

All about

H O O K

Infant School



Dear Parents and Carers,

At Hook Infants we aim to ensure that starting school is a positive and fun experience for your children. We also understand that it can be an anxious period for yourselves, and that there is a great deal of information and routine to adjust to. With the help of some of our current parents within the school, we have developed this 'mini manual' to clarify any terms or procedures that may seem unclear at the time of your child entering Year R.

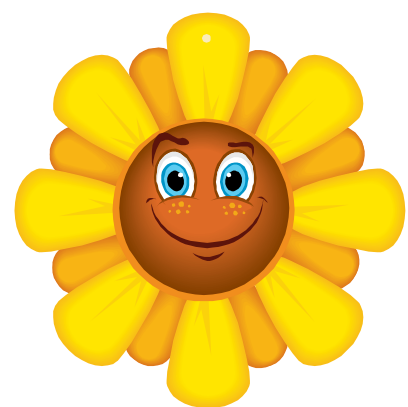
We hope that this booklet will answer many of your questions and help you to understand some of the terms that your child may use when talking about their adventures at school. However, if you do have any further concerns, please feel free to approach the Office Staff or the adults within your child's class. Alternatively, we have an extremely hard working Governing Body that comprises of 12 members, 5 of whom are elected Parent Governors that will also be happy to try and answer any of your questions in the playground. Their names and photographs are displayed in the entrance foyer of the school.

We also have a school website:

<http://www.hook-inf.hants.sch.uk/>

Yours sincerely,

The Year R Team



Behaviour

A copy of our full Behaviour Policy and Anti-Bullying policy is available upon request from the school office. At Hook Infants we aim to develop a habit of self-discipline and there are rules that have to be followed for the sake of safety and to foster self discipline. Most of these rules are based on the traditional values of courtesy, consideration and common sense. We make use of encouraging positive actions to discourage negative behaviour. Children are rewarded for making positive decisions through a variety of methods:

- Praise from adults
- Sharing examples of good behaviour with their peers
- Stickers
- Celebration Assembly Certificates
- Taking home the Class Bear
- Wannachi
- Praise from the Headteacher



Each classroom contains three colour faces, red, yellow and green, Each child will have a named peg that will start each day on the green face. On occasions where a child is displaying minor misbehaviour, they will be provided with a warning. If this behaviour persists they will once again be spoken to and their peg will be moved to the yellow face. Should the child make a positive choice to stop the undesirable behaviour and display positive behaviour the Class Teacher will move their peg back to the green face. However, if the child continues to misbehave their peg will be moved to the red face. Where there is more serious or repeated misbehaviour a suitable reprimand may be given, for example:

- Class Teacher will ask to speak to the child's parent
- Exclusion from an activity
- Referral to a senior member of staff
- Headteacher will ask to speak to the child's parent

Violence towards staff and other children will not be tolerated at Hook Infant School. In severe circumstances, this can lead to formal exclusion from school.

Sometimes bad behaviour can be called bullying. Bullying is defined as "repeated behaviour(s) with the intention of hurting another person, which results in pain and/or distress to the victim over a period of time and places the perpetrator in a position of power".

It is our experience that very young children can be and are unkind to each other, but rarely bully each other according to its definition. Should you have any worries that your child is being repeatedly targeted by one child or a group of children, please see your child's class teacher.

Birthdays

We enjoy celebrating birthdays at school and children are permitted to wear their birthday badges into school. Each child will be encouraged to discuss their birthday celebrations with their peers in their class and will have the opportunity to be sung to by the whole school in assembly. Some parents choose to send in small treats (e.g. lollies) for the members of their child's class. Should you choose to do this, the treats are handed out at the end of the day and eaten under the supervision of parents and carers. Please do not send food containing nuts due to allergies.



Busy Time

The school day is split up into 4 sessions that are separated by playtimes. Within each of these sessions in Year R, your child will be involved in a short class discussion activity to start the session before being encouraged to access the various tasks and resources within the classroom. This time is referred to as 'Busy Time' and consists of continuous provision (independently chosen play), enhanced provision (activities on offer to the children that have been chosen by the teacher) and adult lead activities.

Celebration Assembly

Celebration assembly takes place once a week for each year group. Within each class a child will be selected to receive a certificate within celebration assembly for being a superstar that week. Certificates may be awarded for positive behaviour, academic achievements, good manners or demonstrating positive social skills (e.g. being a good friend to somebody). Celebration assembly certificates are sent home on the day that they are awarded.

Class Assembly

Class assemblies usually take place on Fridays and each class will take a turn to present the work that they have been doing to their peers in school. Occasionally, your child may have words to learn for their class assembly and these will come home within their book bag at the beginning of the week of their performance. We would appreciate any time that you can give to help your child learn their words, ready for their performance. Unfortunately, due to space restrictions within the hall we are not able to invite parents or carers to these occasions.

Class Bear

Each class has their own cuddly 'mascot' which is usually referred to as the 'Class Bear'; however, it can be any animal e.g. monkey, giraffe, owl e.t.c. The idea of the children sharing a special toy and looking after it is that hopefully it will develop your child's sense of responsibility and make them think about how to treat a shared object carefully and with respect. The class bears are also used as a behaviour incentive as each week a child who has been trying hard to follow the class rules is chosen to take it home for the weekend. When it is your child's turn to bring home the class bear, please help them to record their shared adventures within the accompanying diary. Please feel free to support your child's writing as much as required (including scribing for them if necessary) and to include drawings, photographs, tickets, leaflets e.t.c.



Classroom Stations

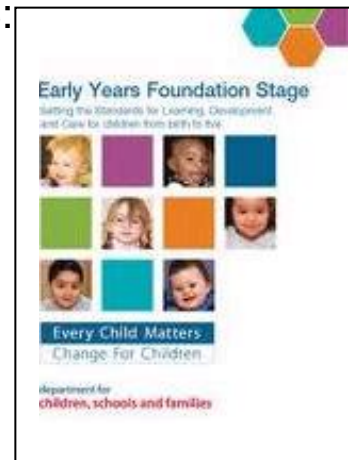
Year R Classrooms are divided into various stations to support the children's independent learning. These areas include:

- Writing Station
- Number Station
- Investigation Station (used for exploration and enquiry)
- Creation Station (used for messy play and arty activities)
- Snack Station (see 'Snacks' below')
- Small world Area
- Construction Area
- Carpet Area
- Role Play Area
- Book Corner

E.Y.F.S

The Early Years Foundation Stage is the 0-5 curriculum that your children will be following and assessed against throughout their time in Year R. There are 3 areas of learning within the EYFS:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development



Earrings

No child is allowed to take part in P.E. activities with any form of earring in their ears for very obvious safety reasons and to comply with County regulations. If you wish your child to have pierced ears please arrange for this to occur in the summer holidays, as all earrings must be removed by the child for P.E. sessions otherwise they cannot take part in P.E.

Entering school in the morning

Your child's class teacher will greet them at the classroom door each morning. We encourage the children to come into the classroom alone in the mornings to develop independence and prevent congestion. Please communicate any brief messages to the teacher at the door (for example, if your child is being picked up by somebody different at the end of the day). Due to the busy nature of this time in the mornings we politely request that if you have questions or concerns that require a more lengthy discussion that you either write a letter to the teacher or book an appointment within the Wednesday 2:50pm slots. Classroom doors are closed and locked promptly at 8:45 for registration. Any children who arrive after this time should be taken to the office to be signed in as a late arrival.

Golden Time

Golden Time is a term that we use to reward a class of children for their achievements (academic / behaviour). It is a term usually used within the Year 1 and 2 classes when they are rewarded with 'Free choice time' within the classroom.



Helpers

Each day, the class teacher will pick two children to be the 'Helpers' – these are usually picked at random to ensure that every child will get the opportunity to help the teacher. Helper's responsibilities include taking the register to the office, giving out letters and leading the line to assembly.

Interactive Whiteboard

We are very lucky to have an Interactive Whiteboard in each of our classrooms. These are fondly used by the children to play games, draw pictures, practice writing skills, access the Internet (under adult

supervision) and watch short videos. Our interactive Whiteboards require the use of a 'special pen' to control them.

Key Stage 1

Upon entering Year 1, your children will move from the EYFS Curriculum and begin to work within the National Curriculum. Key Stage 1 is the first stage of the National Curriculum and is assessed formally at the end of Year 2. When children progress to Year 3 at the Junior School they will enter Key Stage 2 (the 2nd phase of the National Curriculum).



Learning Journey

Your child's 'Learning Journey' is a collection of photographs, observations and pieces of work to show how they progress throughout their time in Year R. Class Teachers will update these wonderful books on a half-termly basis and they will be available for you to view at the Autumn and Spring Parent Consultation Meetings. At the end of the academic year, parents and carers will be invited to view the completed Learning Journeys and they will be sent home with the children at the end of Year 1.

Library

Library books will be changed on a weekly basis, during school time. Your child's class teacher will inform you of their library day and we ask that library books are returned to school on this day, even if you wish to re-new and keep it for a further week. Sharing books is an excellent opportunity to help your child to develop a variety of skills including:

- Language and vocabulary expansion
- Interpretation of picture clues
- Imaginative discussion
- The ability to re-call and predict
- Spotting sounds or words



Lunchboxes

As a healthy school we can provide a school meal which can be ordered on a daily basis at a cost of £2 per meal. Alternatively you may wish to provide a lunchbox. Please remember to keep the contents healthy, nutritious and well balanced and remember to include a drink. Lollipops and sweets are not appropriate for a lunchbox.

Music

Formal music sessions take place on a weekly basis within the Music Room. We are very fortunate in school to have 2 Music Specialists on our staff (Mrs Gath and Mrs Brunger), who assist the class teachers in the delivery of the music curriculum. We are also a 'Singing School' who subscribe to the 'Sing Up' scheme and use songs and rhymes to support teaching and learning across the curriculum.



Nuts

We ask that the children do not bring nuts into school within their packed lunch boxes (this includes peanut butter within sandwiches) as there are a number of children in school who suffer from severe allergies. We appreciate your support with this matter.

Outside Learning Area

We have recently developed our Year R Outside Learning Area and the Year R children are able to access it during their 'Busy Time'. The various areas represented within the indoor classrooms are reflected within the outdoor classroom (see 'Classroom Stations') and it is continually supervised by members of the Year R team. Due to the recent addition of our lovely canopy, we encourage the children to go outside in all weathers and request that children always bring coats and wellie boots during cold / wet weather.

P.E.

Each class has a weekly P.E. lesson where the children change into their P.E. uniform (see 'Uniform' below). Please ensure that your child has a P.E. kit in school at all times and that long hair is tied back for P.E. days. Year R children do not require outdoor P.E. clothing during the Autumn Term as they will be participating in sessions within the school hall. Your child's class teacher will inform you of your child's P.E. day.



Personal belongings

Please can you ensure that your child leaves any special belongings at home to prevent loss or damage to them. Each child will have the opportunity to bring their special objects in from home when they are chosen to be Wannachi (please see further on within the booklet) for the week. In addition we politely ask that book bags are only used to store school books and not other items as they are stored within the children's shallow classroom trays throughout the day.

Phonics

The term 'phonics' refers to the way in which we introduce your children to reading and writing, and is concerned with learning how to recognise units of sound. For example, once your child begins Year R they will have regular phonics sessions and will initially be learning the sounds that the alphabet letters make. At Hook Infants we combine 'Jolly Phonic' songs and actions with the government recommended 'Letters and Sounds' programme to plan our phonics sessions. Year R children will bring home a booklet containing the songs and actions that accompany the initial sounds that they will be learning to practice at home. The school's website contains a downloadable booklet that explains the scheme in more detail.

Playtimes

The school day is divided up using three separate playtimes:

- 10:35 – 10:50
- 11:45 – 12:45 (Lunch Time)
- 2:30 – 2:40

Initially, the Year R children are kept separate from the older children during playtimes to allow them to get used to their surroundings and form strong friendships. Once the children are attending school full time, the Year R children will be introduced to the rest of the school. This allows them to play with their siblings and friends that are in older year groups. During playtimes, the children are able to choose which playground that they would like to play on (either the 'big playground' that contains the slide, play-dale, honey pots and quiet areas, or the field that contains the tyres and football games). Both areas and the crossing across the car park are always supervised by members of staff during playtimes.

Reading Books

Learning to read is an essential skill in life and we aim to make this an enjoyable experience at Hook Infant School. We politely request your help in this venture and ask that you read on a regular basis at home with your child. You will notice that your child will initially be bringing home a picture book to support their language development and interpretation of picture clues.

When sharing a picture book with your child, please encourage them to:

- Name objects and characters within the pictures.
- Describe events within the pictures.
- Consider how the character is feeling in the story, and why?
- Use 'story language' e.g. "One day..." / "Once upon a time...." / "The next day....." to explain events.
- Predict what might happen next.
- Recall the events of the story after reading.

When you have heard your child read at home, please write a short note within their purple Reading Record Book (e.g. Joe used the pictures to help tell the story and he really enjoyed the book). In addition to the school's reading scheme books we would also like to encourage your children to explore other forms of text e.g. comics, library books, Internet sites.

When your child is ready to begin reading words books they will enter the school's main reading scheme, which uses a colour banding scheme. If your child changes colour band within the scheme it means they have progressed to the next level. Please ensure that your child's reading book, reading record and word worms come into school on a daily basis.



Snack

As a Healthy School we teach the children about the importance of diet and maintaining a healthy life style. Throughout the school day all children have access to their water bottles and are encouraged to drink plenty. The government provide a daily piece of fruit or veg for all Infant School aged children; these include apples, pears, carrots, raisins and satsumas. Each Year R classroom contains a snack station where the children may choose to have a piece of fruit as they please throughout the school day. The Year 1 and Year 2 children are able to eat their fruit during playtimes. In addition, the school also receives cartons of milk for our Year R children, which are also available to the children throughout the day in the snack station.

Uniform

Please ensure all items of clothing are marked clearly with your child's name. The School uniform is as follows:

Grey skirt/pinafore dress or grey shorts/trousers

Blue and white striped or checked dresses (in the summer)

White polo shirts

Legionnaire Sun Hat's

Navy cardigans, jumpers or sweat shirts

Physical Education:- White T-shirt, navy shorts, plimsolls
Outdoor: jumper, track suit bottoms
These items in a named bag please, to remain in school during the week.

Sweat shirts, polo shirts, T-shirts, Legionnaire Sun Hat's, Book Bags and PE Bags may be purchased from the School Office.



Wannachi

Wannachi is a native American word meaning 'chosen one'. Each week the Class Teacher will select somebody to be 'Wannachi' the following week. Your child will bring home a short note to explain that we would like them to choose a small number of special objects that they would like to bring into school on a Monday to display to their peers. Wannachi objects will stay in school (and be safely stored) until Friday when their owner is given the opportunity to share their items with the class and explain why they are special.

Water Bottles

All Year R children will be provided with a school water bottle once they start; however, your child may wish to bring in a different bottle to school. We ask that your child brings a water bottle into school each day in addition to the drink within their lunch box. As a healthy school we encourage the children to drink water throughout the day. Please remember that your child's water bottle should only contain water and not juice or squash.



Word Worms

When your child's teacher believes that they are ready to begin reading 'words' (usually when they have learnt the majority of their initial phonic sounds), they will be given their first word worm. Word worms usually contain 3 words for your child to practice and are made up of 'High Frequency Words' (common words). Once your child is able to recognise and read a word, please encourage them to try and use it within a sentence.

Some of these words will be decodeable using phonic sounds. For example,

o c a t

When helping your child to read these words, please encourage them to 'sound out' each of the sounds within the word, and then 'blend' the sounds together slowly to read the whole word. Modelling this process will support your child's learning.

However, there are some words, known as 'Tricky Words' where this process is not possible. For example,

was

When being introduced to tricky words, children are encouraged to discuss the parts of the word that make them tricky (the 'a' sound making an 'o' sound within the word was). They should also be encouraged to look at the shape of the word.

When your child has learnt the words on their word worm, they will be issued with a new set of words when they read to an adult at school next.

Wow Moments

At Hook Infants School we love to hear about the children's hobbies, experiences and interests outside of school life and believe that it is important to recognise their achievements in all areas. Our aim as Year R teachers is to celebrate these events within school and record them in the children's Learning Journeys. We have therefore introduced 'My WOW moment at home' letters for you to keep us informed of any significant events or achievements in your child's development outside of school. For example, riding their bike without stabilisers for the first time, getting dressed by themselves, learning to read the numbers on the kitchen clock, or sharing their toys with their sibling. When these events occur, please complete one of the forms and send it in to school with your child, where it will be celebrated with their class.



The form is rectangular with a black border. At the top and bottom, there are two rows of yellow stars. In the center, the text "My WOW moment at home" is written in a bold, black font. Below the text, there are three horizontal dotted lines for writing. To the right of these lines is a large yellow smiley face emoji with a happy expression.