



## Great & Little Shelford CE (A) Primary School

*We live and work in harmony  
with love for one another  
so we can achieve our potential  
within a community of life-long learners.*

A leaflet for parents and carers  
Reception Class - September 2025



# **Reception Class Information**

## **Welcome!**

Welcome to Reception. This leaflet will give you some of the daily information that you will need as your child starts school. We hope it will answer many of the questions you may have about your child's time in Reception at Great and Little Shelford Primary School, but please don't hesitate to contact us if there is something more you would like to know.

## **Staff**

There is one Reception class at Great and Little Shelford School. The class is led by a class teacher, Mrs Clarke. We are also fortunate to have a teaching assistant as an additional full time support in the classroom.

## **Home / School Communication**

It is often possible to speak to the class teacher briefly at the beginning or end of the day but please do not hesitate to make an appointment if you need more than a few minutes to discuss your child.

Our friendly office staff; Dr Virginia Weston, (Finance Administrator), Miss Dianne O'Bryan, Mrs Katharin Page, Mrs Amanda Smith (Administrative Assistants) will be pleased to help you with any general school questions or queries you have.

- The opening hours for the school office are:

**Monday - Friday 8:45am to 3:45pm**

- Contact details:

**Tel: 01223 843107**

**Email: [office@shelford.cambs.sch.uk](mailto:office@shelford.cambs.sch.uk)**

There is also an answerphone facility if the office staff are busy. Messages are picked up in office hours and checked regularly. The above contact details should also be used to pass on any urgent messages, e.g. relating to illness / pickups. All *non-urgent*, general 'Reception-based' enquiries can be sent to the class teacher via [reception@shelford.cambs.sch.uk](mailto:reception@shelford.cambs.sch.uk).

## **Book Bags**

For further communication between home and school, each child needs to purchase a book bag. We will then provide each child with a reading record. This can be used to make a record of reading at home. We ask that parents complete this regularly. Staff at school will also write in your child's reading record when books are changed / to respond to any queries made, in order to communicate effectively about their reading progress. Additional letters will also be sent home in your child's book bag / via email, so please check these regularly.

## **Transition**

The transition into school can create a mixture of emotions for everyone. This is an important stage for you and your children however, so please see below for a reminder of the plans we have in place. We are committed to getting to know you and your child in order to make their move to school as smooth a transition as possible.

## **Parents' Induction Evening**

This is an opportunity to receive a formal welcome and introduction to Shelford School, gather some more information about whole-school life and also hear an overview of what to expect when your child starts school and how to help them prepare. This will take place on: **Thursday 5<sup>th</sup> June at 6:00pm**

If you are unable to attend this meeting, please get in contact with us so we can answer any queries you may have / pass on details of what is shared.

## **Home Visits**

This year we are pleased to again be able to have face-to-face home visits. This will be an opportunity to chat on a more personal level about your own child, share any particular needs they may have, and ask any individual questions. These 'family meetings' will take place during June and will last for approximately 15 minutes.

## **Nursery Visits**

In June / July we will also contact your child's current setting directly in order to arrange a meeting to handover vital information about your child. If possible, we will also visit your child in their current setting.

## Classroom Visits

You are invited to come into school with your child in July and again in September for them to meet other children in their class and see the classroom. To aid a smooth transition (without over-crowding), children will be welcomed into school in groups of 15. In September, they will have the chance to meet together as a whole class prior to starting school the following day. Planned timings of these are as follows:

Wednesday 2 <sup>nd</sup> July (morning)	9:20–10:20am: Surnames A–H  10:30–11:30am: Surnames I–Z	Children are invited to visit school in groups of 15 to explore the environment. Parents / Carers are invited to visit the classroom to help their child familiarise themselves with their new environment.
Wednesday 9 <sup>th</sup> July (afternoon)	1:05pm – 2:05pm: Surnames A–H  2:10pm –3:10pm: Surnames I–Z	During their second visit, children are invited to explore the indoor classroom environment independently. If children are happy to stay alone, please take this opportunity to let them play by themselves and return to collect them at the end of the session. Children who are needing more support to settle, will of course be able to explore the Reception environment with a parent / carer.
Summer Holidays		
Tuesday 2 <sup>nd</sup> September	2:30pm – 3:30pm	Teddy Bears Picnic and whole class ‘story-time’ session. Parents and children are encouraged to stay and play / meet other families who are starting Reception. Families are invited to gather outdoors for a ‘Teddy Bears’ Picnic’ (children are welcome to bring along their own favourite soft toy). All children will be invited to join the class teacher in the classroom for songs / a story for part of the session.

## Staggered Start

We operate a staggered start in September in order to give the children the opportunity to become settled in small groups before permanently joining a group of 30. This will help them to become familiar with their surroundings and school routines. We hold ‘settling in’ meetings between yourselves, the class teacher and the Headteacher to share how they have been getting on and make arrangements for increasing hours over subsequent weeks. Children are split into 2 groups according to surname (see below).

Week 1	Wk Beg Wed 3 <sup>rd</sup> Sep 2025  Children start school in groups of 15 with half day sessions	Session times:		
		Morning = 9:00am -11:30am		Afternoon = 12:45pm -3:15pm
			Morning	Afternoon
		Wed 3 <sup>rd</sup>	Surnames A–H	Surnames I–Z
		Thurs 4 <sup>th</sup>	Surnames A–H	Surnames I–Z
		Fri 5 <sup>th</sup>	Surnames A–H	Surnames I–Z
Week 2	Wk Beg 8 <sup>th</sup> Sep 2025  Whole class attends mornings and lunchtime  ‘Settling in’ parent consultations in the afternoons	ALL Children <ul style="list-style-type: none"> <li>Morning session and lunchtime – Monday to Friday 8.45am - 12.45pm <i>Children are partnered with a named Year 6 ‘buddy’ for the lunchtime and overseen by a Reception class TA throughout the lunch play.</i></li> <li>Afternoons – Monday, Tuesday, Wednesday and Friday 15 minute consultation appointment for parents with Mrs Clarke and Mr Grey at school. We will ask you to sign-up for these appointments ahead of time via a link, which will be sent to you. <i>N.B. Please bring your child with you to the appointment - the Reception class Teaching Assistant will work with your child on an activity for the duration of the appointment.</i></li> </ul>		
		<ul style="list-style-type: none"> <li>From now on, all children attend for at least the morning session and lunchtime 8.45am - 12.45pm.</li> <li>A full day is offered if your child is ready for it, otherwise one or two afternoons are offered and increased by one or two days each week until half term. This decision will be made by Mrs. Clarke in consultation with you. The school will work with you to achieve full time hours for your child by October half term.</li> </ul>		
Week 3	Wk Beg 15 <sup>th</sup> Sep 2025  Whole class attends			

Although it is not a legal requirement for a child to be in school until the term after they are five, the school works with parents, under the advice and guidance of Cambridgeshire County Council, to usually achieve full-time attendance by the end of the first half term. We want all children to settle happily and successfully into school life and will work closely with you on this important matter.

## **Attendance and Punctuality**

The school is keen to encourage the habits of good attendance and good punctuality. Parents have a responsibility to ensure good attendance and are particularly encouraged to make sure that their children are at school on time, ready for when we start at **8:45am** each morning (from Week 2 onwards). This helps not only staff but the children as well. If the gate is closed, please report to the office to sign your child in as late. A member of staff will then accompany them to the classroom. Children are encouraged to say goodbye to their parents at the classroom door (this avoids over-crowding in the classroom). If children need more time to settle, the outdoor environment can be used to support this. Parents and carers are encouraged to leave once their child is settled.

N.B. Timings in Week 1 will vary slightly due to our staggered start.

## **Collection**

Dismissal is at 3.15pm from the Reception gate. Staff will carefully match you up with your child. If any other family member or friend is collecting your child, please alert us to this at the door when you drop off your child and we will record it on our daily information sheet, so that we can ensure a safe collection at the end of the day. We will not hand over your child to anyone else unless we have your written permission at the beginning of the day or receive a telephone call from the parent to the school office that changes this instruction during the day.

The children will always be dropped off and collected at the Reception door / by the Reception gate. In the early weeks, when children are part-time, if you arrive early, we would appreciate it if you could please wait until a group of parents has gathered at the main front green gate in the car park before pressing the buzzer. Thank you.

## **Illness and Absence**

Please telephone or email the main school office first thing in the morning if your child is absent from school due to illness. Children with sickness or diarrhoea should stay at home until they have been clear of symptoms for 48 hours. More information about absence can be found on our website.

## **Contact Details and Medical Information**

Please ensure that you have completed the contact details for your child and returned to the office as soon as possible. If any contact information changes throughout the year please ensure that you update the office immediately.

If your child has any medical requirements that we need to be aware of, please make sure that you have discussed these with your child's class teacher as well as writing all the relevant information on the contact forms.

If your child requires an inhaler or has an epi-pen, please ensure that all the components are clearly named, in date and you hand it to your child's class teacher. These will need to remain in school at all times.

## **Clothing**

School uniform can be ordered via Brigade Clothing (see the flyer in your Reception Pack). Children are required to wear:

- red school sweatshirts
- white polo shirts
- black shoes (suitable for running around and easy to get on / off)
- white socks
- charcoal grey trousers or shorts / skirt, pinafore or red and white checked dress

A PE kit is not necessary until after October half term. At that point, your child will need:

- navy shorts
- a House T-shirt
- sweatshirts and joggers / leggings are also optional during colder weather (in the winter PE sessions will start indoors)
- trainers

N.B. Please make sure that your child has shoes that they can take off and put on again themselves – Velcro fastenings are ideal for small children.

You will be informed which House your child will be in in the first half of term so that you will be able to order this from the PTA before October half term. Siblings will be in the same house as older brothers / sisters.

Children are required to come to school in their PE kit on their PE day once sessions begin (normally Mondays after October half term).

## Other Essential Equipment

- **Wellington boots** will be necessary for use in the mud kitchen and the meadow areas – these must be named and left at school to be stored on the welly boot stand.

N.B. Waterproof dungarees are provided by the school for messy play activities / Forest School.

- A **book bag** is necessary to transfer reading records and reading books / any letters from school / artwork. These are stored in the children's trays.
- A reusable **water bottle** should be brought to school every day, ready to use throughout the day.
- A **warm, waterproof coat** is necessary, especially in the colder months. We work and play outside in all weathers so please ensure that your child always has a coat in school.
- Hats / scarves / gloves / sunhats. Please ensure that your child has the necessary equipment to help keep them warm / cool outdoors in all weathers.

Books bags, sweatshirts and polo shirts can be ordered from Brigade Clothing. A leaflet is included in your New Pupil Pack. House T-shirts are ordered via the PTA during the first half term.

N.B. It is not essential for sweatshirts, cardigans and polo shirts to have the school badge, but red and white should be selected to be in line with the rest of the school.

Jewellery should not be worn in school (except for stud earrings. These should be removed on PE days).

**PLEASE ENSURE THAT ALL CLOTHES ARE MARKED WITH YOUR CHILD'S NAME!**

## School Meals

Children are given a school lunch, which is cooked on the premises. This is funded by the Government. If children really do not like these (this is rare!) they are able to bring a packed lunch. It is essential that before you drop off your child, you help them select which lunch choice they would like (including packed lunch). A member of staff will then tick his / her choice in the appropriate column on a list inside the Reception Class every morning. The lunch menu is available on the school website and a copy is placed in the Reception window.

If your child does bring a packed lunch to school, please note that fizzy drinks, sweets and chocolate bars, nuts and nut products are not permissible in your child's lunch box. The school operates a Nut Free Policy, due to the severe allergies of a number of children on site.

## Snacks

Please send a named bottle filled with water, not juice, to school for your child. This will be kept in a designated tray and children are able and encouraged to access it during the day.

All EYFS/KS1 children receive a free piece of fruit provided by the National Schools Fruit Scheme. This is shared daily via our Reception 'shop' in class.

We also often ask for contributions of plain biscuits / bread sticks / crackers from parents and carers in order to provide children with an afternoon snack once they start full time.

## A Typical Day in Reception

Once all the routines have been introduced and established, children can expect to follow a timetable similar to the below:

- 8.45 Settling in time
- 8.55 Classroom activities (in the Reception classroom and garden) including Phonics / Collective Worship (if attending)
- 10.00 Run / Outdoor Playtime (in the main playground)
- 10.30 Fruit and water
- 10.45 Classroom activities (in the Reception classroom and garden) including Maths
- 11.40 Lunch in the hall followed by play outside (supervised by the Lunchtime Team in the main playground)
- 1:00 Afternoon registration / Classroom activities (in the Reception classroom and garden) including Topic Work / PE
- 2.45 Handwriting / Home time preparation
- 3.00 Story
- 3.15 Home

## Parent Helpers

Once the children are settled into school routines, parents/carers are welcomed into the classroom to assist with a variety of activities on a regular and ad hoc basis. Please let us know if you have a particular skill that you would be willing to share. Please note that all parents / volunteers will need to undertake the enhanced DBS checking process and attend a Volunteer Helpers' Induction **before** starting to work in the classroom. Please contact the school office **as soon as possible** to get this process started if you are interested and available to help.

## Preparing for School

Included in your pack are various pieces of information to help you prepare your child for school. The '**All About Me**' booklet and '**My Road to School Map**' provide useful information about the way your child learns and your child's skills. Please complete them with your child and return them to us at your home visit.

Further information about preparing your child for what to expect in September and the Early Years Foundation Stage Curriculum will be shared in our Parents' Induction Evening and available to view on our website.

We very much look forward to working in partnership with you to support your child's learning.

Chris Grey (Headteacher) and  
Kirsty Clarke (Reception Class Teacher / EYFS Leader)