



Millfield L.E.A.D. Academy
A L.E.A.D. Academy

Welcome to Millfield LEAD Academy



An introduction to the Reception Class provision at Millfield LEAD Academy.



Welcome to Millfield L.E.A.D Academy

Dear Parents/Carers,

It is with great pleasure and excitement that we welcome you and your child to our school. Millfield LEAD Academy is a special place to come, as our recent OFSTED report shows, and we are thrilled you have chosen us as your child embarks on their first steps in their learning journey.

We continue to achieve higher results than most schools nationally because our highly skilled staff work extremely hard and believe that every child is unique, capable and full of potential. Our school however, is about more than just academic results. We ensure we also have lots of fun and enrich our curriculum through trips, visitors and carefully planned events.

Each member of our early years team will aim to provide the best possible care and learning experiences for your child, ensuring that they feel happy, safe and secure at school.

Starting in the Reception class brings about a big and exciting change in your child's life. Perhaps this is your first child starting school and you are feeling a little apprehensive as to what school is going to be like for him/her. Perhaps you have experienced this all before and you can't wait for that first morning where you share in the excitement and memory of dropping them off for their opening day at school.

Whatever your experience, rest assured that for the vast majority of children, especially those who have already attended nursery settings or playgroups, the transition is normally trouble-free.

As your child takes their first important steps into our school, it is important for us to know a little bit about them before they arrive.

Along with this booklet, you will find a '**Getting To Know You**' document. It is particularly important for you to fill it out with your child in order to support the staff in learning more about them. We will read these over the Summer and use all the information to begin having conversations with your child when they start.

A sense of familiarity and understanding will help us build relationships with your child and hopefully settle them in quicker as we talk to them about things they know and enjoy.

Please return this to us at the next meeting or bring it into the school office.

Our staff are happy to help in any way we can, so please do not hesitate to contact us should you have any questions or worries about your child. We look forward to building a strong and positive partnership with you as you begin your exciting journey with us at Millfield LEAD Academy.

The Early Years Foundation Stage Team



Helping your child prepare for school.

Your child will feel more confident and will settle quickly into school if they can:

- Dress and undress themselves (socks and buttons tend to be particularly tricky).
- Be able to do up and undo zips on their coat.
- Have easy shoes to take off and put on (Velcro fastenings are very helpful).
- Use the toilet independently and flush it after use – then wash their hands.
[Please encourage your child to ask us to go toilet as this really helps.](#)
- Tidy up and clear away after themselves.
- Share toys and be prepared to take turns during games / conversations.
- Use a knife and fork.
- Recognise their name. Try to write their first name.
- Hang up their own coat and bag on a peg.
- Attend the planned transition day (if not at Millfield Community Nursery).
[Children at Millfield Community Nursery will have a separate transition time with us during a normal school week where the staff next door bring them through to us.](#)
- Share photos of the Reception class just before starting after the Summer to re-familiarise your child with the setting (indoor and outdoor provision).

There is additional useful guidance from the School Nurse team on our Starting School webpage.

Attendance



At Millfield LEAD Academy, we make every second count so it is vitally important that your child is in school every day, unless they are particularly ill. This will help them settle in well, build relationships with their peers and not miss out on valuable learning time.

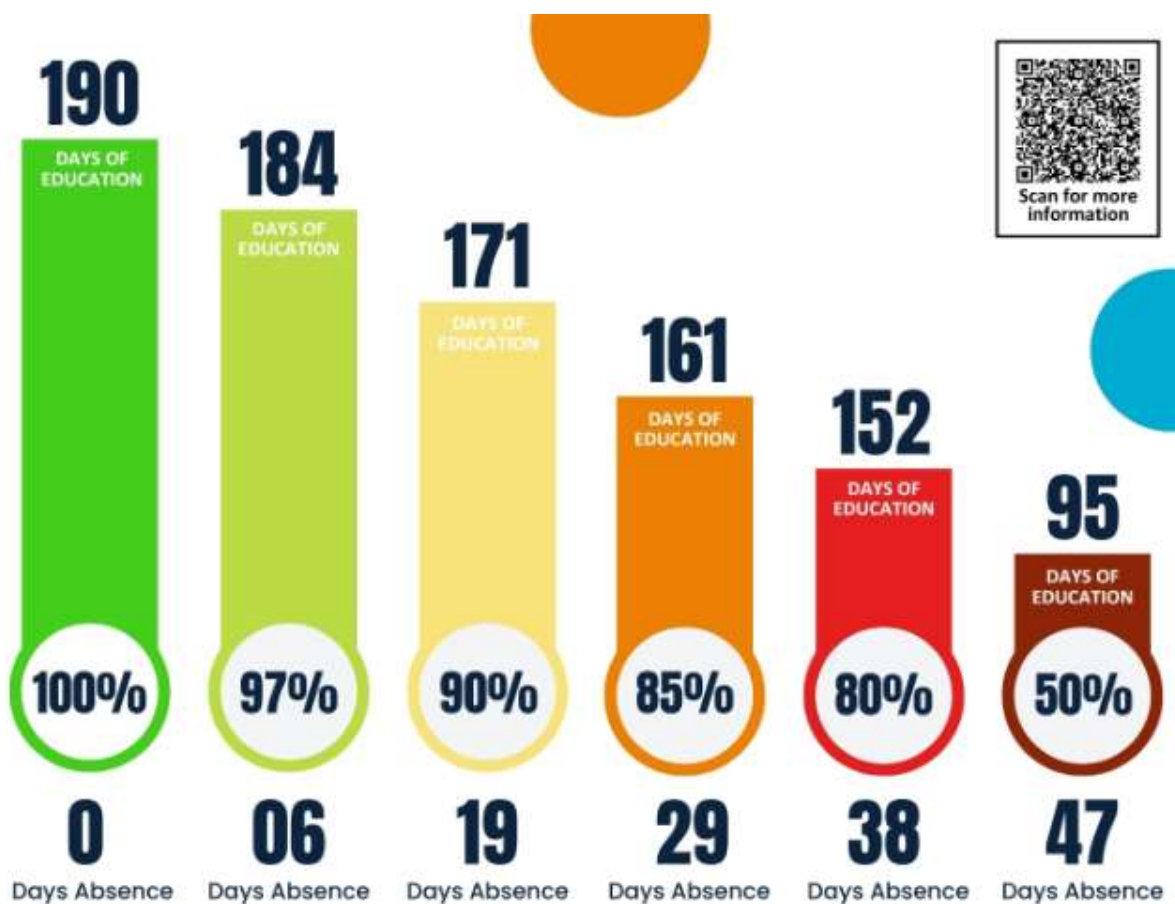
Attendance and punctuality are closely monitored by the office and attendance officer.

If your child is not well enough to be in school, please call the office to inform them of the reason why your child will be off (0116 2897151).

Each week the class with the highest attendance will win the 'attendance trophy' - we are aiming for our attendance to be at least 96% to be in line with national expectations.

If you have any worries or concerns about your child and their attendance, please come and see the class teacher / office staff as soon as possible. We will be happy to help.

Office Email: office@millfieldacademy.co.uk



Being on time is crucial for developing good habits but it also means your child will know what is happening that day. The start of the day is when the adults talk to the children about their learning activities. Being on time also helps with children's social development and making friends. Being late on a regular basis adds up to a significant amount of lost learning time.



Can my child come to school?

YES

- A headache
- A cough
- A cold
- A broken bone
- Hayfever
- A sore throat
- They need antibiotics
- Tired

NO

- They have been sick
- They have had diarrhoea
- Chicken pox (until crusted over)

If you are unsure if your child can come to school please check with the school office.

Holidays, weddings, seeking medical treatment abroad and visits to elderly/sick relatives are not deemed to be exceptional circumstances and any absences for these reasons will not be authorised.

What does your child need at school?

School Uniform:

You can order school uniform with our Millfield logo from the school office or purchase the correct uniform from other shops/supermarkets.

The school uniform has been chosen to be smart, practical and to enable a sense of belonging to the school and wider community.

Our uniform is outlined below:

- Navy blue sweatshirt, cardigan or fleece
- White shirt or polo shirt
- Grey or black trousers, skirt or pinafore dress
- Light blue gingham dress in summer
- White or black socks or tights
- Plain black footwear



P.E Kits

- Black shorts or leggings (jogging bottoms can be worn over the top in the colder months)
- Plain white round neck t-shirt
- Black or Dark Blue jacket (again for the cold months)
- Your child **does not need plimsolls** for PE as our lessons are indoors and barefoot.
- Please ensure all **jewellery is removed** for PE lessons and long hair is tied back.



We ask parents to label all children's clothing and belongings to for easy identification when things have been misplaced.

Outdoor Clothing:

We like to get outdoors whatever the weather! This is an expectation for all children in EYFS.

Please ensure your child has:

- a warm and, or waterproof coat.



They will also need a hat, gloves and scarf in the winter and a sun hat for hot weather. Unfortunately children are not permitted to bring sun cream into school. Instead we ask that parents apply sun cream in the morning before the start of the school day. Prescription sun glasses are permitted.



Spare Clothes:

Many young children have occasional accidents at school. When this happens we provide spare clothes which we ask that you wash and return as soon as possible. If your child is prone to accidents it would be very helpful to have a spare set of their own underwear, socks and trousers or skirt in school. They are likely to be less upset if they have their own clothes and it saves the worry of running out of spare clothes in school.

Footwear:

We also ask that any shoes that the children wear for school are ones that they are able to do up and undo by themselves as much as possible – **NO LACES** please if it can be avoided!



Jewellery:

We advise children do not have their ears pierced during the school year if possible as they are unable to participate in PE or other sporting events when wearing earrings. We ask that earrings be **removed** on PE days. Only stud earrings are permitted at other times. Micro tape must be used to cover stud earrings that cannot be removed during PE sessions.

Water bottles:

Your child should also bring a filled water bottle to school every day. No juices or cordial – just water.

Please also ensure pupils do not come to school wearing gel or acrylic nails, or nail polish.

Book Bags:

Children will need a book bag which they should bring into school daily. It will help to keep the books in good condition and book bags are required throughout your child's time at school. These can be purchased at the school office for £7.00. Alternatively you can purchase them from elsewhere but please keep to a standard book bag size as we have limited space in the cloakroom.

Your child will be given a reading book appropriate to their level of development and it will closely match the sounds that they know. Your child will be heard reading and their book will be changed weekly by an adult in school. Please try to read this book with your child each day at home to support them to develop reading fluency and sight recognition (reading words at a glance without needing to sound them out). We ask parents/carers to sign the home-school diary each day so staff can be aware that your child has been read with at home.



Monday ✓
Tuesday ✓
Wednesday ✓
Thursday ✓
Friday ✓

School Lunchtimes

All children are entitled to a free school dinner until the end of Year 2. School dinners are an excellent way of introducing a varied menu and encouraging your child to develop a good appetite.

There is always a choice of meals and these can be looked at with your child in advance on the menu available from the school office. Please make the decision with your child so they are not surprised when going to collect their meal for the day.

Staff will give the children a coloured band that will match the meal you have ordered. Pink band = meat option, green band = vegetarian option, blue band = jacket potato option and yellow band = school made packed lunch (cheese sandwich).

Adults are around to help the children in the hall in order to collect their food from the hatch, get settled at a table and cut up their food. However, children will always be encouraged to have a try using their knife and fork independently beforehand.



Alternatively, you may provide your child with a healthy packed lunch from home. Please note that if you order a meal from school do not send your child with a packed lunch as they will not be given this to eat. Please make sure that the lunchbox is clearly labelled with your child's name and does not contain nut products, chocolate, sweets or fizzy drinks. We have a healthy lunchbox policy in school so please ask about this if you require further information.

Dietary / Medical Issues:

Please ensure your child's class teacher is informed of any special dietary requirements, food allergies or medical needs by filling out the form provided.

If your child needs medicine at school at any point during the year, then please inform the class teacher and fill out a medical form at the office. Medicines can only be administered by prior arrangement at the office. All medicines must be in their original container / package - clearly labelled with the child's name, dosage to be given, frequency and the name of the drug.

However, if your child is unwell and too ill to attend school we recommend that you keep your child at home until they are better. Please ring the school office to notify them of any period of absence as mentioned earlier.

With sickness and diarrhoea, please keep your child off for 24 hours from the last bout.

If your child suffers with asthma, please give the class teacher a labelled inhaler which will be kept in a safe place and on-hand at all times.

Headlice:

Please be vigilant! These can appear in school from younger children. It is important that your child is treated before returning to school.

Conditioner and a nit comb are the cheapest and most effective treatment for removing lice and their eggs (nits). When we are notified by a parent that there is an outbreak in class, a letter will be sent home to recommend all parents check their child's hair.



Emotional Support:

We are fortunate enough to have an ELSA at Millfield LEAD Academy who can help settle the children down who struggle to come to into school first thing in the morning. She plays social-communication games with the children to ease them into the school day, while talking to them about any concerns they are experiencing. She has a range of story books which cover a variety of sensitive topics and also helps them to develop coping strategies and improved confidence



Toys:

Please encourage your child NOT to bring in any toys into Reception from home as we do not allow this. We cannot be held responsible for any lost or damaged toys brought in from home. However, if you child is really struggling to settle in for some reason, we may allow a comfort toy (or photo) to be brought in for a period of time to help with this.

News:

The School Newsletter will be sent electronically on a regular basis with whole school information and events. We will also share information about what we have been learning, any reminders, up-coming events and ideas for how you can support your

child's learning and development at home through our school website and via Clasdojo. Our curriculum maps on the school website show you what we will be learning each term.

You can also follow the school on Facebook or Instagram

Instagram: millfieldacademy

Facebook: millfieldleadacademy

Behaviour Policy:

We follow the school behaviour policy with effective rewards (including Clasdojo points, stickers, certificates and special helper roles) and sanctions (including time out within the classroom or in another classroom). To read the whole policy please see the school website.

Please inform us of any concerns about changes in your child's behaviour, so that we can investigate this thoroughly and ensure your child's happiness at school.

Millzone Child Care Facility (Before and After School):

We are continually looking for ways to enhance and improve our education of all our children but are also aware of our responsibilities to support parents and carers with their needs around child care arrangements.

We therefore offer parents and carers with the opportunity to drop and collect their children from school at a time that fits in with their work / personal commitments.

Via our pre and afterschool care centre, The Millzone, child care is available from 7:45 am to school opening time and then through to the school closing time at 6:00pm. Prices and session times can be found on the school website.

The centre has a dedicated area in the small hall with access via the double doors. It is full of games, toys and fun play equipment as well as arts and craft resources. It also has a large interactive whiteboard display and sound system for playing computer games.

Millzone is run by our own fully trained and qualified staff and whilst priority is given to advance term bookings, we also accept casual bookings subject to availability.

Sessions run Monday to Friday, term time only for children age 5 years of age and over. Availability and booking information can be obtained from the office

<https://www.millfieldacademy.co.uk/pupils/after-school/>

After School Clubs:

We run numerous after school clubs at Millfield LEAD Academy to enhance the over provision we offer to parents and carers. This extensive programme of enrichment offers children the opportunity to develop skills beyond the school curriculum.

We have carefully considered the breadth of provision on offer to cover a range of areas including the arts, sports, STEM, well-being and humanities. Each club will run over a six week block (which may cross over a holiday period) to ensure an equal offer is available.

All clubs will run straight after school for an hour. Children will need collecting from the main school car park/reception area (please wait outside as the reception area is used to dismiss the children from).

Some after school clubs will be run by external providers. A number of sessions will also be run by school staff, who will be giving their time to offer enrichment after school.

Due to the high quality of external providers, all clubs require a charge to ensure these can be offered to all children. Staff-run clubs are also subject to a charge, to ensure high quality resources can be purchased to support the offer. Staff do not receive any of this money themselves, it is all used to fund the clubs for the benefit of the pupils.

We have deliberately planned for blocks of six weeks. This gives children the opportunity to get really involved in the club rather than just 'having a go'. Just like clubs children may attend in an evening or at a weekend, the more they commit to it the more successful they will become.

While the clubs are mainly aimed at KS1 and KS2 children we offer a dedicated sports based club in the summer term for reception children. Information about this will be sent out nearer the time

<https://www.millfieldacademy.co.uk/after-school-clubs/>

What Happens In Foundation Stage:

Morning Routine:

The Reception children are welcomed at the door at **8:40am**. Please use the foundation stage gate to queue at and arrive promptly as lateness can be disruptive and means the children miss valuable learning time. The children will each have a peg in the cloakroom and space beneath (or nearby) for their coats, packed lunches and welly boots. A member of staff will support your child in finding their peg, hanging up their coat and putting their book bag onto their peg. The children will then check-in by finding their picture and placing it in the happy or nervous emotional check-in jar. They will then choose an activity to complete in the classroom.

Staff members are always available to talk to in the morning if you have any questions or concerns but if you would like a longer, more private conversation please book an appointment through the school office.



Home Time Routine:

The children in the Reception class finish school at **3.20pm** in line with the main school. Please pick up your child **promptly** from the foundation stage door at this time. We will be lined up outside and we will send your child to you from behind a barrier. This helps ensure your child's safety. If you are unable to pick up your child then they must be collected by:

- A Parent or Carer known to the Foundation Stage staff.
- A person authorised by the child's Parent/Carer. The authorised person must be written on a permission form included in this pack.
- All people collecting children from school must be 18 years old or over.



A Typical School Day

Morning:

8:40 – Arrive at school, morning registration and carpet session.

9:00 – Little Wandle Phonics Session

9:30 – Continuous Provision in the classroom and outdoor area (Carousel 1)

10:00 – Continuous Provision in the classroom and outdoor area (Carousel 2)

10:30 – Continuous Provision in the classroom and outdoor area (Carousel 3)

11:00 – Carpet Session (Tricky Word reading and captions)

11:30 – Lunchtime in the dinner hall.

Afternoon:

12:30 – Afternoon registration.

12:35 – Maths Mastery Number Sense Session

13:00 – Continuous Provision + Little Wandle Reading Groups

14:00 – Break Time on the main play-ground (milk and a snack is provided)

14:20 – Continuous Provision + Little Wandle Reading Groups

15:00 – Get ready to go home - singing/story time

15:20 – Collected from school.

During the carousel activities, different groups of children will undertake a weekly adult-led early English (reading and writing) and early maths activity. .

Keeping you informed of your child's learning. ClassDojo App

We will use the ClassDojo App and send you updates of your child's weekly themes (topics) so you can see what they will be learning and how you could support them at home.

You will also have the opportunity to upload your own photos and notes about your child's out of school activities and learning, should you wish to, that the teachers will use as additional evidence when deciding if they are on track or not against the termly expectations.



We are also available before or after school – just catch us on the playground at the start and end of the school day.



How can you help us?



- Talk with him/her and discuss his/her questions.
- Support your child to concentrate on activities for more than just a few moments.
- Encourage your child to share and join in activities with other children. Play family games at home that involve turn taking.
- Make sure your child can recognise his/her name.
- Read and share books with your child at bed time (or other times in the day) to develop a love of reading.
- Give him/her plenty of opportunities to use pencils and crayons. If he/she is ready to write his/her name, show him/her how to use a capital letter at the beginning followed by lower case letters.
- Allow them to practise colouring in pictures / colouring books (this will help with their fine motor skills).
- Introduce your child to as many new words as possible, e.g. Words in the environment (on signs, cereal packets, shop windows, etc.)
- Help him/her to count and use numbers in everyday situations (e.g. when out shopping).
- Encourage them to speak and answer questions in full sentences (e.g. when out shopping).
- Help your child learn to recognise the sounds as we begin to send them home.
- Practise writing the sounds sent home but please make sure you reinforce the correct letter formation (starting and finishing each letter in the correct place).
- Hold a pencil using a tripod grip.

In general:

- Take a keen interest in your child's school day to find out some of the things they have been learning.
- Make sure that we have the correct contact details for you in case we need to get hold of you. If there are any changes to home details (address, phone number, etc.) please inform the school office as soon as possible.
- Make sure you keep us up to date of any medical or dietary changes.
- Please inform us of any changes in your child's behaviour after starting school.
- Ensure your child has a regular bedtime routine where possible.

