



Prosbectws Ysgol Gynradd Rhiwbeina

Rhiwbeina Primary Reception Prospectus

2022-2023

Ysgol Gynradd Rhiwbeina



Croeso/Welcome

The Governors and staff would like to welcome you and your child to our Reception classes. I hope you find this information booklet a useful guide to your child's first experience of main stream school. The full school prospectus is available on the school website.

*Mrs C. Harry
Headteacher*

Senior Leadership Team

Headteacher: Mrs C. Harry

Deputy Headteacher/ALNCO/ KS2 Leader: Mrs H. Bradley

Assistant Headteacher/Foundation Phase Leader: Mrs R. Coombs

Useful Information

Rhiwbeina Primary School
Lon Ucha
Rhiwbeina
Cardiff
CF14 6HL

Tel: 02920 623732 Fax: 02020 691314

Email: rhiwbeinaprm@cardiff.gov.uk

Website: www.rhiwbeinaprm.co.uk

Twitter: @RhiwbeinaPrm

School Times

Foundation Phase: 8.55 am- 12 pm / 1.15 pm - 3.30 pm

Key Stage 2: 8.55 am – 12 pm /12.55 p.m. - 3.35 pm

A Shared Vision

The Headteacher and staff hold a shared vision for our Reception classes in which all members care for and respect each other regardless of culture, gender, race, or ability. We work together to help the children develop educationally as well as socially and emotionally. This vision permeates all aspects and activities within the Reception Classes. In order to achieve it we strive to provide a welcoming, happy and safe environment where children can feel secure and enjoy their learning experiences.

We aim to help them gain self-confidence and maturity according to their individual needs and interests.

We hope that your child will be happy and enjoy many varied and valuable experiences in our Reception classes. We look forward to working with you.

Please do not hesitate to share any concerns that you or your child may have as we value the partnership between home and school.

Our School Vision



To provide a safe, happy and inspirational learning environment which empowers all learners to appreciate excellence and aim high; achieving their highest possible standard in knowledge, skills and understanding to become:

Ambitious, capable learners **Ethical, informed citizens**
Enterprising, creative contributors **Healthy, confident individuals**



Values



The values underlining our school philosophy & agreed by pupils and staff are:

Creativity, Motivation, Independence, Resilience, Enjoyment, Reflection, Respect, Cooperation, Responsibility, Equality, Challenge, Aspiration.

We are a TEAM.

Together Everyone Achieves More

Pupils and staff collaborate and work together as a team sharing experiences and learning from each other.



Introducing Derbyn/Reception

There are 3 Reception classes: R1, R2, R3. Staff deployment varies from year to year. You will have an opportunity to meet the Reception staff at the Open Evening prior to your child entering the Reception class.

Each Reception class will have an allocated Teaching Assistant. Each class is made up of morning and afternoon Nursery children and children new to the school taking account of age, gender, ability, and personalities to achieve a good balance.

Twins and triplets are placed in separate classes but with a shared outdoor area where they have opportunities to meet each other frequently during the day.

Please click [here](#) to view a tour of our Reception classes

Admission and Induction into Reception

Your child will be admitted to Reception in the academic year in which he/she becomes 5. You and your child will be invited to visit the class prior to his/her admission.

A pre visit and a date to start the Reception class will be allocated following a meeting with the Headteacher and Reception staff. Entry is 'staggered' in groups of 10 to allow children to settle and parents and staff to get to know each other. The younger children are admitted first.

Behaviour

Your support in assisting the staff to maintain high standards of behaviour will be very much appreciated. We believe that children thrive on praise and encouragement and we reward good behaviour. We aim to develop social skills and help the children to form friendships, take turns, and share.

We encourage self discipline, respect, care and consideration of others, their property and the school environment. In the case of persistent anti-social behaviour the Headteacher will contact the parents.

Reception Class Rules

- Try your best
- Listen carefully
- Match your voice to the task and place
- Take pride in your work and our school
- Be polite to other children, staff and adults
- Take turns and share with others
- Walk quietly inside the school building
- Be punctual at all times
- Keep your classroom and play space clean and tidy



Derbyn/Reception

In Reception we aim to:

- Provide a secure, welcoming and happy atmosphere where children experience a variety of activities and the opportunity to participate in purposeful structured and spontaneous play.
- Stimulate and challenge all our children with care and sensitivity.
- Provide first hand experiences that are appropriate to individual stages of development, both indoors and out.
- Encourage children to make their own decisions and choices to enable them to become independent learners.
- Provide a stimulating environment in which your child can acquire a variety of early skills.
- Introduce the children to the routine of school life and the six Areas of Learning and Experience as indicated in the New Welsh Curriculum
- Prepare your child for a confident entry to Year 1.
- Develop a partnership between home and school to extend and enrich the experiences your child has received at home.

Foundation Phase Curriculum

The learning experiences are presented in cross curricular topics. A new topic is covered each half term. An interactive Helping at Home document will be available via each Reception Google Classroom for each half term with information relating to the topic and how the children can be helped at home:

Autumn 1	Spring 1	Summer 1
A Toy Story	Zero to Hero	Let's Go Wild
Autumn 2	Spring 2	Summer 2
Here, There and Everywhere!	A Pirate's Life for Me	Castles, Rhymes and Magical Times

Through careful planning all children will have access to experiences and activities based on the six Areas of Learning and Experience and cross-curricular responsibilities

EXPRESSIVE ARTS

HEALTH AND WELLBEING

HUMANITIES

LANGUAGES, LITERACY AND COMMUNICATION

MATHEMATICS AND NUMERACY

SCIENCE AND TECHNOLOGY

DIGITAL COMPETENCE
Cross-curriculum

LITERACY Cross-curriculum

NUMERACY Cross-curriculum

Within our Reception Classes the children will have opportunities to explore the continuous and enhanced provision to further develop and consolidate their skills:

Writing Area	Maths Area	Investigation Area	Painting Area	ICT Area
				
Outdoor Area	Construction and Small World Area	Role Play Area	Book Area	Water Area
				
Sand Area	Dough Area	Home Corner	Workshop	
				

Home/School Links

We welcome parental help in the Reception Classes. If you feel able to offer time to assist in any area, please do not hesitate to inform the class teacher. You will be informed of all school activities via Schoop, an electronic communication system.

It is not the school's policy to provide daily homework. However, your child will be encouraged to bring home a variety of activities. Children who have been absent through illness are helped to 'catch up' on their return. Activities are uploaded to their relevant Google Classroom. Children will be encouraged to participate in home/school tasks and to talk about tasks they have completed at home.

Starting Derbyn/Reception

School Uniform

The majority of our children wear school uniform. School colours are red and grey, with a green t-shirt. The school sweatshirt and t-shirt can be ordered using the form available on the school website. Many of the activities in Reception are messy, but aprons will always be provided. The provider is YC Sports, 5 Penlline Road, Whitchurch or 90 Crwys Road, Cathays.



P.E. Games

You will be informed at the start of the year of the days on which your child will be participating in indoor PE and outdoor games. For indoor PE, your child will need a white t-shirt and black shorts. For outdoor games they will need jogging bottoms, a sweatshirt and trainers. Shoes and trainers with Velcro fasteners encourage your child to become more independent at getting ready for these sessions.

The wearing of bracelets, necklaces and earrings (apart from small stud earrings) is not permitted.

Parking

There are no facilities within the school grounds for parental parking. We respectfully request that when parking in the roads around the school, that care is taken not to obstruct residents' driveways, the school gates and restricted areas.

Breakfast/After School Club

A free Breakfast Club operates every morning from 8.30 am to 8.55 am. Children are offered cereal, fruit, toast, juice and milk. Children must be in Breakfast club by 8.40 am, when the doors close.

Registration forms will be available online when the school kitchen is refurbished. Reception children can join from October when they have settled into fulltime school. An after school club (Rascals) operates every week day from 3.30 pm - 6.15 pm. For more information please ring Mrs S Peppin on 07908 775 390 or for Gap Club ring 07783077685.



Healthy Eating

Children are encouraged to bring water to drink in their own labelled drinks bottle. These are stored in the classroom for your child to access through the day and can be refilled. Children can also bring a piece of fruit for morning break. Your child will have the option of bringing a packed lunch.

A free school lunch will be available from the Autumn term when children have settled into school. Please let us know if your child has a food allergy.

Children can bring a packed lunch from home. We would request that no glass containers or cans are included for safety reasons and lunch boxes should be clearly named. We do not have refrigerated storage for packed lunches and parents need to bear this in mind when preparing the lunch. We enlist your support in ensuring the packed lunch is healthy and nutritious. **Please avoid any nut-based food stuffs as many of our children have nut allergies.**

School Access

A secure door entry system operates on all external doors. If you require entry to the school building it must be via the front entrance as access via any of the other external doors is not possible.

Staff will open the Reception doors at 8.50 am. You can have a *brief* word at 8.50 am if necessary so that the start of the first lesson is not delayed.

If you require a longer appointment please contact the main office for a convenient appointment.

The First Day in Reception

The first day in Reception is an important event in a child's life, as well as in the lives of the parents. We try to make this day as happy as possible. It helps your child if you arrive on time and leave cheerfully.

Most of our children are happy about coming to school and parents are encouraged to leave fairly quickly. However, if your child is initially apprehensive or upset, the class teacher or Teaching Assistant will help him/her settle.



The Reception Playground

At the start of the morning session, please take your child to the designated gate by 8.50 am. You can accompany your child to the Reception door where they will be met by their class teacher.

We ask that you leave the premises quickly after handing over your child. At the end of the school day the children can be collected from the Reception yard.

Settling into School

Please ensure your child is on time every day. Your child will miss valuable instructions if he/she is late as the class teacher will have begun the first lesson. This can also cause embarrassment to the child.

If you are late, please take your child to the school office as the outer doors are closed at 9 am for your child's safety.

Day to Day Support

It would be most helpful if you could:

- Ensure your child can go to the toilet with minimal assistance, and can ask when they need to go
- Teach your child to flush the toilet and wash/dry his/her hands
- Label all coats and removable clothing clearly
- Encourage your child to dress/undress with the minimum of help

Outdoor play is an important part of your child's development. Please ensure that your child has warm clothes in colder months, and is well protected from the sun in Summer.

Reception Events

You will be notified of Reception events via 'Schoop', an electronic communication system. Please make sure your Schoop registration details are kept up to date.

An updated calendar of events will be available on our website. Our school Twitter account (@RhiwbeinaPrm) is updated regularly, with a snapshot of life at Rhiwbeina Primary School.

School Attendance: Punctuality is Important

Our school attendance target is 97%. Attendance plays a vital part in achieving our aims for all our children.



Our school Attendance and Wellbeing Officer, based at Whitchurch High School, liaises with Rhiwbeina Primary School to raise awareness of attendance issues and engage with families of those pupils whose attendance falls below acceptable levels.

The School Day

Lateness is regarded as an unauthorised absence and you will need to sign your child into school on arrival. In the case of absences, please telephone the school office to provide an explanation on the first day of your child's absence and each day thereafter if necessary. The school administrators will contact you if no explanation is received by phone or email.

If we are not notified of the reason for your child's absence, he or she will be marked with an 'unauthorised absence'.

Please note that Fixed Penalty Notice Fines may be issued to parents whose children have been marked unauthorised for 10 sessions within a term.

Health and Dental Appointments

Where possible, please make routine medical or dental appointments outside school hours as collecting pupils early interrupts teaching and learning.

If you do need to collect your child early, please notify the class teacher or provide an email to the school office.

School Attendance: Holidays During Term Time

- Parents do not have the right to take their children out of school for a holiday during term time. (Welsh Government Legislation)
- Parents are required to apply in writing for permission in advance of the holiday. An authorised absence is only approved in exceptional circumstances.
- School is open to pupils on 190 days a of the year, which leaves 175 days for holidays and visiting families.
- Please be aware that with effect from January 2015, the Local Authority has introduced Fixed penalty Fines for unauthorised holidays, non- attendance and lateness across all Cardiff Schools. These fines will be issued by the Education Welfare Service.

Below is a table showing the national guidelines for attendance.

Your Child's Attendance	National Guidelines
100% - 95%	Optimum chance to achieve well. Your child is taking full advantage of every learning opportunity.
94.4% - 90%	Satisfactory, although your child may have to spend time catching up with work they have missed.
Below 90%	Cause for concern: <ul style="list-style-type: none">• Your child may be at risk of underachieving• Your child may need extra support from you to help catch up with missed work• Your child may be missing out on a broad and balanced curriculum

An Open Door

Parents are always welcome but it is best to arrange a mutually convenient time to see the Headteacher or staff about specific problems or queries.

Staff are available for a brief 'chat' at the end of the day, as the start of the day is a busy time settling the children and beginning the first lesson. The Reception staff and Headteacher are always willing to answer your questions and try and resolve any problems.

Please inform your child's teacher of any situations at home that may affect your child in school e.g. family bereavement, parent admitted to hospital. Your child's progress will be assessed throughout their time in Reception.

Parents are invited to discuss their child's progress on two Parents Evenings in the Autumn and Spring terms. A written report identifying progress in the six Areas of Learning and Experience will be provided at the end of the Summer term.



Information from Parents

Medical Information

We need to know if your child has any medical conditions or allergies. Children suffering from asthma should have their medication in school if required. There is a consent form to complete if your child requires any form of medication in school. Please download this from the website or ask at the school office.

Please note, no medication can be given without written consent.

For the health and wellbeing of children and staff, please keep your child at home if he/she is unwell. Poorly children do not concentrate, are lethargic and easily upset. Infections spread quickly in a school environment. Following vomiting and diarrhoea, your child must remain at home for 48 hours to stop the spread of infection.

Contact Details

We need to know how to contact you in an emergency. Please provide telephone numbers of at least two contacts. Please remember to notify us if any of the contact details change.

End of Reception Collection

Access to the school is closely monitored and all doors are operated with a security key. If you need to pick up your child from school during the school day, please contact the school administrator in the main office. If you are going to be unavoidably late, please telephone the school and let us know. It is important to inform staff if someone other than yourself will be collecting your child. We will not allow children to leave with someone else unless we have already been informed.

No children in Reception will be allowed to leave without a known adult.

Moving to Year 1

Welcome to Year 1



Your child will move to Year 1 in the September preceding his/her 6th birthday.

During the latter part of the Summer term, your child will have opportunities to meet his/her new teacher and spend some time in their new classroom.

The staff are a highly effective team. The staff work closely together and all relevant information regarding your child's progress and wellbeing whilst in Reception will be shared with their Year 1 class teacher. This will help ensure continuity in the next stage of his/her education.

*This information booklet is reviewed annually.
If you have any queries or questions, please do not hesitate to speak to the
Headteacher, Deputy Headteacher or Assistant Headteacher.*

