

Thank you for accepting your place at Rudston Primary School. We look forward to welcoming your child into the Rudston family in September.

Usually, at this time of year we would be busy arranging a parents' welcome meeting, Breakfast and Buddy sessions and a stay and play to support your child's transition into school. However, as you all know Rudston Primary School, along with all schools across the country, are awaiting further guidance from local authority and DfE to see how the current situation changes and when we can welcome parents and children into school. Rest assured as soon as we can meet you all we will send out invitations for transition events. In the meantime, we are providing some new transition documents for you and your child.

In this welcome pack you are receiving a newly produced welcome book for you to share with your child. We hope this will be something you enjoy reading together, looking at the pictures and answering some of your children's questions.

You will also find all the information and documents that would be shared with you before your child starts school. These documents can also be found on the school website at <https://www.rudstonprimary.co.uk/school-information/admission-arrangements/>

If you have any questions / comments you can contact us at admin@rudstonprimary.co.uk and wwalters@rudstonprimary.co.uk

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Contact details

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Rudston Road
Liverpool
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Email: admin@rudstonprimary.co.uk

School Website: www.rudstonprimary.co.uk

Head Teacher: Miss Wendy Walters (Child Protection named Person)

Deputy Head Teacher: Mrs A Mulvaney (SENCO)

Twitter: @rudstonprimary
@rudstonrec

Statement of purpose:

At Rudston Primary School we will work together to nurture a positive atmosphere of collaboration, openness, security and confidence. Children will be skilfully supported and guided to become independent and motivated learners who respect the environment in which they live and achieve their true potential.

Our Mission Statement

To develop a love of learning, enabling all children to reach their full potential.

Our EYFS Intent Statement

At Rudston Primary we are fully committed to providing an EYFS curriculum that is broad, balanced and meets the needs of all pupils. Pupils will feel safe and secure through our excellent personal relationships and nurturing environment. Our children understand the importance of daily physically activity and the positive effects this has on their academic achievement and emotional well-being.

Through our EYFS curriculum we aim to develop a love of learning, promoting a curriculum that is challenging; setting high expectations for our youngest learners. Children are encouraged to be curious and ask questions, to be adventurous and try new things and to become independent thinkers who are inquisitive and are eager to learn.

Children leave our EYFS confident, resilient learners who are ready to address the challenges of school life.

Meet the Staff



Mrs Cavanagh



Lambanana Class



Mr Thomas



Liverbird Class



Gruffalo Class

Parents as Partners

We recognise the importance of parents and carers in a child's developing stages. As a primary care provider, you are your child's first educators and we greatly value any input, opinions and information you can share with us about your child's learning and progress.

To support this, we will be holding parent consultation meetings. These meeting will be individual parent appointment slots (please do not bring your child) and will be an opportunity for you to tell us all about your child in a one to one 20-minute appointment. We will send you the dates for these meeting as soon as we can.

We provide many other opportunities for parents and carers to take an active part in their child's education. These include:

- Yearly parent assemblies to share our class' success and topic work
- Parent's evenings
- Sporting Events
- Regular newsletters
- Parent texts and emails (please make sure the office have your up to date mobile phone number and email address to receive this useful information)

- Rudston App (download the app from the app store and you will receive individual log in details from our admin team)

School website rudstonprimary.co.uk

School Twitter twitter.com/rudstonprimary

Reception Twitter twitter.com/rudstonrec

Most importantly, our family ethos is central to our school and as such, we operate an 'Open-Door Policy' where parents are actively encouraged to meet with staff to discuss any concerns at the earliest opportunity. Our staff are available at the end of the school day after the children have been collected, to answer any questions or you can speak to the office to arrange an appointment. Mrs Cavanagh is our EYFS Phase leader and can be contacted via the office to answer any questions or address any issues you may have.



Preparing your child for school

As your child will now be part of a class, they will need to become more independent. It will make starting school much easier and happier if they are able to do as many things as possible for themselves.

What should he/she be able to do?

Can he/she...

- Put on and fasten their own coat?
- Use the toilet independently and ask to go there?



- Tidy up after himself/herself?
- Recognise their own name? Please tell your child's teacher if their name is abbreviated in any way.
- Feed himself/herself?
- Share toys and equipment?
- Hold a pencil correctly?
- Sing some nursery rhymes?
- Practise counting to 20?
- Listen well and follow simple instructions?



How can I help my child prepare for school?

- Encourage your child to be as independent as possible even if it takes far longer for them to get ready.
- Establish sensible bedtime routines which get your child ready for sleep, e.g. sharing a bedtime story
- Allowing time in the morning to make sure your child arrives promptly and is ready to learn
- Never threaten them with school! Be positive. Support us by reinforcing the importance of regular attendance

What can I do with my child before they start school?

- Give your child as many varied experiences as possible: drawing, painting, cooking, singing, making models,
- playing games, jigsaws, etc
- Get them used to: pencils, crayons, felt pens, chalks, paints, play dough, scissors
- Share stories, books and rhymes.
- Count everything and share things out.
- Use lots of everyday counting opportunities —cup, plate, knife, fork and spoon for each person.
- Talk to them all of the time. Name familiar things and discuss what they see around them and what things are for. Talk about what you see when you are out and about. Watch people work and discuss what they are doing.

THE SCHOOL DAY

8:45am Doors open for children to come into class

8.55am Doors are locked. If you arrive after this time you will need to take your child to the main office

8.55-9.05	Registration and morning challenge
9.05 – 9.30	Literacy input
9.30 – 11.00	Free flow and adult directed activities
11.00-11.30	Phonics
11.45	Lunch
12.45	Peer massage
1.00 – 1.25	Maths input
1.25 – 2.30	Free flow and adult directed activities
2.30	Topic
3.00 – 3.15	Story and home time



We also have two PE sessions, guided reading, PSHE, RE, yoga and the Rudston Mile.

Morning Procedures

Children enter their classroom from the barn area situated on the reception outdoor learning area. The gates and doors will be open between 8.45am and 8.55am. On the first day you are welcome to come into class with your child to support transition. After this time, we ask parents to say goodbye to their child at the classroom door. Children are not permitted to play outdoor learning area before school for safety and insurance reasons, even if supervised by parents. Please encourage your child to stay nearby and say goodbye to you before entering school. Please consider residents when parking outside school. It is a good idea to park a little way from school and walk to school. Parking away from school helps maintain clean air, makes roads safer for children around school and provides physical activity.

Collecting your child

At the end of the school day you are able to access the school at 3.15pm when the teacher opens the gate and classroom doors. The children will wait on the carpet until you collect your child. The adult will call your child as you approach the front of the queue. In the first few weeks we will be getting to know the important adults who are collecting the children so this may take a little longer to ensure all children are safely handed over to their special grown up. It is vital that you inform us if someone different is collecting your child. If we are unsure, they will remain at school until we can contact you. Under 16's are not permitted to collect children under 7 years old.



School Dinners

At Rudston we use 'Food for Thought' to provide our school meals service. We chose FFT because they provide a commitment to using locally sourced, organic where possible, and environmentally sound raw ingredients for our meals.

The meals are cooked entirely on school premises by kitchen staff who are trained by both the school and FFT. The menus are carefully balanced by nutritionists and the children are surveyed to see what improvements can be made.

Our children deserve great school dinners they enjoy eating and that are healthy as well. We work within the curriculum to ensure that children are not only fed well but are food wise too. The menus change with the seasons.

Children have lunch at 11.45 and all reception staff support the children in the canteen. We can see our menus on the school website <https://www.rudstonprimary.co.uk/virtual-office/school-meals/> or in the meals menu section on the Rudston App.

Children can have hot dinner or packed lunch (no chocolate or sweets). We expect all children bringing packed lunch to make sure it conforms to our Healthy Eating policy. A healthy packed lunch should include some of the following:

- fruit - straight from bush or tree!
- raw vegetables (e.g. carrots, cherry tomatoes and cucumber)
- dried fruit
- savoury sandwiches (not jam or chocolate spread)
- a yoghurt or fruit dessert

All children under seven are entitled to universal free school meals. However registering for free school meals can benefit your child and the school. Eligibility for free school meals also provides discounted school trips, visitors and school led after school clubs for your child. If you think you may be entitled to free school meals or would like to find out if you may be eligible please visit the following website;

<https://liverpool.gov.uk/schools-and-learning/grants-and-funding/free-school-meals/>

Snack Time

Every child qualifies for free school milk until the term they turn 5. After this time, parents can choose to pay for their child to continue having milk. See the office for the website details on how to pay via Parent Pay.

Snack is available continuously throughout the day. Children are offered a piece of fresh fruit, a range of crackers, bread sticks and yogurts. Snack which is additional to the free entitlement is charged at £1.00 per week. This is payable via Parent Pay on a termly basis.

A Healthy School

Children need to bring a water bottle to school every day. Water is essential to hydrate your child's brain and to help them to learn. Bottles must only contain water. Juice and flavoured waters are not allowed. If your child brings anything other than water the bottle will be returned to you at the end of the day, unused.

Sweets and chocolate are not allowed to be brought into school, including in packed lunches.



Key Information

Important dates

Date	Activity
Thursday 2 nd September	Parent consultations
Friday 3 rd September	Parent consultations
Monday 6 th September	Parent consultations
Tuesday 7 th September	Children attend school for morning or afternoon session
Wednesday 8 th September	Children attend school for morning or afternoon session
Thursday 9 th September	Children attend school for morning or afternoon session
Friday 10 th September	Children attend school for morning or afternoon session
Monday 13 th September	All children attend full time

Attendance

Please arrive on time for school before 8.55am so your child does not miss the start of lessons. If your child is late, please bring them to the main office so they can be registered for the day. Lateness is recorded and can have an impact on your child's learning. If your child is not attending school for medical reasons please telephone the school office no later than 9.30am or inform us via the Rudston App providing the reason for their absence each day.

Illness

If your child is ill during the school day, then they will need to be collected as soon as possible. Please make sure the office has all the telephone numbers necessary to contact you at either work or home. Please keep your child off school if they are unwell. In the case of sickness and or diarrhoea, your child should remain at home for at least 48 hours after the last episode of illness.

Medical appointments

It is helpful to know in advance about any medical appointments. Please request an appointment card when making your child's appointment which can be shown to the staff in the office. Please note that if your child misses registration for a medical appointment this will be recorded as an authorised absence.



Medicines

Designated staff will administer medication to children only when it has been prescribed by a medical professional. Medication should have a prescription label with the child's name and dosage clearly visible. You will be required to complete a consent form at the office when handing over the medication.

Health care plans

If your child has any continuous medical needs please contact Mrs Mulvaney our SENDCo to complete an individual healthcare plan.

Asthma

For children with asthma, please provide the school with a clearly labelled inhaler stating your child's name and dosage. If a spacer is required it is the parents' responsibility to provide this. Please ensure all inhalers are replaced periodically, according to their expiry date.

Parent Consent Forms

We will ask you to complete a form at the start of the year giving us consent for local trips, photographic consent and for emergencies where a child becomes seriously unwell or injured then the school requires your signature to act 'in loco parentis' until parents or relatives are informed.

Photographs and Videos

We often use our online resources, such as our website and Twitter, to share our children's learning. We would love to share your child's journey through photographs and videos. To allow us to do so, there is a 4-way consent form, available through our app, giving consent to capture precious moments such as sports days and class assemblies!



Visits

For visits further afield we will ask for a consent form to be completed for the visit. Most visits are subsidised by the school but parents are asked to contribute towards cost. The cost of transport has dramatically risen over the last few years and it has become necessary to increase voluntary contributions because of this.

Donations

Donations to school can be made via ParentPay and help the school not only to buy extra resources and provide additional experiences for children. Please help us to continue providing this support by providing whatever you can.

Complaints

If you have any issues or complaints your child's teacher should be approached first. If you do not feel that a satisfactory solution has been found then please speak to the Phase Leader, Mrs Cavanagh. If the situation is still not concluded it will be referred to Mrs Mulvaney, Deputy Head Teacher and then Miss Walters, Head Teacher.

Dogs

Dogs are not allowed anywhere on school premises, with the exception of guide dogs and Bertie the school dog. You will be asked to sign a permission slip to allow your child to interact and work with Bertie.

Term Time Holidays

From September 2013, Government regulations around holidays in term time changed. The regulations make it clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Applications for holidays in term time will be refused unless parents can demonstrate and prove there are exceptional circumstances relating to the holiday request. If you take your child out of school without permission this will be recorded as an unauthorised absence and noted on your child's record and may result in each parent being issued with a fixed penalty fine for each child taken out of school. Only the head teacher can authorise absences from school.

SEND

At Rudston Primary School we are committed to the equal inclusion of all pupils in all areas of primary school life. We recognise the diverse and individual needs of all our pupils and take into account the additional support required by those children with Special Educational Needs and Disabilities (SEND). We aim to provide a secure and accessible environment in which all our children can flourish and all contributions are considered and valued. Inclusion is a thread that runs through all of the activities at school. We understand the importance of discussing concerns that a child may have special educational needs with parents and carers. We value their opinions and recognise the importance of working together to achieve the best outcomes for your child. The Special Educational Needs Co-ordinator or SENDCo, is Mrs Mulvaney our Deputy Head Teacher. Mrs Charnock is also available to support the wellbeing and emotional development of our children.

Class teachers can be approached if you have any concerns and they may approach parents and carers to raise any problems your child may be having with their learning or wellbeing.

Child Protection

Every child is placed in the care of their class teacher and this should be the first person they turn to in times of need. Parents are asked to talk to staff if they have any worries or are concerned that something happening at home may affect their child's behaviour at school. If there are any domestic difficulties, please let us know so that we can ensure your child is given sympathetic attention. Our first concern is your child's welfare. The school has a commitment to the welfare and protection of all children in our care. The school's Child Protection Policy is there to help children as part of the overall school approach to safety. On occasions the school may need to contact other agencies before contacting the parent. The Deputy head teacher, Mrs Mulvaney is the Child Protection Named Person. We have an Inclusion Team with trained staff who liaise with parents and outside agencies if needed. Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse. Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident. You can find more information on our website.

Learning in the Foundation Stage

Reception is where the excitement begins! Foundation stage children learn together in an environment which is developed around the children's interests. We pride ourselves on being an exciting and engaging place to be - encouraging our children to be independent learners through a range of practical activities. We follow a thematic curriculum which allows us to be creative with our lessons and let the children lead their own learning.

As our Foundation Stage children enter the classroom they learn primarily through a variety of play and real-life experiences. Our teaching is delivered through carefully planned tasks and guided key challenges. The children access their environment freely; however, they understand they must complete 'key challenges' throughout the day which will scaffold and extend their learning. Their development is tracked through detailed, daily observations and child-initiated interaction.

At Rudston Primary School we value the impact of reading on a child's development. We plan sequences of learning based on key quality texts and strive to encourage all children to develop a love a reading.



The EYFS Curriculum

In reception our Foundation Stage children follow the Early Years Foundation Stage Framework (EYFS). This curriculum is based upon four themes and principles.

The Unique Child - We understand that every child is an individual child who is capable in their own right. The holistic child has a variety of needs that need meeting over their time in the Foundation Stage.

Positive Relationships - Social interaction is key to children's development. Children become strong, independent learners; as well as scaffolding their learning through positive social interaction.

Enabling Environments - Providing a safe, secure and stimulating base for your children is key to their development. The framework allows for experiences that respond to the child's individual needs/ interests; as well as developing a strong partnership between practitioners, parents and carers.

Learning and Development - Children develop and learn in different ways. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

Early Learning Goals

Within 'Development Matters' there are 3 prime areas of learning and 4 specific areas. This framework provides the basis of how we structure the setting, the activities and opportunities we provide; as well as how we assess your child's development. For each of these areas your child will have an 'Early Learning Goal' to work towards.

Prime Areas

- Communication and language
- Personal, social and emotional development

- Physical development

Specific Areas

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

Characteristics of Effective Learning

- Playing and exploring
- Active learning
- Creating and thinking critically



Forest School

We are very fortunate to be able to provide forest school experiences within the school grounds. Children will all have regular opportunities over the year to visit the Rudston forest. Here they will learn fantastic skills and gain the opportunity to explore and develop their outdoor skills. This gives the children a wonderful opportunity to become independent and lead their own learning in a natural environment.

School Uniform

ALL children NEED:

- a maroon jumper or cardigan with school logo

- a white polo shirt
- grey trousers, shorts, pinafore or skirt
- A rain-proof coat
- Flat supportive shoes (no laces, backless shoes, trainers, ballet style pumps or high heels)

PE days- Children will wear their PE uniform on PE days. You will be notified of your PE days in September.

- a maroon t-shirt with school logo
- maroon shorts
- tracksuit (sweatshirt and jog pants)
- pumps/trainers for outdoor games (no laces)
- no football kits or branded items with large logos

In summer

- maroon shorts with school logo
- trainers for outdoor games

Jewellery (including earrings) and nail varnish are not permitted.

Uniforms can be ordered at <http://laserschoolwear.net/>.

All jumpers, trousers and P.E. kits look the same and you have a much better chance of your child coming home with their belongings if they are clearly labelled. Try to remember this throughout the school year too, when purchasing new items.

As our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped for these areas at all times of the year. Please ensure their clothing is practical and suitable for the seasonal changes.

Waterproof jackets and winter clothing for cold weather; sun hat and protective clothing in the summer months.

We ask that sun cream is applied before the children get to school so that they are ready for the day.

Things to bring to school

- Suitable coats—nothing too special as it is likely to get sandy, muddy or wet.
- Hats, scarves and gloves.
- Sun hats.
- Water bottles.
- Book bags
- Homework and library books. Library books are for you to read to your child and are chosen by the children.

Please encourage your child not to bring toys and objects from home. These can get lost or broken and this can be upsetting for your child.

Helping Prepare your Child for School

Here at Rudston Primary School we go to great lengths to help your child be prepared for their next stage of learning; as well as developing the confidence and skills to be an independent learner.

In preparation for school, here are some things you can do with your child to help them develop the basic skills on the road towards their Early Learning Goals.

Speaking

Speak clearly and confidently

Model using the right words and set an example

Speak in full sentences

Use clear, simple directions for tasks and behaviours

Engage in discussions with your child and allow them the time to speak without being interrupted

Ask for their opinions

Tell them about your day and ask about theirs.

Listening

Show your child how to be a good listener by listening to them and others

Be patient—don't interrupt or finish their sentences for them

Give them your full attention when they are speaking, showing them eye contact and good body language.

Respond to what they are saying by asking questions or ask about their opinions.

Listen to your child reading.

Number Skills

Count daily with your child

Count objects, actions, numbers and a range of things.

Identify numbers wherever you go—a neighbour's house number or the number on a bus.

Help children putting numbers in order.

Let children help with the tidying and sorting. Can they sort the DVDs by colour?

Identify shapes around the home.

Writing

- ❖ Encourage your child to mark make without feeling pressured.
- ❖ Get your children colourful pens, gel pens and exciting new tools to encourage them to mark make.
- ❖ Let children write their name on cards or letters.
- ❖ If your child is already writing with a pen or pencil, support their pencil grip.

Behaviour

- ❖ Agree clear and realistic rules—and stick to them.
- ❖ Give your child boundaries so they know what is expected of them.
- ❖ Encourage your child to always say ‘please’ and ‘thank you’.
- ❖ Support the school rules.

Organisation

- ❖ Children like routine—so set regular times for bed, getting up, meals and family time.
- ❖ Check your child has their name in everything before they bring it in to school.
- ❖ Help your child remember to bring everything—book bag, drinks bottle, reading book etc.
- ❖ Let your child take hold of their own things on the way to school—they will know where to put them
- ❖ Lay your child’s clothes out in the correct order each morning so they can dress themselves
- ❖ Children are expected to toilet themselves once they begin the Foundation Stage.

Extending their learning

Link your child’s learning to family activities

Go to local museums, parks, wildlife reserves and into nature.

Talk about the world around them and encourage them to ask questions.

Take time to listen to your child and explain things carefully, developing their understanding and vocabulary.

Out of Hours Provision

Limited places are available for our Afterschool Club and Breakfast Club each day of the week for parents who may need to book a place. The places will be allocated on a first come first served basis. Please contact the manager, Natalie Smith on 07514 497676 or ideally, email her at outofhours@rudstonprimary.co.uk to discuss availability. All accounts must be in credit.



Breakfast club starts at 7.45am and is charged at £5.00 per session. Children are entitled to a choice of breakfast cereal, unlimited slices of toast with or without jam, a portion of fruit and a yoghurt.

After School is charged at £10.00 per session which includes a snack meal.

Activities Provision

At least one play worker led workshop is provided each day which take place in either in the main room, canteen or outdoors accordingly.

Free choice adult supervised sessions are provided daily and are resourced appropriately. This includes the option of indoor and outdoor play. Indoor sessions take place in the main room and include arts & crafts, construction, role play and board games.

Outdoor sessions take place in the school playground and sports field and include football, rounders, small playground equipment and the facilitation of playground games.

We hope this pack has answered some of the questions you have about Rudston Primary School. We look forward to meeting you all soon to welcome you to the Rudston family. In the meantime, if you have any questions/ comments please contact us on:

admin@rudstonprimary.co.uk

or

wwalters@rudstonprimary.co.uk