



**September 2026**

Dear Parents/Carers,

Welcome to Reception!

What a lovely week we have had meeting all of the children. 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 and there will be lots of activities to help children develop new friendships.

From the week beginning 14<sup>th</sup> September, we will begin to send out a Weekly Overview on Parent Hub. This will give you more details about some of the learning that has taken place over the week and what will be happening during the following week. This is normally sent out on a Friday morning so please keep your eye out for it.

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 **Wednesday 23rd September 6-7pm**. 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 **6.00pm** 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 **6.15pm**. If you're unable to make the evening meeting, the talk will be repeated on the morning of **Thursday 24<sup>th</sup> September** in the East Hall at **9am**; please note you will not be able to look around the classrooms at the morning session.

### **Dropping off/ Going home**

The hours of the school day are **8.50am – 3.20pm**. We open the classroom doors at 8.45 and lock them at 8.50am. All children must be in class and ready for 8.50am, 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 8.50am your child will not be able to enter through the classroom door, you will have to register your child at the main office.

Pick up time is 3.20pm. Please make sure you arrive on time to collect your child as it can be quite distressing for them, particularly at this stage, if you arrive late. If you are going to be late, please make sure you call the office so that we can let your child know and make arrangements for them. If your pick-up arrangement differs from normal then please let us know in advance.

**Headteacher Leon Choueke**

### **Absence**

If your child is absent from school due to illness or any other reason, please make sure to notify us before 8:50am. You can report the absence via ParentHub, phone, or email us at [admin@coleridgeprimary.net](mailto:admin@coleridgeprimary.net), stating the reason for the absence. 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.

### **Cooking money**

In Reception we aim to have a small group cooking activity each week. Each class has a 'Cooking Money Pot' and if you are able to, we ask for donations to buy ingredients. Any amount towards this is appreciated. Please give any donations to your child's class teacher or TA.

### **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 the classroom where they can access independently. Please make sure you refill it everyday at home.

### **Clothes**

Children have access to outside in all weather conditions - please ensure that children are dressed appropriately. Children need suitable footwear, preferably **without** shoe laces, 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 in a plastic bag and does not need to be in the bags they take home every day.

### **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 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**

When you are dropping off and collecting your child please make sure that they **do not** play with the resources in the Reception playground, this includes the climbing equipment, building equipment,

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and any other resources that are out there. We would like to prepare and resource the outside space ready for the next day, so it is important that children don't use the resources out of school hours. Thank you for your cooperation with this.

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**

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