



MEET THE TEACHER

Essential Guide for Parents and Carers of Children in Reception
at Gordon Primary School



Welcome to Reception

- Class teachers
- RP - Mrs Patala
- RBH – Ms Benjamin & Ms Hunjan
- Support staff – Mrs Akhtar and Miss Siva
- Additional staff
- P.E.: Mr Gbana (Coach Romeo) and Coach Lawal
- Spanish: Ms Fitzpatrick
- SENDCo: Ms Carrera
- Leadership Team: Miss Naidoo (Head Teacher); Miss Rogers (Deputy Headteacher); Miss Jones (Assistant Headteacher)
- Phase Leaders: Mrs Patala (Early Years Foundation Stage); Miss Rogers (Key Stage 1); Ms Nehaar (Lower Key Stage 2); Miss Jones (Upper Key Stage 2)

Behaviour

- Our behaviour policy is available on the school [website](#)
- Please encourage your child to follow the 5Cs:
 - Care
 - Courtesy
 - Co-operation
 - Consideration
 - Commitment
- Pupils will receive teacher and peer commendation awards for demonstrating the 5Cs in school. These will be published in the weekly newsletter.
- If your child does not follow the 5Cs after a verbal reminder, they will be asked to fill out a reflection sheet. You may be called to meet with the class teacher to discuss this further.

Communication

- Home-School agreement
- An updated home-school agreement is on the [school website](#); please sign the copy in your child's home-school communication book and ensure that you follow the guidance and meet the expectations outlined in this document.
- Home-School Communication
- Communication is very important between the parent and the teacher.
- Any letters will be placed in your child's book bag so please check this every evening.
- Additional reminders and information are sent out using *ParentHub* and the school newsletter. Please supply the school with your updated email to ensure that you are receiving all relevant information.
- Please do not hesitate to speak to us at the beginning or end of the day with any messages.

The School Day

Please wait patiently for a teacher to call your child's name.

- Children are admitted from 8.45am-8.55am each day
- 8.55am is the time by which children MUST be seated and ready to start the day
- Please ensure that you drop off and collect your child promptly
- Lateness has a huge impact on your child's learning. Please ensure that your child is in school on time every day
- Lessons finish at 3.15pm. Classroom doors will open shortly after this and children taught in upstairs classes will be in the playground hereafter
- Please give the classes space to exit the building. Your patience is appreciated as we ensure that your children are collected safely
- Please remember to use the 'Password System' if someone else will be collecting your child.

Attendance

Regular attendance and punctuality at school is an important factor in ensuring that children benefit from their education.

Facts about poor attendance

- Missing out on lessons leaves children vulnerable to falling behind.
- Children with poor attendance tend to achieve less in both primary and secondary school.
- The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.
- School term times are on the school website
- Extended leave: the school has adopted the Redbridge policy
- No leave is to be taken during term time

Every Lesson Counts!

ATTENDANCE DURING SCHOOL YEAR	EQUATES TO SCHOOL ABSENCE	WHICH IS APPROXIMATELY	NUMBER OF MISSED LESSONS
94%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11 1/2 Weeks	290 Lessons
65%	67 Days	13 1/2 Weeks	340 Lessons



LESS CHANCE
OF SUCCESS

SERIOUS IMPACT
ON EDUCATION

Absence

- If your child is not able to attend school, please ring the school office by 8.30am
- Your child's attendance and punctuality is tracked and reported to the Educational Welfare Officer
- The school will follow up on significant absences
- Once your child has returned to school, they must bring a letter to explain the absence
- Applications for exceptional circumstances can be made through the school office; contact Ms Ayres for further information

Playtime and Lunchtime

- Please support us in encouraging your child to adopt a healthy lifestyle
- A bottle of fresh water should be brought in each day
- Pupils in EYFS and KS 1 are provided with a piece of fruit or veg each day
- Children should not bring any sweets, crisps or chocolate to school
- Gordon Primary School is a nut-free school

- Our school dinners are provided by Pabulum
- Pabulum lunches need to be booked via *ParentPay*.
- The school website has a [School Meals and Packed Lunches](#) page, in the Parent section, which has all the details and links you need
- If you need any assistance, please call Pabulum on 01252 819991 or email parentpay@pabulum-catering.co.uk

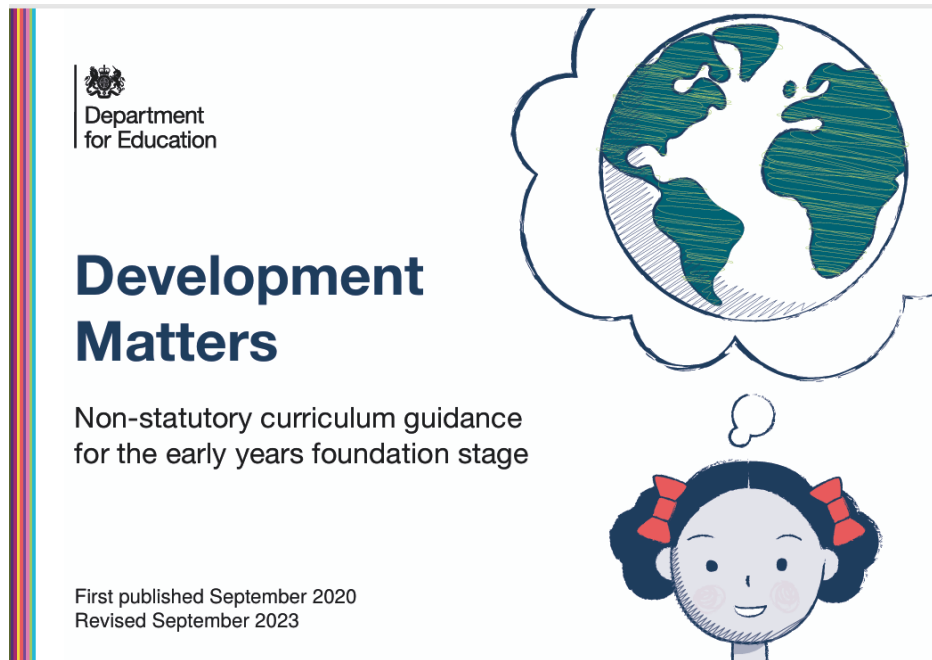
Free School Meals

- You are entitled to FSMs if you receive any of the following:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The guarantee element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) - Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit
 - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
 - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- To apply online, visit the Redbridge website <https://www.redbridge.gov.uk/schools/free-school-meals/>
- **Even though all primary aged children get a universal FSM, you should still apply as it will provide the school with extra funding for your child**

Before- and After-School Clubs

- We are looking forward to restarting this provision in the near future. We are very fortunate that so many clubs are offered voluntarily by teachers at Gordon Primary School
- Letters regarding clubs are sent out termly
- Please ensure that if your child is successful in securing a place within a particular club, that they make a commitment to attending every week
- It would be courteous for your child to let the club teacher know, in advance, if they cannot attend so that the place may be offered to another child

Reception Curriculum



Development Matters

- Our curriculum consists of:
- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Maths
- Understanding the world
- Expressive arts and design

Curriculum

Reading

- Reading at home is an essential daily activity: children who are heard reading at home, in addition to school reading activities, perform better in school work and all tests
- Parents should read at home every day with their children and should sign the reading record each time
- Reading will be regularly monitored in school
- Membership of and visits to libraries are encouraged
- Guides for how to read with your child and suggested reading lists are available on the [school website](#)

- Gordon Primary uses the Read Write Inc. reading programme created by Ruth Miskin.

What will your child be learning in Reception?

Speed Sounds Set 1

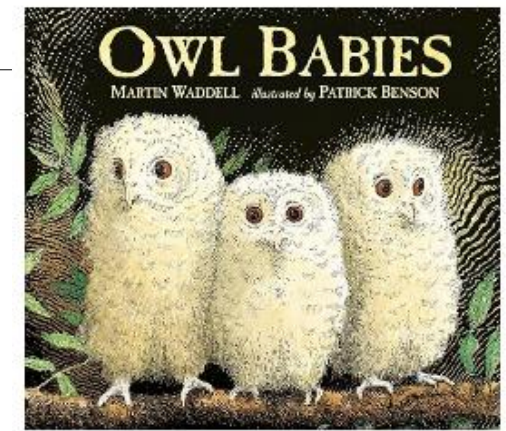
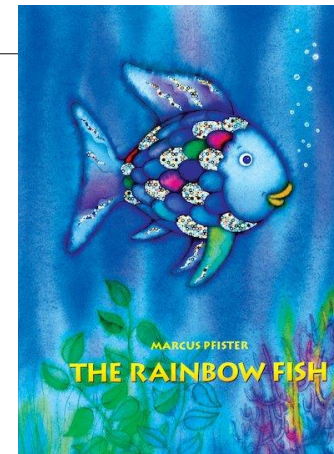
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- During Nursery, children learn the picture names of each sound e.g. Mountain for the sound 'm', apple for the sound 'a'.
- In Reception, they then learn the set 1 sounds in a particular order.
- Children learn pure sounds of the alphabet e.g. mmm (not muh).
- Once children know the first 5 sounds, they begin to orally blend words e.g. m-a-t is mat. This will then help them to blend to read a word on paper.
- To be on track, they should know all their set 1 sounds and orally blend by December holidays.

Curriculum

- This half term we will be reading the story Rainbow Fish by Marcus Pfister and Owl Babies by Martin Waddle. Through these stories, children will learn to make friendships, regulate their emotions and settle into their new school environment.
- Alongside this, the children will learn the different features of a book, begin to comprehend key elements of the story and comment on them, identify the characters and their emotions and sequence the story.

In Reception we complete 'focus' activities in small groups with your child to ensure they are progressing in all 7 areas of the curriculum



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 - Literacy
 - Maths
 - Understanding the world
 - Expressive arts and design

Curriculum

Writing

In Reception, your child will consolidate pencil grip and strength through healthy hands interventions, form letters, write their names and ultimately be able to write words and simple sentences.

Topic

- This term's theme is **'All about me'**.
- Visit the [curriculum section](#) of our school website to find out more about our curriculum and what your child is learning



Stunning start!

- Our theme is 'All about me' this term!
- To create an exciting start to our stories and theme, the children will be able to come to school dressed up in an outfit that represents them! This will be on the 15th of September.
- To help the children settle into school and celebrate Teddy Bear Day, the children will be able to bring in a cuddly teddy bear that belongs to them to school for a day, this will also be on the 15th of September.
- Each week, on a Friday, a child will be selected to take the class teddy home for the weekend to look after and play with! The teddy should then be returned on the following Monday.

Our curriculum map can be found on the school website.

It looks like this and contains lots of information about what we will be doing in school this term.

Gordon Primary School Curriculum Map – Reception, Au

	AUTUMN 1	
TOPIC	All About Me!	
KEY TEXTS	<i>Owl Babies</i> by Martin Waddell The Owl Who Was Afraid of the Dark by Jill Tomlinson The Perfect Fit by Naomi Jones & James Jones	
	Philosophical Thinking: The themes that will be explored using the key text, <i>Owl Babies</i> will be <i>family, being alone, siblings, courage and independence.</i> The big questions that will be discussed are as follows: <i>Can you remember a time when you missed someone? When have you felt worried/unhappy? What did you do? How does your mum/dad/adult take care of you? How did you feel when you first started school? What does love mean? How can we show love?</i>	Philo: The f conse encol The b What and w huma accide

Fostering independence

- Our children are growing up! It is our responsibility to help them develop their independence. Please support your child to:
 - Dress and undress themselves, including their coats
 - To put on their own shoes
 - Clean themselves after using the bathroom
 - Fasten their own zips
 - Eating using cutlery

Uniform List

BOYS

Grey School Trousers
White Polo Shirt
or plain White School Shirt
Green Sweatshirt
Grey Socks
Black School Shoes or Black trainers

GIRLS

Grey School Trousers, Skirt or Pinafore
White Polo Shirt
or plain White School Blouse
Green Sweatshirt
Grey Socks or Grey Tights only
Black School Shoes or Black trainers

*If head scarves are worn they should
be green or white*

PE KIT

Plain White T Shirt or Polo Shirt
Grey Tracksuit Bottoms
Black plimsolls or trainers



Physical Education

- PE is part of the National Curriculum and is, therefore, a legal requirement.
- On PE days, children should wear their kit to school. Both classes have P.E. on a Friday.
- Jewellery must be removed for all P.E. lessons; the items remain the responsibility of the child.
- If children are wearing stud earrings, these should be covered with micropore tape provided by the parent.
- Please ensure all clothing is **labelled**.

Book bags

What should the children have inside their book bags?

- Home school communication book
- Reading record
- Phonics reading book
- Library book



- Please ensure that their book bags are regularly cleaned, checked and cleared to allow the children to find their books inside their bags.

Homework

Reception:

- Children will be given weekly QR codes for the phonics sounds that they have learnt in the week. These QR codes will direct you to the RWI website where a trained expert will teach your child the sound that they need to recap.
- Each week, your child will learn a different topic in Maths. Each Friday, we will display a task for you to complete with your child based on what they learnt during that week.

How to support your child at home:

- Please check and sign each piece of homework to state that you are happy with the quality
- Reading at home is expected to take place 5 times per week
- Offer encouragement and guidance
- Take your child to the library regularly; limit your child's screen time; go to the park and encourage physical exercise; look for opportunities to explore museums, galleries and other places of interest; check out the newsletter and school Twitter pages for events happening in Redbridge and around London; our website has a wide range of [learning tools](#) that your child can access at home

When is homework given out and returned?

- Homework is given out by set and class teachers; this should be returned when requested.
- Homework is given weekly; majority of the time it will be given out on Friday and returned Wednesday.

Online Safety and the School Website

- **Online safety** is an important part of keeping children safe. Visit our [website](#) for more information about our SMART rules for keeping safe online. You will also find our pupil Acceptable Use Agreements (AUPs) which detail our expectations for pupil's online behaviour. Please discuss these with your child.

The School Website

- Please visit and explore our website regularly as we are continuously adding new content. Here are a few key places to start your visit:
 - [The Gordon Curriculum](#)
 - [The newsletter](#)
 - [Parents/useful information](#) (term dates, uniform, school meals and much more)
 - [Learning tools](#) to support learning at home
- [Useful Links](#) for parents

Eating Healthily: Small Changes Makes a Big Difference

- Although we have seen a big improvement in the lunches many children are bringing into school, there are always ways we can improve our children's diets and help them to lead healthier lives. Here are some simple ideas to get you started:
 - Make one change at a time.
 - Always include a starchy food such as bread, pasta or rice, in each meal.
 - Peel or chop fruit and vegetables and put them in a small pot or bag to increase the chances of your child eating them.
 - If your child likes sweet foods, swap a chocolate bar for raisins or grapes. If they prefer savoury foods, swap the crisps and give them carrot sticks or plain popcorn.
 - Swap sugary squash and juice drinks for water or milk. Do not send juice into school with your child's packed lunch – water only!
 - Swap processed cheese for real cheese like Edam or cheddar.
 - Further tips are available on the school [website](#).

Key Dates

- Term dates are available on the school website: [Term Dates](#) and are also outlined in this document
- You will be informed, by letter, of any visits or workshops organised for the year group

Autumn Term 2025

- **Start of term:** Wednesday 3rd September 2025
- **Half term:** Monday 27th October to Friday 31st October 2025
- **End of term:** Friday 19th December 2025 – **school closes at 1:30pm for pupils**
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- **Christmas break:** Monday 22nd December 2025 to Friday 2nd January 2026
- **In-service training days:** Monday 1st September, Tuesday 2nd September and INSET day 3 (TBC)
- **Parents' Consultation Meetings:** Thursday 23rd October 2025 – **school closes at 1:30pm for pupils**

Spring Term 2026

- **Start of term:** Monday 5th January 2026
- **Half term:** Monday 16th February to Friday 20th February 2026
- **End of term:** Friday 27th March 2026 – **school closes at 1:30pm for pupils**
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- **Spring break:** Monday 30th March to Friday 10th April 2026
- **In-service training day:** TBC
- **Parents' Consultation Meetings:** Tuesday 10th February (Nursery pupils only) - **school closes at 3:15pm** and Thursday 12th February 2026 – **school closes at 1:30pm for pupils**

Summer Term 2026

- **Start of term:** Monday 13th April 2026
- **Half term:** Monday 25th May to Friday 29th May 2026
- **End of term:** Monday 20th July 2026 – **school closes at 1:30pm for pupils**
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- **In-service training day:** TBC
- **Open Evening:** Wednesday 1st July 2026

Parent Hub

- All parents and carers need to keep informed about what is happening in school
- *ParentHub* is completely free to download and set-up is easy
- Visit the App Store or Google play to download the free app and start receiving all the messages, letters and newsletters directly to your phone
- Call the school office if you need any help setting it up



Gordon Primary School

would like you to join their channel on Parent Hub.

Just tap “Add a School” in the app and enter the handle below...

@Gordons

The Parent Hub app is FREE to download and use.



What is Parent Hub?



Parent Hub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, pictures, documents and newsletters, all in one handy place.

Instructions for Parents



1. Download the Parent Hub app from your app store (iPhone or Android).
2. Create yourself an account.
3. Choose “Add a School” and enter the school handle (above).

Visit www.parenthub.co.uk to find out more