

# Handbook for



## Elm Class Reception Parents September 2025



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Cookham Rise Primary School  
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## Our Elm Class Reception Team



Mrs Rogers, class teacher



Mrs Warrington, teaching assistant and member of lunchtime playteam

## **A Very Warm Welcome to Cookham Rise Primary School**

We would like to welcome you and your child to Cookham Rise Primary School. We look forward to getting to know you and to working in close partnership, ensuring that your child settles happily, enjoys school life and fulfils his or her full potential.

## **Home / School Partnership**

We value the link between home and school; the education of children is most successful where this link is strong. We are delighted to involve parents in the life of our school and do so in many ways.

- The reception teacher is available to meet you should you have anything you wish to discuss. We recommend after school as the most appropriate time for this
- Mrs Daniels' weekly newsletter is sent each Monday by email
- Elm class curriculum and information email is sent each Friday on Seesaw
- Parent consultation evenings take place in the Autumn and Spring terms
- A mid-year academic report will be sent to you in March 2026, sharing your child's progress and where we predict they will be by the end of the academic year
- A school report is sent in July, offering an opportunity to discuss this further
- The school website offers a wealth of information [here](#)

Please inform us of any factors or changes in homelife circumstances that may affect your child's performance or well-being in school so that we can fully support you all.



We understand that this is an important, and sometimes emotional time, so we strive to make it as relaxed and positive for both you and your child as possible. We are all parents and remember our own children's first days at school.

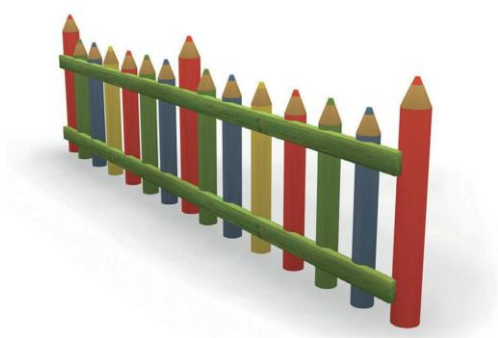
We'll welcome you in the playground and show you the Elm class lobby area where your child will have a named coat peg for a PE bag and coat. Under each peg is a cubby hole for packed lunches. Within the class itself your child has a named drawer for their book bag and school jumper or cardigan.

Elm class (both inside and outside areas) will be set up with a wide range of free choice learning activities. Please help your child to settle to an activity before saying goodbye; we can provide advice and support.

During the morning the children will be able to choose to play and learn inside or outside ('free flow' provision.) We will have a short whole class session of stories, rhymes and games to get to know each other. We have a daily fruit snack, provided by the school. Children have free access to their water bottle, which they refill in class. Water bottles need to be brought in each Monday morning and are sent home to be washed on Fridays.

We'll show children where the toilets are and let them know that they are free to use them whenever they need to. We are happy to support children with any toileting needs; please let us know if your child would benefit from our help. We have a 'Special Helpers' rota in Elm class and two children per day carry out important tasks, such as collecting the register from the office.

We appreciate that starting school is a big step for the whole family and you are more than welcome to call the school office to ask about your child during the day.



## The Induction Period

Date	Details	What should my child bring?
Thursday 4th - Friday 5th September	Children with siblings in school to come in @ 8.45am and all other children @ 9.00am	Named coat / sunhat as needed Named water bottle Named book bag
Monday 8th September onwards	All children to arrive at 8.45am and stay until the end of the day	As above plus lunch - please either order school lunch online in advance or bring a named packed lunch with a drink
		Thursday is PE day in Elm class. Rather than school uniform, the children come to school in their PE kit.

We encourage the development of independence in Elm class and plan for your child to say goodbye to you at the classroom door from Monday 8<sup>th</sup> September. We will talk to the class and prepare them sensitively for this transition in advance of the day. If you feel your child becomes very tired and needs to continue with part time days for a while longer, we are happy to discuss this and make a plan together.

Your child's day at school will be a combination of learning through adult directed and self-chosen activities. During the first few weeks of the school, the teachers will assess your child's development and the results will be shared with you at the first parent consultation meeting in October. The assessments are administered in a child friendly manner so that the children are totally unaware that an assessment is taking place.

**We also have two evening meeting planned for parents in term 1 which are detailed in your induction letter.**

## **The Foundation Stage Curriculum**

The Early Years Foundation Stage Curriculum is a framework for children's development from birth to the end of the Reception year of Primary School. There are 7 areas of learning:

- Communication and language development
- Personal, social and emotional development
- Physical development
- Literacy
- Expressive arts and design
- Mathematics
- Understanding the world (early science, computing, geography and history)

Many of the planned activities cover more than one area of the curriculum and initially most of the learning takes place through practical tasks and related discussion. Five teacher led sessions are interspersed throughout the course of each day and free flow learning both inside and outside are available at all other times. Elm class has a large, interactive whiteboard, eight Elm class ipads and access to the computing studio. On Wednesday mornings we visit Cookham Library. Each child has their own school library card and chooses a book to borrow and take home to share for the week.



At times your child will work individually with a teacher, at other times it will be small group or whole class activities.

### **Seesaw Online Learning Journal**

We are delighted to document and safely share photos and clips of your child's progress and attainment at school. This provides us all with further valuable observations of your child's learning, to which you may respond. We will send out your child's code in September.

### **Educational Visits**

School trips and in-school visits are a valuable part of learning and development. During the year, your child will be undertaking trips ranging from a walk into the village, a theatre visit and trips further afield. They also enjoy specific sessions from visitors to school. We warmly welcome parents to help on our trips. In time, we also invite parents and grandparents to class as 'Mystery Readers' which is a lovely surprise for your child at story time.

## Lunchtime

We appreciate that this will be a new experience at school for your child and so we go into the lunch hall every day to support and settle your child to their lunch. The two course hot school lunch is free of charge for all children in reception, years one and two. The vast majority of Elm class pupils choose school lunches but you may provide a packed lunch if you prefer. Children may opt for a combination of school and packed lunches over the week. Our school is a member of The Healthy Schools Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch. We also have children in school who suffer from severe nut allergies and therefore request that all packed lunches are free of nuts. School lunches need to be pre ordered online by parents and information on this will be given out in September.



The menu for Autumn 2025 will be on our school website later this term.

## Milk

Free milk is available to all children who are under 5 years of age and also for those who are eligible for Free School Meals. To take this option up, parents need to register their child on the website at <https://customers.coolmilk.com/parents>

Please do not hesitate to speak to the School office if you need any further information.

## **Positive Behaviour Management**

Exceptional behaviour is at the heart of effective learning. We have three rules:

- be ready,
- be safe
- be respectful

All adults in school model and explicitly teach appropriate behaviour and acknowledge the meeting of expectations. We praise children for exceeding expectations – going ‘over and above’.

Some examples of how we reinforce positive behaviour include:

- positive attention
- moving a smiley face to our ‘over and above’ board
- verbal praise
- sharing praise with parents
- sending the child to other staff to celebrate success
- giving out ‘positive notes’ to children to take home and share
- sharing work on SeeSaw
- ‘over and above’ certificates in Friday’s assembly (3 per class)

If we have concerns about behaviour, we will work with you to support your child’s development in this area. Additionally, if you would ever like support with behaviour at home, we are very happy to help. We have also added an evening session for parents in October as part of our induction programme to help support in this area and share more about what we do at school.

## **School Security**

The gates are locked between 8.50 am and 3.10 pm each day to ensure children’s safety. Please use the main front door and report to the office if you need to come into school during the day or if your child is late into school. This also applies if your child is attending before or after school clubs or activities.

## **Assemblies**

Assemblies are held over the course of the week. Reception children attend assembly when we feel the children are ready to do so. In the early years, there are two sections of the curriculum which provide opportunities to develop respect for our own beliefs and cultures as well as those of others. If you wish to withdraw your child from assemblies, please see the Headteacher.

## **Our PTA**

The school has a much valued PTA. Various social and fundraising events are held throughout the year. Parents feel it offers a positive means by which they can contribute to the school

and help to provide some “extras” for the children. In addition, the PTA often contributes towards whole school special activities and events such as funding an artist to work with every class. All parents are automatically members of the PTA. A committee is appointed each year and volunteers are always welcome. Meetings are advertised in our weekly newsletter and on the school website. Any of the existing committee members would be only too happy to speak to you about the current fund-raising activities and how the committee is organised. You will have the opportunity to meet some of the current committee members at our Reception Parent’s Welcome Meeting held in the Summer Term. Further information can be found [here](#) and there is a document from them attached with this newsletter.

### **A little plea - Please Label All Items of Clothing and Belongings**

Please make sure all your child’s clothes and belongings are clearly and **permanently** named. Permanent laundry markers are extremely effective, whereas biro soon washes out. We encourage children to be as independent as possible; being able to identify their own belongings via the name label is a useful skill.



### **Illness and Emergencies**

If your child becomes ill at school, we’ll contact you by phone so that you can collect him or her. Please ensure you have the school's number (01628 520961) in your contacts. If your child is sick or has diarrhoea at home, please keep him/her at home for 48 hours to ensure the illness is not spread. Please remember to notify school immediately of any change in address or phone number.

### **Medicines**

Our first aiders are trained to administer medicines for illnesses such as asthma, as medically instructed. If this applies to your child, please let us know. In these cases, Mrs Warrington will arrange a meeting with you to complete a comprehensive Individual Health Care Plan for your child. This needs to be in place before your child starts school in September.



Please give any prescribed antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer medicine, please complete the relevant form at the school office, giving full details and your consent.

### **Absence from School**

Please could you telephone the school by 9.00am if your child is going to be absent and explain why. If we have not received any communication from you by this time, a member of the office staff will phone you as part of our First Response procedure.

### **Holidays**

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute an exceptional circumstance and will not be authorised by the Headteacher. A copy of the school's Attendance Policy is available on request from the school office and is also on the website. Cookham Rise Primary School has a minimum attendance target of 97% for every child.

### **Collecting Your Child**

In the interests of the children's safety, parents are asked not to park either on the zig-zag lines marked on the road or directly in front of the school gates. Pavements should be kept clear and we ask you to avoid blocking our neighbours' driveways. We also run a voluntary one-way system from the bottom of High Road up towards Whyteladyes Lane from 8:30am to 9am and again from 3pm until 3:30pm. Please use this system as it is for the safety of our children. No dogs in the playground please.

### **Wrap Around Care**

- The school offers a morning 'Sunrise' club from 8am and details may be found [here](#)
- We run before and after school sports/activity clubs on different days of the week, some of which have age restrictions. Details of these [here](#)
- We run a free 'Kiss and Drop' system each morning from 8:30am. This does not need to be booked in advance but please have a chat with us to discuss whether your child is ready for this step before you take part. Drop off is just outside Cookham Library car park, where your child will be met by a teaching assistant.
- Our after-school care club is run by Wrap Around Care 4U, Monday to Friday from 3.15pm until 6pm. Full details [here](#)

## **The Board of Governors**

The Board of Governors is made up of parents, teachers and people from our local community who are committed to promoting a high standard of educational achievements in our school. It consists of nine members representing different categories. The groupings are as required by law and the number of governors is based on the number of pupils in the school.

Co-opted	4
Parent Governor	2
Head Teacher	1
Staff Governor	1 (in addition to Headteacher)
LA nominated	1

The Clerk to the Governors is: Katie Hone c/o Cookham Rise Primary School

## **Governor's Responsibilities**

**The Chair of Governors** is responsible for the smooth and efficient working of the Governing Body in overseeing school activities in accordance with statutory requirements and for maintaining proper communications between Governing Body and the Headteacher and other staff.

**The Headteacher** is responsible for the day-to-day management of the school in accordance with the requirements of the National Curriculum and the operational framework set out by the Governing Body.

**The Clerk to the Governors** is responsible for organising meetings and papers and providing information and guidance on procedures.

Cookham Rise Board of Governors – as at May 2025 can be found [here](#)

From time to time, parent governor vacancies will be advertised. If you are interested in applying to become a governor, please come and speak to the school office who will be able to help you and provide you with details on how to apply.

## **Cookham Rise School Uniform**

Uniform items without our school logo can be obtained from any chain store or supermarket. All pupils are expected to wear the Cookham Rise School uniform. Summer uniform may be worn up until October half term and again from May half term.

## **Uniform supplier**

Our school's uniform supplier for school logo items is:

**School Days Direct** - 20A Buckingham Avenue, Slough, Berkshire. SL1 4QA Online orders - [https://www.schooldaysdirect.co.uk/](https://www schooldaysdirect.co.uk/) or Email: [info@schooldaysdirect.co.uk](mailto:info@schooldaysdirect.co.uk) or phone:

01628 – 665353.

You may buy online or in store – they strongly advise that you book an appointment in advance before visiting the physical store via the website, email or by phone, especially when they are very busy in the summer holidays. Thank you.

<b>Autumn / Winter Uniform</b>
<ul style="list-style-type: none"><li>☺ Grey skirt, grey pinafore dress or grey trousers</li><li>☺ White polo shirt</li><li>☺ Bottle green cardigan or jumper with school logo</li><li>☺ White or grey socks or either green or grey tights</li><li>☺ Black shoes</li></ul>
<b>Summer Uniform</b>
<ul style="list-style-type: none"><li>☺ Green &amp; white checked dress or grey shorts, skirt, pinafore dress or trousers</li><li>☺ White polo shirt</li><li>☺ Bottle green cardigan or jumper with school logo</li><li>☺ White or grey socks</li><li>☺ Black shoes</li></ul>
<b>Optional Extra Uniform</b>
<ul style="list-style-type: none"><li>☺ Bottle green zipped fleece with school logo</li><li>☺ Drawstring PE bag with school logo containing only named plimsols (You may want to shorten the strings yourself as they are quite long for reception children &amp; also add an identifying ribbon as they all look the same!)</li></ul>
<b>P.E. kit – Elm class children wear their PE kits to school on Thursdays</b>
<ul style="list-style-type: none"><li>☺ White PE t shirt with school logo</li><li>☺ Black plimsols</li><li>☺ Bottle green shorts or skorts</li><li>☺ Black tracksuit bottoms for colder months</li><li>☺ School uniform cardigan or jumper for colder months</li><li>☺ <b>Please note</b> children in Reception do not need PE hoodie tops or a school logo rucksack</li></ul>
<b>Other Required Equipment</b>
Cookham Rise Book Bag (not rucksack) with school logo and any named water bottle for daily use.

### **Second Hand School Uniform Shop**

This is run by Gemma Carroll who has two children at Cookham Rise Primary. Good quality second hand uniform is donated and sold at 75% off recommended retail price. Gemma also has a limited stock of brand new uniform at 25% off. Please contact her directly to arrange any uniform requirements.

Mobile – 07956 229730

Email - [gemmawolfes@hotmail.com](mailto:gemmawolfes@hotmail.com)



[Cookham Rise Primary School - Staff List \(Summer Term 2024\)](#)

[here](#)

Thank you for reading!