



8th September 2023

Dear Parents/Carers,

Welcome to Reception!

It has been lovely to meet all of the children and we can't wait to get the new school year started.

Our main focus this half term is to familiarise the children with school life and to ensure all children are well settled and confident with the routines of Reception. We will be playing lots of games to help the children to get to know each other better.

From the week beginning 18th September, we will begin to send out a Weekly Overview on Parent Hub. This will give you more detail about some of the learning that will take place that week.

Please let us know about any medical conditions, food intolerances, allergies, etc. and keep us up to date if this changes. If your child has any prescribed medication such as inhalers, please make sure we have these in school and that they are within date.

Early Years Talk

You are invited to our EYFS Evening on **Tuesday 26th September 7-8pm**. This is a chance for parents and carers to gain an understanding of how we work in Reception at Coleridge, and how each child's learning is catered for across the different areas of learning. From **7.00pm** you are invited to have a look around your child's classroom, where you will be able to see some of the things that they have been doing since starting school. There will then be a talk in the hall at **7.30pm**. If you're unable to make the evening meeting, the talk will be repeated on the morning of **Wednesday 27th September** in the East Hall at **9.15am**; please note you will not be able to look around the classrooms at the morning session.

Dropping off/ Going home

During this staggered starting week, the classroom doors are opened at **8.50am** for our AM starters. We will welcome your children at the door and they will put away their things and wash their hands. We are asking parents not to come into the classroom but members of the Reception team will be on hand to help your children put their things away and hang things on their pegs. At **9am** the classroom doors are locked. All children must be in class and ready for 9am, when we do the register. It is very important that children arrive on time to ensure they have a settled start to the day and don't miss any of the learning. If you arrive at school after 9am, please register your child in the office. Pick-up time for AM starters is **11:30 am** from the classroom door.

For our PM starters the doors will be opened at **12:20pm** and locked at **12:30pm**. It will be then be the exact same routine and process as the AM starters. Pick up time for the PM starters will be at **3pm** from the classroom door.

From the week beginning Monday 18th September, all children will be in school full time. The doors are opened at **8:50am** and locked at 9am. Pick up time is **3:10 pm**.

If your pick-up arrangement differs from normal then please let us know in advance.

Headteacher Leon Choueke

77 Crouch End Hill London N8 8DN Telephone 020 8340 3173

Website www.coleridgeprimary.net email admin@coleridgeprimary.net

Absence

If your child is not in school due to illness or for any other reason please phone or email the school (admin@coleridgeprimary.net) before 9am to explain why. This is for safeguarding reasons and your child is at risk of having an 'unauthorised absence' if we do not know the reason. If you need to request additional time off school for your child then you **must** fill in an 'Application for pupil leave of absence during term time' form, available at either office. Thank you for your co-operation.

Cooking money

In Reception we aim to have a small group cooking activity each week. We also make play dough for the children to use. Each class has a 'Cooking Money Pot' and if you are able to, we ask for a weekly donation for ingredients. The usual donation is 50p but any donation is welcome!

Junk/recycling

We have junk modelling workshops in every classroom and so appreciate all donations of newspaper, cardboard boxes, cardboard tubes etc. Any other art resources are also always gratefully received. We also really appreciate 'loose parts' such as pipes, taps, door handles, tubes or old wheels to use in our outside area - all donations welcome.

Water Bottles

Please make sure your child brings in a water bottle labelled with their name so that they can have access to this throughout the day. It will be kept in a tray in the classroom which they can access independently.

Clothes

Children have access to outside in all weather conditions - please ensure that children are dressed appropriately. Children need suitable footwear for running around outside and using the climbing frame and other outdoor equipment. Please label the clothes that your child wears to school with their name; this prevents items of clothing going missing. Lost items can be found in the Lost Property Box which is located next to the office. Lost Property will be sent to charity at the end of each half term so please check before the Thursday of the last week of half term.

It's really helpful if children have a named bag with a set of spare clothes (including underwear) in school, just in case. This can be left on their peg.

Parent Hub

You should have received details for how to download and log in to Parent Hub. It's really important you join up as we will be using the programme to let you know what we have been doing and share photos and videos with you. We will also be posting a weekly overview to let you know what we will be doing in Reception the following week with useful links or activities to support your child's learning at home. There will also be opportunities for you to send photos to Parent Hub for us to share with the other children in class.

Contact details

If you change your mobile phone number, email address or any other contact details please inform the office immediately.

Looking after each other and the environment

Here are a few requests that we really appreciate you respecting:

- ensure your child/children are supervised by you or their carer at drop off and pick up
- remind your child/children to look after the school grounds and their belongings
- walk to school where possible

Headteacher Leon Choueke

77 Crouch End Hill London N8 8DN Telephone 020 8340 3173

Website www.coleridgeprimary.net email admin@coleridgeprimary.net

- cross the road safely at the crossing when Velina (our school crossing patrol) has said it is safe to do so
- put any rubbish in the bin or take it home with you

Dates for your diaries

Tuesday 26th September 7-8pm- EYFS evening - a chance to meet other parents, see some of the things your child has been doing in the first weeks at school, and hear a talk about the Reception year. Repeated on Wednesday 27th September at 9.15am East hall

Monday 30th October: INSET day (school is closed for all children)

Haringey term dates 2023/2024: <https://coleridgeprimary.net/school-calendar/>

Please remember to keep checking your emails and the website for additional information. If you have any questions or concerns please come in and speak to us; we are always around at drop-off and pick-up times, and if you need more than a quick chat we can make an appointment for a mutually convenient time.

Thank you for all your support and co-operation. We are looking forward to a happy and successful year together.

Yours sincerely

The Reception Team

Headteacher Leon Choueke

77 Crouch End Hill London N8 8DN Telephone 020 8340 3173
Website www.coleridgeprimary.net email admin@coleridgeprimary.net