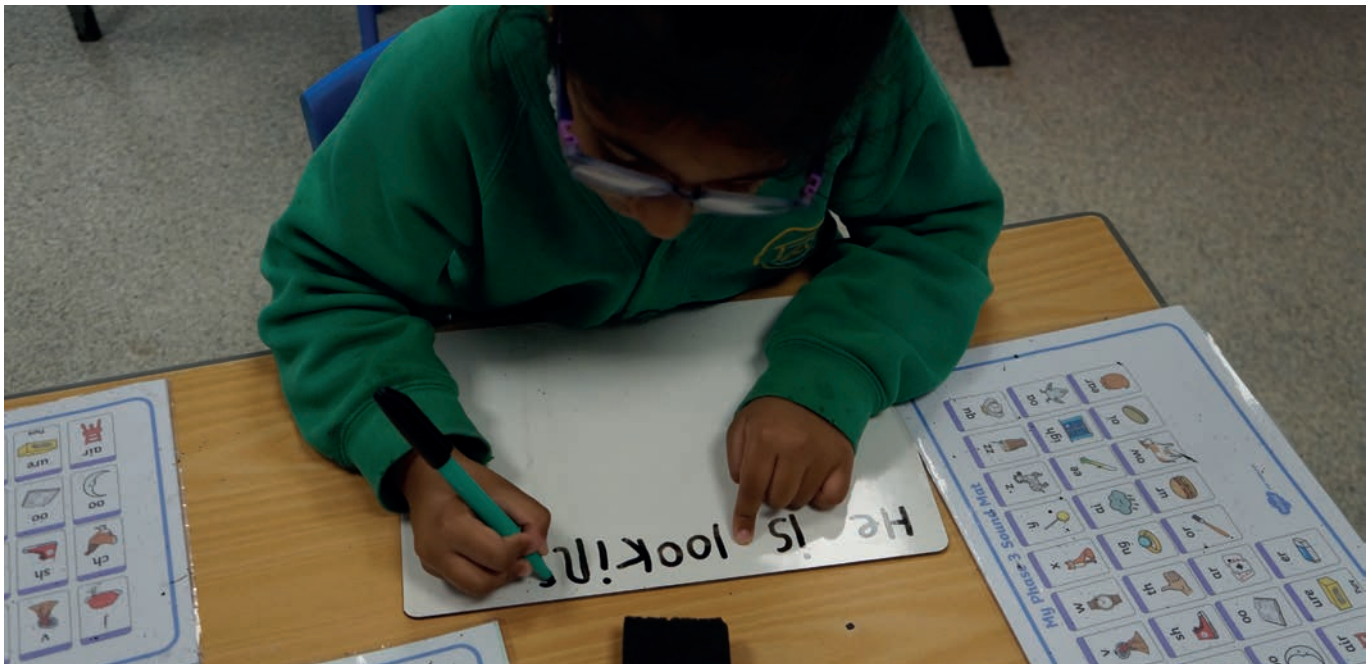
We will also invite you into school to attend regular workshops and events.

You can contact the reception team directly using this email address: **reception@alexandra.hounslow.sch.uk**

Parent meetings

There will be a meeting with parents once each term, during which the teacher will discuss your child's progress and suggest ways you can support their learning at home. These meetings also provide an opportunity for you to raise any questions or concerns you may have.

However, these meetings should not be the only time you speak with your child's teacher. We encourage regular communication at the end of the day. If you have any serious concerns or issues, please make an appointment to see the teacher as soon as possible.



Attendance

Everyday matters

Regular attendance is essential for both academic progress and social development. Children who miss school frequently can find it harder to keep up with their learning, while also missing valuable opportunities to build friendships, develop confidence, and become settled in daily school routines.

Difficulties with attendance

As a parent, it is your responsibility to make sure your child attends school regularly. Sometimes, though, for a number of reasons, a parent can find it difficult to get their children to school every day.

If you are struggling to ensure your child attends school each day, whatever the reason, please talk to the class teacher about how the school can help.

Lateness

It is very important that your child arrives at school on time.

If your child is late and arrives after 8:55am, they will need to sign in at the office. Persistent lateness is monitored and can be referred to the Education Welfare Officer at Hounslow Council.

Absence

Sickness matters

If your child is unwell, please contact the **school office by 9.15am** on **020 8570 6826.**

Further information on attendance and punctuality can be found on our website.

Appointments

Doctors' appointments should be made out of school hours. Dental and optician's check-ups must be booked for the school holidays. Except for emergencies. If your child does have an appointment during the day, please bring them in before and after the appointment, as a missed session will affect their attendance.

Holidays and Leave of Absence

At our school, we believe that every day of learning matters. Regular attendance plays a vital role in ensuring children make the best possible progress and fully benefit from their education.

Parents are strongly discouraged from taking holidays during term time. Requests for leave of absence during term time will only be considered by the Head Teacher in exceptional circumstances and must be requested in advance.

Unauthorised absences may result in a Fixed Penalty Notice being issued by the Local Authority. Extended periods of absence can have a significant impact on a child's learning and may, in some circumstances, lead to a child being removed from the school roll. Should this occur, parents would need to reapply for a school place, with no guarantee that a place would be available.

We appreciate the support of parents and carers in ensuring that children attend school regularly and arrive ready to learn every day.

School uniform

At Alexandra Primary School, uniform is compulsory from Nursery to Year 6.

Uniform must be purchased before your child starts school and we expect all children to wear full uniform every day with black shoes.

Please make sure that each item is clearly marked with your child's name.

Please order uniform online via School Bells - **www.schoolbellsuniforms.co.uk/**

You can also visit the School Bells Shop -

School Bells
48 Bell Road
Hounslow
TW3 3PB

Pre-loved school uniform shop runs from our Community Corner, at school, every Tuesday from 3pm - 3.30pm. We have a variety of items for sale at £1 per item.

Our uniform consists of:

- Emerald green sweatshirt/cardigan with school logo
- White polo shirt
- Grey or black trousers/skirts/pinafore dress
- Black school shoes – No trainers or boots please

Our school PE kit consists of:

- APS PE green t-shirt or a plain white round neck t-shirt (not a polo-shirt)
- A school sweatshirt should be worn over their PE t-shirt
- Tracksuit bottoms or shorts in grey or black (dependent on weather)
- Trainers
- Please ensure the clothing for PE have no logos

We ask for children to wear a PE kit to school on their allocated days. Please check the website regularly for any changes to PE days.

School shoes, trousers, skirts, and polo shirts may be purchased from any retailer. Please ensure that shoes are fastened with Velcro or a similar fastening, as lace-up shoes are not recommended.

Jewellery

Students may wear small gold or silver stud earrings. Earrings must be removed for PE lessons. Hoop earrings are not permitted.

School equipment

Your child will need to bring certain things to school on a regular basis.

Your child will need:

- A reusable water bottle
- A school bookbag
- A PE kit (to wear to school on PE day only)

Please ensure that these items are clearly labelled with your child's name so they know which one is theirs.

Milk

Milk is available for your child. Please visit the **www.coolmilk,com** website or call **0800 3213248** to register your child. It is free until your child is 5 years old, however you must register online, as not all children like having milk.

Snack time

The children receive a different piece of free fruit or vegetable every day. Children do not need to bring food in from home.

Learning in reception

Teaching within the education system is split into stages. Nursery and Reception are part of the Early Years Foundation Stage. We offer a high-quality, broad and balanced curriculum that is underpinned by the Early Years Foundation Stage (EYFS) framework.

In the EYFS, there are seven areas of learning and development.

Prime areas

Communication and language	Physical development	Personal, social and emotional development
• Listening, attention and understanding • Speaking	• Gross motor skills • Fine motor skills	• Self-regulation • Managing self • Building relationships

Specific areas

Literacy	Mathematics	Understanding the world	Expressive arts and design
• Comprehension • Word reading • Writing	• Number • Numerical patterns	• Past and present • People, culture and communities • The natural world	• Creating with materials • Being imaginative and expressive

Children learn through a balance of child-initiated play and adult-led experiences. The reception environment is thoughtfully planned and carefully organised to provide rich opportunities for children to consolidate their learning, develop new vocabulary, and explore new concepts through a wide range of engaging activities and resources.

Early Years Practitioners engage alongside the children, skilfully scaffolding learning and modelling language to support communication and development. Children also participate in a range of whole-class and small-group sessions, providing opportunities for shared learning, collaboration, and focused teaching.

Reading for Pleasure

Alexandra Primary School is proud to have achieved the Reading for Pleasure Quality Mark Gold Award.

We begin fostering a love of reading in Early Years by creating a rich, book-filled environment. Books are available throughout the setting, including in our cosy and engaging reading corners. Children enjoy listening to stories every day, helping to develop their language, imagination, and enjoyment of books.

Each week children choose storybooks to bring home and share with you, encouraging a love of reading both at school and at home.

Reading for pleasure is one of the most important ways to support your child's learning and development. Children who enjoy reading are more likely to develop strong language and communication skills, a rich vocabulary, and a wider understanding of the world around them. Sharing stories together also helps to develop imagination, concentration, and a love of learning. Most importantly, reading with your child creates valuable opportunities to talk, bond, and enjoy special moments together, helping to build positive attitudes towards books that can last a lifetime.

Helping your child learn

The first few years are the most important in your child's learning and development. As a parent or carer, you have the biggest influence during this time, and there are a number of easy and simple ways in which you can help with their early development.

Children who are able to express themselves are more likely to reach their developmental and educational milestones. You have all the skills and experience to help your child grow and develop, so that they can have a bright future.

The best way to help your child learn is through back-and-forth conversations with them. You can sing together, look at books together and explore your surroundings together. We have more information about this on our website.

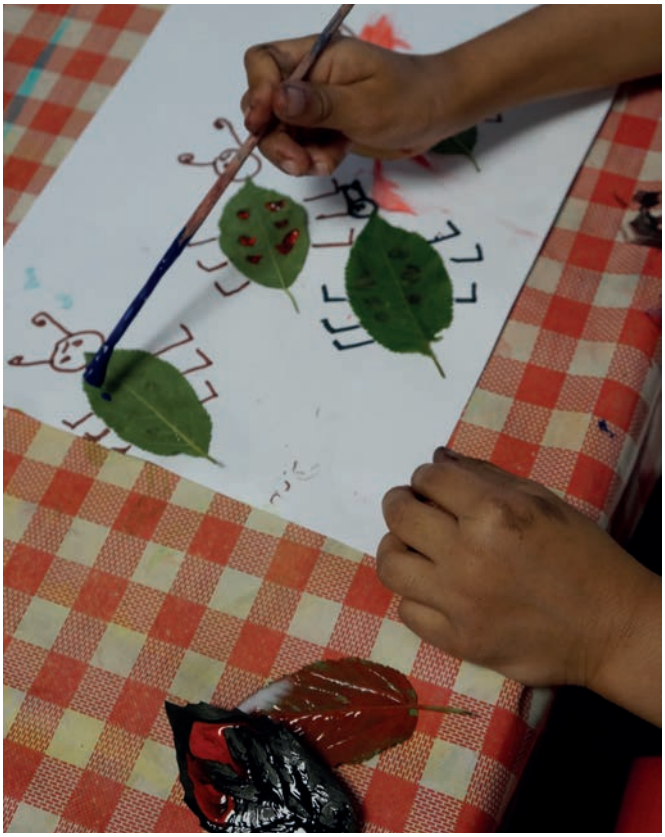
Get into the habit of reading a book together. It doesn't have to be long – just 10 or 15 minutes. Hounslow Library has a great selection of books that can be borrowed for free. **(https://www.hounslow.gov.uk/libraries)** You could read the story to your child, talk about the plot, the characters and what might happen next or you could talk about the illustrations together instead.

We strongly recommend reducing your child's screen time. You can find evidence informed guidance to support parents and carers in shaping healthy screen time habits for little brains on this website: **https://beststartinlife.gov.uk/screen-time-under-5s.**

If English is not your first language, make sure you continue to speak in your own language too. That way they will develop their language skills, and this will make learning English easier.

Once your child starts school, it's important to still make time to do activities together outside of school as a family. For example, going to the library, park, museum or leisure centre. We will also provide you with a weekly overview of what your child will be learning at school so you could link your activities to this to help embed their learning.

We encourage you to read with your child at least three times a week. Further information on reading strategies will be provided throughout the year, including opportunities to attend parent workshops and learn ways to support reading at home.



FAQ about reception

1. **How many children will be in each reception class?**
   There will be a maximum of 30 children in each class. We have 3 classes.

2. **How many adults will be in the reception class?**
   There will be two fully qualified members of staff with the children in accordance with legal requirements.

3. **What will happen if my child cries?**
   We will comfort your child, however if your child is still upset after 30 minutes, we will call you to come and collect your child and discuss modified transition arrangements to help your child settle. This might mean your child coming to nursery for a short period of time daily, which can be increased as your child get used to spending time apart from you.

4. **Will I be able to come into the classroom with my child?**
   We ask you to say goodbye to your child outside of the classroom for the safety and wellbeing of the other children in the school.

5. **When can I speak to the teacher?**
   Staff are available to talk to at the door. Staff will have more time to speak to you at the end of the session. You can also email us at **reception@alexandra.hounslow.sch.uk**

6. **Where are the toilets and will my child be able to use them whenever they want to?**
   The toilets are situated in each reception classroom, and the children can go whenever they need to.

7. **Will a member of staff take my child to the toilet and help my child to go to the toilet?**
   The children go by themselves and we encourage independent toileting.

8. **My child is not toilet trained. Can my child wear a nappy or pull up to school?**
   Your child should wear underwear to school. Please provide some spare clothes in a labelled carrier bag. If your child has a toilet 'accident' we will help them to change their clothes.

   Advice on toilet training can be found on our website and **https://eric.org.uk/potty-training/**

   We understand that all children develop at different stages. If you would like further support with toilet training, please speak to our SENDCO.

Alexandra Primary School
Denbigh Road, Hounslow, Middlesex TW3 4DU

Telephone: 020 8570 6826 • www.alexandra.hounslow.sch.uk • Email: office@alexandra.hounslow.sch.uk