

# Welcome to Galley Hill Early Years



Miss Elsey  
SENCo



Mrs Oakley  
Teacher &  
Early Years Lead



Mrs Smyth  
Early Years  
Practitioner



Miss Walmsley  
Teacher



Mrs Prince  
Early Years  
Practitioner



Mrs Meggit  
Teacher



Mrs Parsons  
Teacher



Miss Stanbridge  
Early Years Practitioner



Mrs Dumpleton  
Student Teacher



Miss Kent-Bourne  
Teaching Assistant

# Supporting individual needs

<https://www.galleyhill.herts.sch.uk/send/>

Please see our school website for detail about how we support children with SEND.

If we feel your child has SEND we will contact you and speak to you about our concerns and how we can work together to support your child.

If you would like to speak to a SENCo please contact Miss Elsey or Mrs Larner.

Miss Elsey and Mrs Larner job share. Mrs Larner works the beginning of the week, Miss Elsey works the end of the week.

Mrs Larner leads on Speech and Language support.

You can ring or email [admin@galleyhill.herts.sch.uk](mailto:admin@galleyhill.herts.sch.uk) and we will we contact you.

Mrs Jackson and Mrs Dance are also members of the SENCo team.

# Children should be out of nappies when they start school.

eric

← → ↻ <https://eric.org.uk/potty-training/#when-should-you-start-potty-training> 📄 ☆ 📧 ⬇️ 📄 ☰



Free helpline: 0808 169 9949 Mon to Thur, 10am - 2pm

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Feedback



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On this page...

# Arbor



- School system.
- All parents need to download the Arbor APP.
- Check attendance.
- Update information (telephone number).
- Pay for trips, breakfast club, school dinners.
- You will receive communication from school.

# Early Bird morning Club

We run an early bird morning club each morning from 8am.

Please fill out a form on website or contact the school office who can book your place.

It will cost £3 a session. £2 for a sibling. This is booked & paid through the Arbor APP.

Front door by school office is open at 8am.

From 8.05am you will need to take your child round to the back of the school (by the Reception classroom doors) and enter the school by the dining room doors.

Your child will spend time at a table taking part in activities and games before an adult takes them to their classroom for the start of the school day.

Payment must be paid in full at start of each week.

# After school care

Coaching me kids club provide after school care.

[coaching-me.kidsclubhq.co.uk](http://coaching-me.kidsclubhq.co.uk)

Contact them for times and prices

The children go to a classroom at 3.15pm

There are various time options e.g. until 4.30pm or 5.30pm.

# Wait on the Pudding Lane gate playground. Soft start is 8.40am to 8.45am.



Staff will come out to collect the children at 8.40am. The children will walk down the slope to their classroom. Parents wait on the playground at the top of the slope.

Staff will remain at the top of the slope until 8.45am. Doors close at 8.45am each morning.



# School Dinners



The Government provides every child under 7 with a school dinner.

You have been given the lunch menu. The menu is for 3 weeks. Then the same 3 weeks are repeated.

Your child can have a school dinner for one day a week or a selection of days e.g. Monday, Tuesday and Friday.

If they do not want a school dinner, they can bring their own packed lunch.

Their own packed lunch must **not** include fizzy drinks, sweets or chocolate bars. We will take out chocolate and return it to the adult at the end of the day. Do not put in too much food.

We are a **nut free** school. Please make sure your child's lunch does not include nuts or traces of nuts.

We aim to be a healthy school. Please be aware that the food your child eats at lunch time will have an effect on their afternoons learning.



# Special Diet

If your child has a food allergy or intolerance, then you must create an online account for your child. Please use this link. <https://specialmenu.hcl.co.uk/> the link is on your lunch handout.

This includes allergies to eggs, celiac (gluten free), etc.

You will need evidence of your child's medical requirements and a passport style photo to upload. This will ensure that the kitchen can provide a suitable meal for your child. The kitchen cannot provide your child with a special meal until you have registered them on this site.

Vegetarians, nut allergies or diabetics do not need to apply. There are vegetarian dishes provided daily on the menu and the kitchen does not use any items with traces of nuts.

Pupils requiring a vegan, beef or pork free or vegetarian menu which excludes eggs for religious or cultural reasons will need to apply.

We have also asked you to use the sheet to record which coloured meal choice your child would like each day. Please make sure you return this sheet to school in July or give this sheet (or record it using your own methods) to your teacher on your child's first day of school. This means we can ensure your child receives a meal they like each day.

# Attendance



At Galley Hill we want all of our children to have the best possible education. We feel that good attendance (above 96%) is essential to ensure that your child has full access to the curriculum to support their development both socially and academically

Contact the school office on the first day of absence. If not it will be classified as unauthorised attendance.

Do not send your child to school if they have an infectious illness: Chickenpox, measles, German measles, mumps, etc.  
If your child is sick or has diarrhoea, they **must** be kept off school for **48 hours** from the **last** incident.

# Attendance

## **The LEGAL Bit.**

By law, all children must receive a full time education. As a parent/carer, you are responsible for making sure that your child attends school regularly and on time. If your child fails to attend school regularly and the absences are unauthorised, as a parent/carer you are guilty of an offence under Section 444 of The Education Act 1996. Children also have a right to an education under the United Nations Convention on the Rights of the Child.

## **Term Time Holidays**

Parents do not have the right to take their child out of school for a holiday. The Government implemented from September 2013 that there would be no authorisation of family holidays. As a school we do monitor unauthorised absences closely and will issue a fixed penalty notice if this:

In line with new Government Guidance we will issue a fixed penalty notice following 10 sessions (5 days) of unauthorised absence in a 10 week period.

We always work with parents to support any absences or when your child's absences are becoming a concern.

It is the Local Authority who issue and take the money. Schools do not get the fine money.

# Park and Stride



Please do not park near the school gates, pavement or the grass.

It is not safe.

There is not enough space around the school gates and it is very dangerous for those trying to walk their children to school and those using push chairs or buggies.

Use the car park next to the cricket pavilion, on Galley Hill by the dip.

There are two Reception classrooms. Team Turquoise and Team Garnet. Both classrooms have a teacher and an Early Years Practitioner who work with all children. All reception staff work together as a team to ensure the best learning environment for all children.



# Early Years outside area is used by Nursery and Reception



# How we communicate with you

Communication is so important. It plays a huge role in ensuring that we (school and home) are regularly sharing information to best support your child.

We do this by...

- Daily chats at drop off and pick up time. Please arrange a time to meet with teacher if you require a longer conversation.
- Two parent consultation meetings in October and February, and an end of year written report.
- Open classrooms. 3.15pm first Thursday of each month.
- Online learning journal (Tapestry).
- Newsletters emailed each Friday to all parents.
- Email – *admin@galleyhill.herts.sch.uk*
- School Website <https://www.galleyhill.herts.sch.uk/>
- *Class page of the school website*  
<https://www.galleyhill.herts.sch.uk/reception/>
- <https://www.galleyhill.herts.sch.uk/nursery/>

# What will my child be learning?

Prime Areas of Learning	Specific Areas of Learning
Personal, Social and Emotional	Literacy (reading and writing)
Communication and Language	Mathematics
Physical Development	Understanding the World
	Expressive Arts and Design

At the beginning of the school year each Reception child is assessed using the Governments Baseline assessment.

At the end of the year they are assessed against the 17 Early Learning Goals. These end of year results are reported to parents.





## **Adult led activities/sessions/lessons**

The first few weeks of school will focus on teaching your child how to use all areas and resources in the Early Years environment, the routines of the class and giving time for the staff to get to know each child and the children to know each other.

Each day your child will have adult led sessions. Each week your child will have a wide range of lessons from the 7 areas of learning. This adult led session or lesson might be taught as a whole class or a small group.

Each day in Reception your child will have a phonics, literacy and maths lesson. These lessons will be slowly introduced during the first few weeks in Reception.

# Child Initiated Learning

We call the time when children can play or choose what they would like to explore 'ChIL'.

This stands for Child Initiated Learning.

The children will be able to choose which resources or activities in the environment that they would like to use, explore or learn from. They can use the indoor and outdoor areas.



# Daily routines for Reception

Routine is very important for children.

8.40-8.50 Arrival and registration

Activities or lessons led by an adult. Maths and Literacy.  
Snack time

Child initiated learning activities inside and outside (ChIL)  
Phonics.

11.45 LUNCH in the lunch hall.

12.45 Activities or lessons led by an adult.

Child initiated activities inside and outside (ChIL)

Story

3.15 Home

# Independence

- Hang up own coat and bag.
- Take off and put on own coat.
- Put own book bag and lunch box away.
- Change independently for P.E.
- Sit for appropriate length of time for adult led activity and snack time.
- Sit at a table, sit appropriately on a chair, quiet table voices, wait for others on their table, table manners, use a knife, fork and spoon.
- Use T sign to ask to use the toilet independently.

# We support learning at home in a variety of different ways

## **Look out for:**

- Parent consultations meetings in October and February.
- Home learning suggestions (that may include reading, phonic or maths activities).
- Homework for Reception children is focused on shared reading and story telling with your child. Developing their language skills.
- Information and tips in newsletters and the school website.

# What can I do at home to help my child?

- Talk, clear sentences, new words.
- Nursery rhymes. Discuss rhyme.
- Share stories and tell stories.
- Write own name.
- Practise phonic sounds.
- Forming letters correctly.
- Sound and write cvc words.
- Recognise numerals and form 1 to 10/20
- Use family meal time to teach table skills and manners.

# How is phonics taught ?

## Phonics

Each day, every child has a phonics lesson.

This will start with recognising sounds they hear in the environment and repeating sounds they hear. When appropriate they will be taught the sounds that single letters make.

We provide all parents with information for how to support your child at home with phonics.

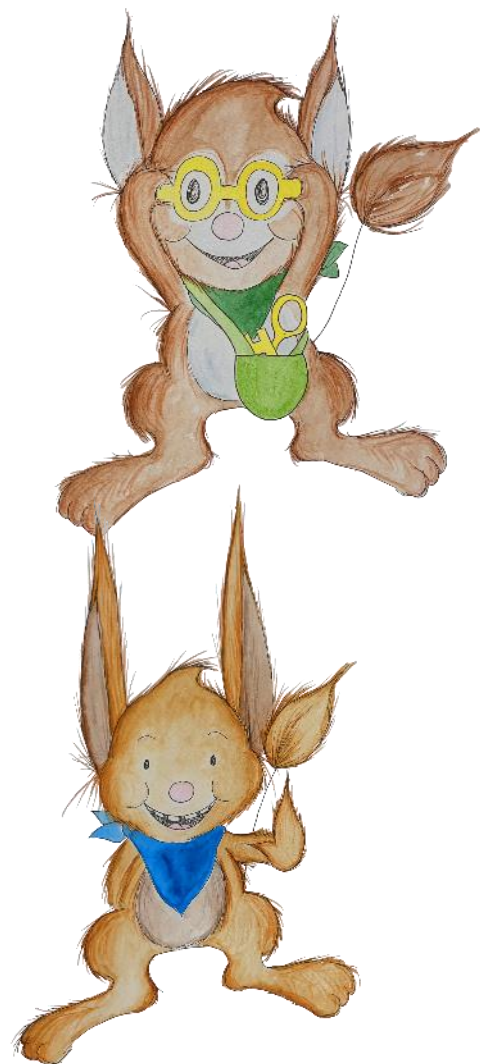
<https://www.supersonicphonicfriends.co.uk/>



# SUPERSONIC

## Phonic Friends

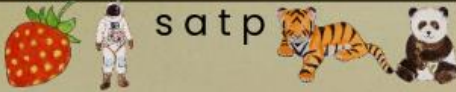
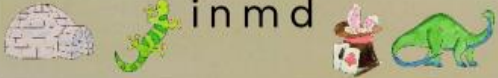
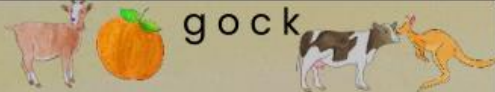
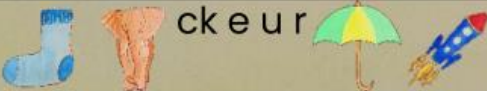

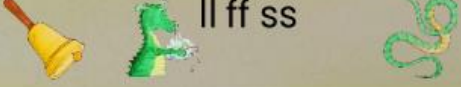
- SSPF is our chosen phonics scheme at Galley Hill.
- This scheme uses a lot of rhyme and actions to help children's learning, as research shows this really aids children's remembering
- It has lots of fun woodland characters linked to different phonic skills, e.g. Build it Bill and Segmenting Seb!
- In Reception, we aim to secure **Firm Foundations in Phonics 1 and The Basics 2 and 3.**





## Securing The Basics 2

### CVC

Securing The Basics 2		Tricky Words	
Group 1	 s a t p	N/A	
Group 2	 i n m d	l is	
Group 3	 g o c k	the to	
Group 4	 c k e u r	go no	
Group 5	 h b f l	has his as	
Group 6	 ll ff ss	of into	



# How will my child learn to read?

## Reading

Your child will be taught to read using many methods. The first will be the daily teaching of **phonics**. Each teacher will use many opportunities during the day to **read books** to the children and share books with the children. Each child will be able to take a **library book** home to read each week. The adult can read it to them and let them tell the story to you or use the pictures to make up a story.

Introduce simple reading books that they can bring home to read to you. We will do this when your child is ready. This might be in the Autumn term, Spring term or the Summer term. When your child does have a **home reader book** we will explain the expectations to you. The book can be read several times by your child to you over a few days. We will also provide a home reading record so you can record in this book when your child has read to you. This will let the teacher know how your child is finding reading at home and when they have read their book to you.

Your child may also bring home books with no written words in them. This is a very important stage in their reading development. It enables them and you to use the pictures in the book to tell stories and understand story sequences.



# How will my child learn to write?

- Any activity that improves a child's fine motor control is the first step.
- Emergent writing is encouraged, all marks that children make are important.
- Fine motor control lessons are held that teach children how to hold a pencil, make controlled marks and then how to form letters.
- Once a child has started to learn about letters in phonics they can start to recognise their own name and then write their name.
- Lessons are used to support children to blend to read simple 3 letter words and then to write 3 letter words.



pig  
cat  
dog  
hat

# Maths



There are many aspects of the Maths curriculum that we teach in Reception

- Counting objects, actions and sounds
- Subitising, the ability to recognise amounts without counting them
- Recognising numerals 1-10 then 11-20
- Counting beyond 10
- Comparing amounts using vocabulary 'more than', 'less than', 'fewer', 'the same as', 'equal to'
- Understanding the 'one more than/one less than' relationship between numbers
- Automatically recalling number bonds for numbers up to ten eg  $1+3=4$ ,  $2+8=10$
- To continue, copy and create repeating patterns
- To compare length, weight and capacity

# Preparing for school



- Please name **all** clothes and PE kit.
- Appropriate shoes for playing outside. Velcro please if possible. Your child needs to be able to take them off and put them on independently
- Bring named book bag everyday with reading book and reading record inside.
- Please listen to your child read their book at least four times a week, every day if possible.
- PE may be on a different day. PE kit to stay in school.
- Inform adults who will pick up your child if it's going to be someone different
- Children will be outside in cold weather and use digging area. Waterproofs and wellies. Named wellies in a bag.
- Named water bottle in school every day.
- No toys to be brought into school.
- Practise getting dressed and undressed at home.
- Practise putting on and taking off their coat.
- Encourage your child to ask for help if they need it.

