



St Francis Xavier  
Catholic Primary School

**Welcome**  
**To**  
**FOUNDATION STAGE**  
**RECEPTION CLASS**  
**At**  
**St. Francis Xavier**  
**Catholic Primary School**  
**2020-21**



## SCHOOL MOTTO:

'Jesus holds us in the palm of his hand'

## OUR SCHOOL MISSION STATEMENT

*Jesus holds us in the palm of his hand.*

*God is at the very heart of our school. In His love he has created each one of us as being unique*

*On our journey, we teach the message of the Gospels, the values of trust, honesty, forgiveness and love.*

*Our catholic life and curriculum reflect these values and in our search for excellence, each individual is encouraged to use God's gifts fully to reach his or her potential.*





**St Francis Xavier  
Catholic Primary School**

St. Francis Xavier Catholic Primary School  
Mc Kean Road  
Oldbury  
B69 4BA

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Email:office@st-francisxavier.sandwell.sch.uk

School web site: [www.st-francisxavier.sandwell.sch.uk](http://www.st-francisxavier.sandwell.sch.uk)

Head Teacher: Mrs Jenni Downes

Chair of Academy Committee: Mrs Finula Foley

Parish Priest: Father Joseph Nwafor

**Parish Church**

St. Francis Xavier

and

The English Martyrs

Simpson Street

Oldbury Road

Oldbury

Oldbury

West Midlands

(Whiteheath)

(Opposite the school)

Tel:0121 559 1677

**Times of Mass** (at St. Francis)

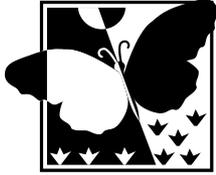
(at English Martyrs)

Saturday evening 6:30pm

5:00pm

Sunday Morning 11:00am

9:30am



## Foundation Stage Staff

Mrs A Kaminski - (Foundation Manager)  
Nursery Class Teacher

Miss M Hibbert - Reception Class Teacher

### Classroom Assistants:

Mrs S. Doherty (Nursery)  
Mrs R Smallman (Reception)



## Principles for Early Years Foundation Stage

The principles which guide the work of all early year's practitioners are grouped into four themes:

- A Unique Child - every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- Positive Relationships - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- Enabling Environments - the environment plays a key role in supporting and extending children's development and learning.
- Learning and Development - children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

### Foundation stage

This stage is referred to the time in your child's life from birth to 5 years and combines both nursery (private and school-based nurseries) and early school life (Reception Class).

Here at St. Francis Xavier the Nursery covers the ages 3 - 4 years and our Reception Class covers the ages 4 - 5 years.

The foundation stage has its own dedicated curriculum, which is progressive, allowing the children to develop and grow at their own pace. The seven areas of Learning and Development are covered throughout the Foundation stage.

#### Three prime areas:

- ❖ Communication and language
- ❖ Physical development
- ❖ Personal, social and emotional development

#### Four specific areas:

- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the world
- ❖ Expressive arts and design

Children are encouraged to develop their creativity and imagination as well as becoming independent learners.

As a Foundation stage we try to come together as often as possible, sharing and celebrating and taking part in events.



## Reception Class -The School Day

8.40 am Door opens

8.55 am Registration

9.00 am Teaching time including outside activities

11.30 - 12.30 pm Lunchtime

12.30 -3.00 pm Teaching time including outside activities.

3.10pm Home time

We ask that you are careful when parking outside school, whilst dropping off or picking up your child. Please do not illegally park on the zigzags between the hours of 8.00am and 4.00pm for the safety of all our children. The school car park is reserved for staff and official visitors only.

### **Arriving at Reception Class**

When Reception gate and door opens, children say goodbye to their parents and go in the main door into the Classroom. Children have a named coat peg to hang their PE bag and coat on.

### **Water bottles.**

Please send your child to school with a water bottle, clearly labelled with their name on, for your child to use and refill as needed throughout the day. This will go home each day for cleaning. Other drinks such as squash/juice is **not** allowed.

### **Snack time**

All children receive free fruit, so they will not need to bring a snack with them. Free milk is provided until your child reaches his/her 5<sup>th</sup> birthday. In order to receive milk you must apply direct online to "Cool Milk" at [www.coolmilk.com](http://www.coolmilk.com) who operate the scheme on behalf of the school or complete or return the registration form (sent out with welcome letter).

If your child does not have milk they may have a drink of water from their water bottle.

## **Lunch time**

All children in Reception class and Key stage 1 are entitled to receive a free lunch. This is provided by "Dolce" who have been appointed as our school meals provider. They operate an online pre-order system which is done by the parent/carer and child at home via a 'Live Kitchen' account.

***In order to create your 'Live Kitchen' account you need to complete and return Dolce's form to the school office before 3rd July 2020 (see form sent with welcome letter)***

## **Home Time**

At 3.10pm the Reception gate and door will be opened and a member of staff on the door will call children as they see each parent arrive.

Please ensure that the contact form lists people who are allowed to collect your child from school and inform the class teacher or school office if someone other than yourself is collecting your child.

## **Absence**

In the event of your child being ill, please contact the school on the first day of absence and leave a message for the office staff.

In the event of sickness or diarrhoea, your child will need to be kept off school for 48 hours after their last episode.



# School Uniform

*(see also School Uniform and Hair Policy available on the website/contact the school office for any queries)*

Uniform is worn in this school and can be obtained from a variety of outlets.

Uniform with the school's name embroidered on may be obtained from A Oakes Ltd, Vicarage Road, Oldbury, B68 8JB.

**PLEASE MAKE SURE ALL UNIFORM INCLUDING PE KIT IS CLEARLY LABELLED WITH YOUR CHILDS NAME.**

BOYS	GIRLS
<b>Winter</b>	<b>Winter</b>
Charcoal grey trousers	Charcoal grey trousers/pinafore dress /skirt
White shirt Or white polo shirt <b>with or without</b> school logo	White shirt Or white polo shirt <b>with or without</b> school logo
Green jumper/sweat shirt <b>with school logo</b>	Green cardigan/jumper/sweat shirt <b>with school logo</b>
Grey or black socks	Grey tights or grey or white knee length socks
Plain black or grey shoes (not trainers or boots)	Plain black or grey shoes (sensible heel) (Not trainers or boots)
<b>Summer</b>	<b>Summer</b>
Charcoal grey trousers or shorts	Charcoal grey trousers /pinafore dress /skirt
White polo shirt <b>with or without</b> school logo	White polo shirt <b>with or without</b> school logo
	Green and white check summer dress (optional)
Grey or black socks	White knee length or ankle socks

## **Coats for boys and girls**

A coat or jacket **MUST** be worn/brought into school EVERY day regardless of weather conditions. The early year's curriculum includes indoor and outdoor learning every day in all types of weather.

Where possible, green or navy or black coat/jacket

## **PE - BOYS & GIRLS**

Black shorts

Green polo shirt **with or without** school logo

White long or short socks

Black plimsolls

PE bag - green draw string with name on

## **Jewellery**

No jewellery is allowed for health and safety reasons. The exception is one pair of **small stud** earrings (although **discouraged**) which **must be** covered or removed for PE. Staff are not responsible for covering/removing earrings nor for finding lost jewellery. Please provide your own plasters if your child needs to cover stud earrings for P.E.

## **Hairstyles**

- Not cut shorter than number 2
- Shaven hair, hair dye and colour are **not** permitted
- Patterns shaved into the hair are **not** permitted
- Any hair longer than shoulder length **must** be tied back at all times.
- Any hair accessories (e.g. hair bands/bobbles/slides) should be small and discrete and **must** be school colours green, grey, white or black.

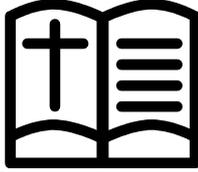
**Nail varnish is not allowed.**

***When it is your child's birthday, they are allowed to come to school in their own clothes for that special day.***

## **School bags**

Your child will need a green school book bag to put their reading book, sound/word book, letters and homework in. This should be brought to school each day. These can be purchased from A. Oakes Ltd, Oakend House, 174-180 Vicarage Road, Oldbury, B68 8JB. Tel: 0121 552 1684. Please **do not** send back packs as these take up too much storage room.

## Religion



Being a Catholic School, all our children join in with our daily prayers and attend school mass and assemblies.

We learn how God loves us all and we should each take care of each other.

We listen to stories of how we can share and care, as well as simple Bible stories. We acknowledge the beliefs of other religions also.

The following are a few prayers we say. Perhaps you would like to learn them too.

### Daily prayer

*Father in heaven you love me  
You're with me night and day  
I want to love you always in all I do and say  
I'll try to please you Father  
Bless me through the day. Amen.*

### Grace before lunch

*Bless us Oh God as we sit together  
Bless the food we eat today  
Bless the hands that made the food  
Bless us Oh God. Amen*

### Prayer at the end of the day

*God our Father I come to say,  
Thank you for your love today.  
Thank you for my family  
And all the friends you give to me.  
Guard me in the dark of night  
And in the morning send your light. Amen.*



## About Our Reception Class

### PE

We use the hall in the main school for PE lessons giving us more space and a wide variety of equipment to use. During the summer we use the outside grass area for games, which include ball skills, hoops, beanbags etc, as well as teaching and practising running, hopping, skipping and other physical activities. Each child needs to bring in a PE kit in a bag with their name on and hang it on their peg. This is kept in school and sent home each half term/ term for washing.

### Homework

A Home work task/activity is set on a Friday and needs to be returned by the following Wednesday. This will be linked to learning they are doing in school and it is important that it is completed each week to reinforce the curriculum and your child's learning.

### Reading

Daily home reading, practicing of sounds and words is encouraged. Your child will bring home a sound book with the phonic sounds they are learning in school and when ready a word book/words to practice and learn. They will also have a school reading book and reading diary.

Please bring your child's reading book to school every day and ensure that you have signed/written a comment in their reading diary. Reading books will be changed at least once per week.

During the year Reception children will visit Oldbury Library for story sessions and to borrow/return books.

Please remember to share lots of other books together at home, not just school reading books.

### Letters/emails

News letters are usually sent via email. However, please look out for letters from school in your child's bag as they will include extra information about school, future events and things that you/ your child can get involved with.

## **Discipline**

We do expect children to behave in an appropriate manner within the classroom and playground. We encourage children to respect each other as well as the other adults in school and expect them to use good manners. Good manners will help your child in future life. Your child should know when to use words 'please' and 'thank you'. Positive praise and encouragement, is a very important part of school life and this contributes greatly to good discipline.

## **Parent meetings**

During the autumn and spring terms we hold parent meeting days, where parents are invited in to the Reception class to look at their child's work and have a meeting with the class teacher to discuss their child's progress. During the summer term a written report is sent out to parents detailing progress and achievements made in Reception.

## **Communication**

Should you have any questions, no matter how big or small, please come and ask. Staff are here to speak to at the beginning and end of the day for small queries and appointments can be made to speak to us for more serious matters.

We actively encourage parents to get involved in their child's education and throughout your child's year in Reception there will be opportunities for you to come into school to see what we do and to support your child's learning. We know that learning does not end when children leave at 3.10 and that lots of children attend clubs in their own time: Should they do anything outside of school, such as swimming, please let us know!

## **School Website**

Please take a look at our School web site which is updated regularly and contains school policies. The web site address is: [www.st-francisxavier.sandwell.sch.uk](http://www.st-francisxavier.sandwell.sch.uk)

Please be aware that the organisation and routines in Reception are ever-changing in order for us to provide the best possible care and education for your children. We are very much looking forward to the year ahead and we hope that you are too!

## **Learning should be fun!**

Each child deserves the best at the start of their education in school.

We as a staff, also understand that the experiences offered to children need to be stimulating, challenging, exciting - but most of all enjoyable.

