



# Chadsmead Primary Academy



**Reception  
Handbook  
2025 to 2026**

# Contents

Welcome from the Head Teacher	Page 3
The Transition Process and Starting School 2025	Page 4
Learning in the Early Years Foundation Stage (EYFS)	Page 5
Our School Day	Page 8
Towards Independence	Page 10
Parent Partnerships	Page 12
First Week	Page 13
School Uniform	Page 14
Safeguarding	Page 16
Pupil Premium	Page 18
Collecting Pupil Information	Page 19
Equality	Page 19
And Finally.....	Page 20
Contact Information	Page 21

# Welcome from the Headteacher

Dear Parents and Carers

We are delighted that you and your child are joining Chadsmead Primary Academy this coming September. On behalf of all the staff, Governors, children and parents, it gives me great pleasure to welcome you and your family to our school.



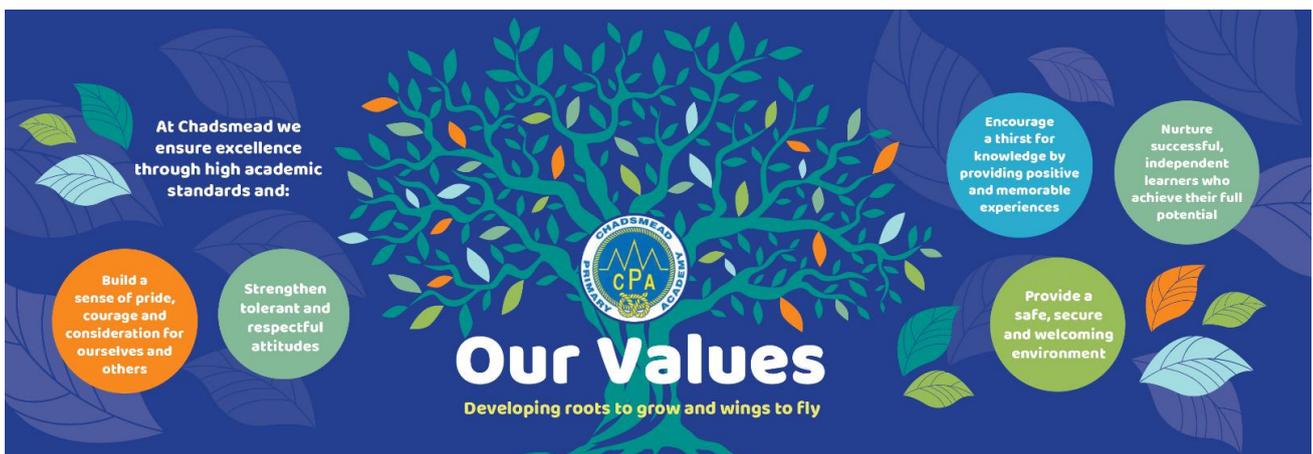
We are members of the Community Academies Trust and work within the Northern Hub of our academy trust, alongside 2 secondary schools and 6 other primaries. Chadsmead is a happy, caring school where hard work and good behavior are expected. We encourage children to develop their talents and seek excellence in all they do. We expect our children and adults to support one another and to celebrate each other's achievements. We offer a safe, caring environment and provide a wealth of learning opportunities that ensures each child develops socially, academically and emotionally.

We hope that you and your child will have a happy and exciting time with us as they continue their journey through a lifetime of learning. We look forward to getting to know you and sharing your child's learning experiences during their time with us. Together we can achieve the very best for your child.

We look forward to welcoming you and your child into school soon.

With my very best wishes,

Gemma Grainger  
Headteacher



# The Transition Process and Starting School 2025

We are looking forward to welcoming your child into Reception at Chadsmead Primary Academy. We want to reassure you that we are here for you every step of the way. Starting school is a milestone for both you and your child. It is a time to be celebrated.

You will have received a letter outlining important dates in your child's transition diary, including start dates. You will have also received lots of forms to complete which you will need to fill in and return to school by Tuesday 17<sup>th</sup> June 2025.

## **Welcome Meeting**

We would like to warmly invite you to a parents' welcome meeting at school, where you will get the opportunity to meet the Reception Team. You will also get to visit your child's new classroom and find out a little more about life in Reception.

## **Telephone Call**

Class teachers will telephone you to discuss your child specifically. This telephone call allows a more detailed and specific conversation about your child's interests.

## **Stay and Play**

You will be given the opportunity to come to three Stay and Play sessions before the end of the Summer Term to meet the new class teacher and other children. This means that before children join their new class, it is already a familiar place to them. For those children that do not attend our Nursery, we will contact your child's current Nursery setting to arrange a visit to ensure an extra-smooth transition.

## **The School Website**

We have created a page on our school website under the tab 'Parents and Families' and 'Reception Induction – September 2025' where all information will be uploaded.

Please remember that our promise to you is that we will continue to work in partnership, to ensure your child's start to school is both as exciting and positive as we can collectively make it.

# Learning in the Early Years Foundation Stage (EYFS)



Planning in Reception follows the Early Years Foundation Stage Curriculum. It is also called the EYFS for short. This is the same curriculum followed in the Nursery. It continues the developmental journey of your child. There are seven areas of learning made up of 3 prime areas and 4 specific areas as follows:-

## **Prime:**

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

## **Specific:**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The 'Foundation Stage' is well named as it is the foundation on which future learning is built.

In Reception, children are given the opportunities to investigate, satisfy their curiosity, explore their environment both indoors and outdoors, share the world of books, music, drama and the arts, experience success and develop a positive attitude towards learning.

They are encouraged to make choices and are provided with opportunities through play and other experiences to develop skills and independence.

### **Learning through Play**

Young children learn and develop their physical, social, emotional and intellectual skills through playing and talking. They also learn how to socialise as they engage in learning experiences with other children and adults.

Throughout the day, the Reception team will observe your child and assess how they are learning and developing. These assessments are used to gather information about progress which is shared with you through informal discussions when you collect your child, printed reports and parents' evenings.

By the age of five, a child has learnt all the basic skills they need to survive. It's pretty amazing when you think about it and it all takes a lot of practice. Any support you can give your child at home will maximise their opportunities to make good progress throughout their school life.

### **Assessments**

Assessment is an integral part of the daily routine in Reception. It provides information about the children's learning and development that informs future planning procedures. Observations and assessments on individual or groups of children are focused and selective. This information is shared with parents through informal discussion, parents' meetings and in the end of year reports.

### **Learning Journeys**

Each child's learning journey provides a record of learning with pupil comments, photos and examples of learning. Your child's learning journey will help us to celebrate achievements and record their continued progress. It will also be used to decide the next steps your child needs to take in their learning.

## Reporting to parents/carers

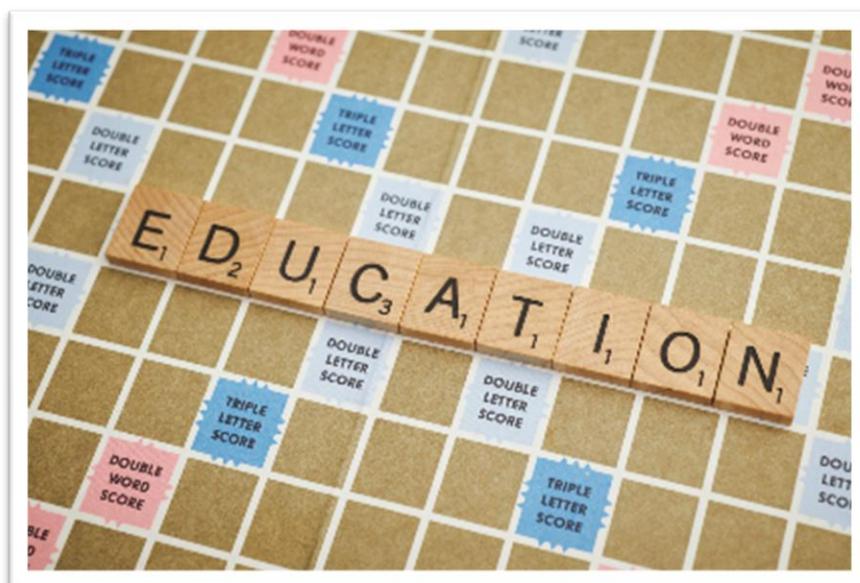
It is our aim to work as a team with you and your child to gain the best from their Reception experiences. There are two sets of parent consultation evenings and at the end of the summer term, you will receive a written report which shows the progress your child has made over the year. You will also receive termly progress updates. These give you details about their learning behaviour and their next steps in learning as they move through to Year 1.

We value the informal discussions with you and these interactions help everyone to keep up to date and foster a mutual commitment to the development of your child. If you feel the need to contact the staff on any matter, do not hesitate to do so using My Ed.

## Extra Support

Sometimes we find that children's learning progresses at a slower rate than we would expect. To help the children catch up, all Reception staff are involved in small group activities which give extra support when it is needed.

Occasionally children need more support than this, you would then be invited in to chat to the class teacher about how we can best help. If you ever have any concerns about your child's learning, hearing, speech or mobility please do speak to us and we will do all we can to help. Our SENDCo is Mrs Cadman who is also available to discuss concerns with, alongside the class teacher.



# Our School Day

A typical school day may look like this:

8.45am - Doors open (Independent tasks)  
8.50am – Registration  
Literacy or Mathematics Whole Class Input  
Choosing Time  
Small Group Activity  
Phonics  
Whole Class Time  
Lunch  
Registration  
Whole Class Input  
Choosing Time  
Small Group Activity  
Story Time  
3.15pm - Home time

## Arrival and Collection

### Arrival

Doors open at **8.45am**. A member of Reception staff will let children in via the classroom door. You will be able to line up along the path safely. Children will enter the classroom with their peers. Please try to use the My Ed system to pass on any messages, this will help avoid it being forgotten during the morning rush.

### Late Arrival

If you anticipate a late arrival, please let the school office know in advance. The doors are closed at **8.50am** and if you arrive after this time please sign in at the main school office.

### Collection

School finishes at **3.15pm**. Please wait by the classroom door and Reception staff will send your child to you. Children will only be released to known adults, indicated on the 'Collection Arrangements' form. If there are any changes to collection arrangements, please let us know in writing, face to face or by contacting the school office. Obviously you will want to be in good time to collect your child from school. If, for any reason, you are going to be late, please notify us and we can reassure your child that everything is fine.

## Lunchtimes

All children from Reception to Year 2 are provided with a free school meal. The school works with Miquill Catering Services to provide lunches for the children. Meals are cooked on site in our kitchen by our catering team. Weekly menus are available to view on our school website.

Miquill provide freshly produced hot specials of the day, fresh vegetables and salad, vegetarian choice, hot and cold desserts and sandwiches. If your child has a food allergy or specific dietary requirements, please ensure that you inform school of this.



## Snack

During the morning, each class enjoys a healthy snack. The Government provides a range of fruit and vegetables free to the school for all of our EYFS and KS1 children. We support the children over a period of weeks to become independent in helping themselves to a piece of fruit or a vegetable each morning. Parents are often amazed at the range of fruit and vegetables that the children will try, which they wouldn't necessarily try at home.

Children are provided with a carton of milk which is free for under-5s and is provided to each child via CoolMilk. Children's water bottles are made available to them throughout the school day. **Please provide a water bottle, clearly labelled, and ensure your child brings it to school every day.**



# Towards Independence

## **Helpful Hints for a Successful Start to School**

Many parents or carers often worry about how they can prepare their child for starting school. We have put together some helpful hints in order to support your child as they enter this new and exciting phase of their lives.

## **Becoming Independent Learners**

During the year, your child will develop many skills which will form the foundation of all their future learning. Your child needs your help if they are to gain the independence needed to make the best possible use of all the opportunities on offer in school. We encourage all children to be independent learners as soon as they start in school. It is therefore important that children are given the best opportunities from home to support them with this independence.

## **Clothing**

Before your child starts school try to teach them to find, put on and fasten their coat and manage gloves and hats. Teach your child to dress and undress themselves in their uniform. Remember to purchase shoes with Velcro on rather than lace upshoes, so that your child can easily remove and replace their own footwear. By teaching your child to do these things independently you will be offering your child (and all the others in the class) the opportunity to make the best use of teacher time. Keep practising over the holidays!

## **Toileting**

There are toilets outside each classroom area and children are free to use them whenever they need to. To help your child, teach them to use the toilet independently (this is essential). Train your child to flush the toilet then wash their hands with soap for at least 20 seconds after they have been to the toilet. Unless your child has a specific medical reason, children need to be able to use the toilet area independently. Please encourage your child to wipe their own bottoms at home as staff will not be able to provide this intimate care for children who do not have specific medical needs.

## **Recognising their own name**

Some parents worry that their child will need to know the alphabet or be able to write their name before they start school. This is not necessarily the case. We will teach the children how to form the letters of their name correctly as part of our learning in school. One thing that would be really useful for your child to do before they start school is to learn how to recognise their name. This will help them when locating their locker, finding lost items of clothing, etc.

## **Reading**

Share books with your child every day. Encourage a love of stories and show them how to look after their books. Ask them to answer questions about the story, recognize familiar characters and join in with repeated phrases. Make learning letter sounds fun by keeping sessions quick and easy and by looking for letters everywhere you go, especially those in their name!

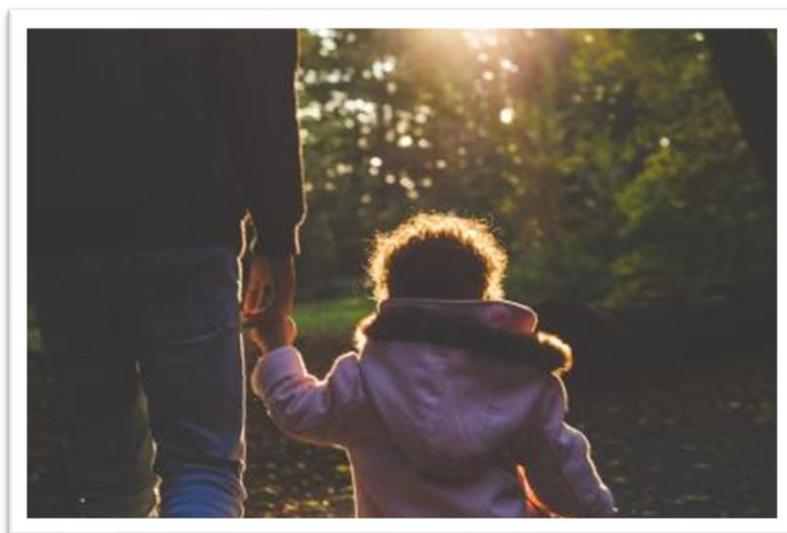
## **Eating**

Having lunch with friends is one of the things that many children look forward to, but lunchtime can be an anxious time for young children. You can help your child enjoy lunchtime by teaching them to sit at a table to eat their food, demonstrating good manners and correctly using a knife and fork independently. Children will be encouraged to 'try' all foods and to eat a reasonable meal.

All of these things will help your child have a positive first experience of school.

## **Saying goodbye to you**

We aim for each child to enter the classroom independently, hang up their own coat and be ready to enjoy the day.



# Parent Partnerships

We are very proud of our strong parental partnerships. We ensure that parents feel secure in the knowledge that their child is well cared for and happy at school. Our parents are welcome to be actively involved in their child's learning in school and are able to share learning experiences through learning journeys and parent workshops. We recognise that parents are the first educators in children's lives and value contributions to judgements about children's development. We use this information to support our assessments and share information about what your child needs to do next to develop and thrive. We also stay in touch via:

## **My Ed App**



We use an app – MyEd – where important messages are sent home. Please make sure that we have up-to-date mobile phone numbers and email addresses. Go to the app store on your smart phone, search for 'My Ed' and then download the app.

## **Weekly Newsletter**

The school newsletter is published weekly on the website. It provides parents and carers with reports on events of the previous or forthcoming week and other information that is of interest. Why not look at this week's newsletter on the website!

## **The School Website**

Our school website is updated on a regular basis and is an ideal tool for parents to use to get up to date information about the school, including the Reception curriculum.

## **Parents' Evenings**

We hold a formal Parents Evening at the start of the year to discuss how your child has settled into school and in the Spring term to discuss your child's progress.

Should you have any worries or concerns about your child's learning or well-being, please let your child's class teacher know as soon as possible. Staff are always happy to meet with you informally in order to discuss your child's needs.

# First Week

## **Be organised**

Nothing's going to make that first day at school more fretful than trying to find a change of everything in the morning. Pack your child's bag in advance every night before a school day.

## **Label everything!**

One of the banes of school life is losing possessions - something will inevitably go astray. You can minimise losses by encouraging your child to look after their own belongings, putting things away in bags and hanging items on specific pegs. When it comes to labelling clothing, maybe ask your child to choose a special symbol that is their own unique mark - perhaps a smiley face or a star - to help them recognise their own things at a glance in those fraught early weeks when everyone's items may look identical to your child's!

## **Plan a distraction**

Make sure you have something fun to keep you occupied during those first few days, be it shopping, walks or work. If you can meet up with a parent who's an old hand at this school lark, even better, as they can reassure you if you start to get too anxious.

## **Hide your tears**

As a parent, you have to accept that starting school is a stage in your child's development and they are becoming more independent. If you are finding the experience difficult, try and put on a brave face in front of your child and then go around the corner and weep! And when that glorious first day is done, you can start the age-old tradition of asking, "What did you get up to at school today?"

## **Remember, there's so much to look forward to**

As you're walking to school on that very first day, remind yourself that there's a whole cast of new characters to get to know - teachers, teaching assistants, other parents - and a plot that is yet to be written. You may be the producer of this adventure; the teacher may be a director; but it is your child who is about to join the cast of their very own wonderful infant school community!

# School Uniform

## What does my child need to wear?

Our school uniform gives your child a sense of belonging and pride in their school and stops any worrying about what they will need to wear each day. Our school uniform consists of the following items:

### Uniform

- Sweatshirt or Cardigan (with school logo)
- White polo shirt (optional with school logo)
- Black 'school type' trousers, shorts, skirt, skirt or pinafore dress
- Black school shoes (flat sole/low heels, not trainers or boots)
- Black or white socks/tights
- Blue check only dresses (optional - Summer term only)
- Outdoor coat

### PE Kit

- Plain gold or light blue T shirt (optional with school logo)
- Black shorts (optional with school logo)
- Plain tracksuit top (optional with school logo) Plain tracksuit bottoms (optional with school)
- Black pumps or trainers



## How to order

Uniform with the school logo can be purchased either in store or online, from the following retailers:

- A & J Designs (Staffs) Ltd Unit 1, Apex Business Park, Walsall Road, Norton Canes, Staffs, WS11 9PU  
<https://www.a4jdesigns.co.uk/school-uniform/chadsmead-primary-academy/>
- Uniforms Plus 33 Tamworth St, Lichfield, Staffs, WS13 6JP  
<https://www.uniformsplus.co.uk/category/school-uniforms/chadsmead-primary-academy/>

Other items of uniform can be purchased from high street retailers.

We offer Pre-Loved items of second hand school uniform, which can be ordered from the Office.

The school uniform is your child's work and play outfit, so it is important that they are not anxious about getting paint/mud on their clothes. Plastic aprons are provided for painting and messy activities but accidents do happen!

In Reception we go outdoors in all weathers, so your child will need a warm outdoor coat with a hood and in winter a hat, scarf and gloves. Children will need a sun hat and sun cream in the summer.

### **Forest Sessions**

The children regularly spend time in the Forest area. This is a wonderful opportunity to engage in learning outside of the classroom. We kindly ask that you provide:

- a pair of labeled wellington boots
- an all-in-one waterproof (labelled).

These can be left at school and will be sent home at the end of each term. Please note, we will go into the forest in all weathers.

### **Hair**

Long hair should be tied back at all times. Hair accessories should be simple and limited to the school colours.

### **Jewellery**

We prefer children NOT to wear jewellery because of potential for accidents. However, small round 'ball like' silver/gold earring studs ONLY may be worn. These MUST be removed for PE/Games or covered with a plaster provided by home and the child needs to be able to do this themselves.



# Safeguarding

## **Safeguarding Children**

Chadsmead takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. We have a regularly reviewed and rigorous Safeguarding Policy. A copy of the Safeguarding Policy is available on request from the office, or from our school website. All staff, including our volunteers and supply staff, must ensure that they are aware of our rigorous safeguarding procedures. All adults who work in the school are subject to Disclosure Barring System (DBS) investigation procedures as well as rigorous employment and interview checking procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

The well-being of each child is the responsibility of the class teacher under the oversight of the Early Years Lead, Assistant Head Teachers and Head Teacher. If you have any concerns about safeguarding, please do not hesitate to contact a member of the safeguarding team.

Our Designated Safeguarding Lead is Mrs Grainger.

Our Deputy Designated Safeguarding Leads are Mr Budge, Mr Stevens and Mrs Cadman.

The Governor responsible for safeguarding is Dr Hooper.

## **Medication**

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. Staff cannot give medicines of any kind to the children without a medical prescription.

On the rare occasions where a first aider is required to administer medicine at school, you will be required to fill in a medical consent form and ensure the medicine is in date, labelled and has dosage instructions. With the exception of inhalers and epipens, no medicine is kept in the classrooms.

## **Illness**

If your child is ill, please contact the office via MyEd to let us know. If your child becomes ill at school, we will contact you. It is important that we have your up to date contact details. If any of your details change, please inform the office immediately.

## **Punctuality**

It is essential that your child arrives on time every day. Lateness affects your child's education. Five minutes late every day adds up to 3 days missed from school over a year. 15 minutes late adds up to missing 2 weeks over a year. So being late can add up to a lot of lost learning time. Please help your child to be punctual.

It is also important that you are punctual in collecting your child at the end of the day. If you are going to be late you must call the school to inform the Office staff who will pass the message to the Reception Team.

## **Attendance**

We give attendance a high priority in our school. Low attendance is always investigated. If your child is ill you **MUST** contact the school office before 9.30am to inform us of the reason for absence. In the interests of children's safety, it is our policy to follow up any unexplained absences.

We **do not** authorise any extended leave or holidays during term time, even if your child is under the age of five.

## **First Aid**

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the Reception classrooms. Minor injuries can be treated in school but parents will be informed immediately in the event of a more serious injury. Parents must inform the office of any change to emergency contact telephone numbers.

## **Behaviour**

Our school has high standards and expectations of behaviour for all children. If we have any concerns about your child's behaviour, we will contact you in order for us to work together and support your child. We do not tolerate bullying of any child. We do not tolerate racist or homophobic comments in our school.

# Pupil Premium

## What is the Pupil Premium?

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of children who are currently entitled to free school meals or have been entitled to free school meals at any point within the previous 6 years.

## How is it spent?

The Government expects each school to choose how to spend their pupil premium money, as we are best placed to identify what would be of most benefit to the children who are eligible. Please see the Pupil Premium Report on our school website for a detailed breakdown of how we have spent this year's funding and how we intend to spend the Pupil Premium next year. Often, all of the children in a class will reap some benefit from how the school spends its pupil premium: for example, if the money is used to fund an additional teaching assistant who works across the whole class, rather than providing one-to-one support.

## How to claim your child's pupil premium

Your child may be able to get free school meals if you get any of the following:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

### **OR if they have been:**

- Looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and
- Subject to a child arrangement order – setting out with whom the child is to live (formerly a 'residence order')

To claim this money for your child, you are asked to complete a Pupil Premium Form which has been sent to you along with this booklet.

**It is vital that parents still apply to register their free school meal entitlement to ensure that funding is available to provide children with the support they require.**

# Collecting Pupil Information

Pupil Data is essential for the school's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect pupil information via registration forms at the start of the school year. In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF). It is vital that you inform us if any of the pupil information you give us on your registration form changes during the year, for example a new mobile phone number or change of address. We may also collect information such as consents for trips through online services, such as ParentPay.

## Equality

At Chadsmead Primary Academy we welcome the equality duties placed on schools. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstance.

We are committed to creating a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality in relation to all protected characteristics (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. Our commitment to equality and diversity is a fundamental part of our drive towards continued excellence.

We recognise that equality will only be achieved by the whole school community working together and expect that you will support this fundamental part of our work.

# And Finally...

We hope that you and your child will enjoy your time with us here at Chadsmead Primary Academy. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education we can to unlock your child's full potential.

You may like to become a school volunteer and work with small groups of children on a range of activities such as cooking, reading, computing activities, gardening and sewing. If you have any special skills you would like to share, please let us know. All parent volunteers need to complete a DBS check which can be arranged by appointment through the school office.

If you require any further information, please speak to any member of the Reception Team, or visit the school website at [chadsmeadacademy.co.uk](http://chadsmeadacademy.co.uk).



# Contact Information

Here is some information about our school which may be useful to you.

## Contact Details

Chadsmead Primary Academy  
Friday Acre  
Lichfield  
Staffordshire  
WS13 7HJ

Telephone: 01543 421850

Email: [office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk)

Website: [chadsmeadacademy.co.uk](http://chadsmeadacademy.co.uk)

## Jozone (Breakfast and After School Club)

Telephone: 07961641769

[www.jozonekidsclub.co.uk](http://www.jozonekidsclub.co.uk)

