



HEREFORD CATHEDRAL  
SCHOOL

HEREFORD CATHEDRAL JUNIOR SCHOOL  
2020/21 RECEPTION GUIDE FOR PARENTS



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**Hereford Cathedral Junior School & Nursery, 28 Castle Street, Hereford, HR1 2NW.**

Hereford Cathedral School is a registered charity. Registered in Cardiff No 2081261 (Limited by Guarantee).

Registered Charity No 518889.

## Welcome

Welcome to Reception at Hereford Cathedral Junior School. At HCJS, we aim to provide a safe, stimulating and happy learning environment through high quality teaching and excellent pastoral care.

From Reception to Year 2, children are taught in mixed ability classes. In the classroom, the children experience a wide range of learning opportunities, which include formal, informal, practical and play sessions. Staff use a variety of teaching methods, which are appropriate for the age and experience of the children, so that all may develop their potential and self-esteem.

Reception, Year 1 and Year 2 are located in The Moat, which is modern and purpose built for our Pre-Prep.

## Reception Staff

Head of Early Years	Mrs Catrin Goode
Reception Class Teachers	Mrs Catrin Goode Mrs Rhian Quinn
Pre-Prep Classroom Assistants	Mrs Tracey Blower Mrs Keeley Halford Mrs Trisha James Mrs Anne Jones Mrs Michelle Melville Mrs Victoria Vincent Miss Lorna Seden Mrs Ginny Spalding Miss Tracey Welham
Learning Support	Mrs Tracey Denny
School Nurses	Mrs Toni Chave Mrs Isobel Warner
Music	Miss Rachael Toolan
French	Miss Claire Lambert
Drama	Miss Karen Davies
Out of hours provision	Miss Lorna Seden & the Phoenix team

Whilst all staff work closely with each of the children, Mrs Goode will act as the key person for the class. The role of the key person is to help ensure that every child's care is tailored to meet their individual needs and liaise with parents to ensure smooth transition between home and school.

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## **The Daily Routine**

8:30am	The gates on Castle Hill are opened and the Pre-Prep children enter The Moat through these.
8:45am	Registration. The gates are locked and entry to school after this time is via the front entrance at number 28 Castle Street.
8:50-9:15am	Assembly and EYFS activities.
10:25-10:45am	Morning Break in Reception garden. Milk, water and morning snack.
10:45-11:55am	EYFS activities.
11:55am-12:55pm	Lunch Break.
1:00pm	Registration.
1:00- 2:10pm	EYFS activities.
2:10-2:25pm	Afternoon Break in Reception garden. Water and afternoon snack.
2:25-3:30pm	EYFS activities.
3:30pm	The gates on Quay Street are opened at 3:30 pm. This enables parents to collect from the Pre-Prep and then have time to collect older children from the front of Number 28 at 3:35 pm. It is vital that we are informed, in the morning, of any changes in collection routine.

## **The Early Years Foundation Stage Curriculum**

Children enter Reception in the September following their fourth birthday. During the Early Years Foundation Stage, children work towards achieving the early learning goals in the seven areas of learning and development, and, where appropriate, beyond the early learning goals. All children are given equal access and opportunities to develop their knowledge and skills in the prime and specific areas of learning:

The three prime areas of learning are:

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

The four specific areas of learning are:

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

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## **Communication and Language**

This area involves giving children opportunities to experience a rich language environment therefore developing their confidence and skills in expressing themselves, speaking and listening in a range of situations.

In Reception, we will broaden these experiences and initiate more imaginative play through role play and story based activities. We also aim to foster children's enjoyment of spoken and written language by providing interesting and stimulating play. Their concentration, understanding and vocabulary skills will be observed and these will inform our weekly planning.

## **Physical Development**

We aim to provide opportunities for young children to be active and develop their coordination and control in their movements. Children are helped to understand the importance of physical activity and to make healthy choices in relation to food.

In Reception, we will continue to build upon their independence of day to day routines and provide opportunities to challenge the children so that they may practise appropriate safety measures in and out of the classroom. We will have weekly PE and movement sessions encouraging an active and energetic participant. Swimming lessons will start after half term in the Autumn Term.

## **Personal, Social and Emotional Development**

This area enables the children to develop a positive sense of themselves and have opportunities to get to know others by various group activities. They will be encouraged to form positive relationships with both their peers and adults, develop social skills and learn how to manage their feelings.

In Reception, we will continue to involve children in finding solutions to their problems and conflicts, with increasingly less need for adult intervention. We will also provide a variety of experiences for children to be able to share, take turns and adapt behaviour accordingly. They will also be encouraged to initiate conversations, ask questions of one another and to share and enjoy each others' success.

## **Literacy**

"Jolly Phonics" is a systematic phonics scheme. This multi-sensory method is used in Reception to learn letter sounds. Children learn to read with understanding, meaning and expression. They rapidly use letter sounds to produce correctly formed and independent cursive handwriting. Children read and listen to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

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## **Mathematics**

Children learn to read, write and use number names in order. They become familiar with addition and subtraction facts. They learn to compare lengths and weights and learn the vocabulary of time. They describe shapes. They sort by size, shape and colour and recognise and recreate simple patterns. Children will use their developing mathematical ideas to solve problems.

## **Understanding the world**

Children will take part in scientific investigations and use simple equipment. They will identify a range of common animals and the basic conditions needed for living things. They will keep a weather diary over a period of time, plant seeds and use some scientific vocabulary. Children will make and use simple maps. They will describe some features in their environment and begin to use geographical vocabulary. They will listen to stories from other countries and cultures. Children will find out about life in the past and explore differences between the past and present. They will handle artefacts and construct simple timelines. Children will listen to stories from the Bible and relate these stories to their own lives as well as hearing about festivals from a variety of religions. They will think about the people that help them and about special occasions in their own lives. Through ICT, children will learn to use a keyboard and mouse to develop basic skills. They will explore programs using computers and iPads and follow tasks correctly. Children will use a robot to follow and program directions and use specially designed cameras to record their own work.

## **French**

Reception children learn French primarily through the use of games, songs and flashcards or toys. They also learn finger mimes just like French children of the same age. The emphasis is on developing the children's speaking and listening skills.

## **Expressive arts and design**

Children will explore and play with a wide range of media and materials, as well as being provided with opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, design and technology, music, movement, dance and role-play.

Children will experiment with paints and materials and use a variety of tools safely. They will learn to mix colours and print with different techniques. Children's understanding and enjoyment of music are developed through practical activities that bring together performing, composing, listening and appraising. They will learn to sing a variety of songs, play percussion instruments, experience dance and explore different types of music and sounds. In drama sessions, children will learn how to perform in public and participate in the Christmas nativity and the summer concert.

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During Reception, your child will have a wide range of educational experiences, which will lay a solid foundation for future learning. All children learn through a balance of child initiated and teacher led learning opportunities both indoors and outdoors. Children are taught in small groups by highly qualified and experienced Early Year's staff. In addition, subject specialists teach French, Music, Drama, PE, and Swimming. Children will work to their true capacity, with individual support and meet new challenges that are set for them with enthusiasm and confidence.

Further information for parents regarding the EYFS is provided in our Parents Guide to EYFS Framework, which can be accessed via Firefly (<https://herefordcs.fireflycloud.net/parent-handbooks>).

Information regarding how we support children with SEN or disabilities can be found in our Special Educational Needs Policy and our Equal Opportunities Policy which are available for download from our website (<http://herefordcs.com/School-Policies>). Copies of these policies are also available from the School office.

## **Frequently Asked Questions**

### **Will my child participate in school outings?**

Outings are arranged to enhance and support topics and to extend learning outside the classroom. We will send you a letter, telling you about the visit and any cost and whether it involves an extension to the normal length of the school day. We require signed permission slips and medical information each time. Our policy on visits for Early Years Foundation Stage children is incorporated in the 'Junior School's Out of School Visits Policy' which can be found on the website.

### **Will there be Parents' Evenings to discuss my child's progress?**

Early in the new academic year, you will be invited to a consultation with your child's class teacher to discuss how they have settled in and for you to raise any questions that you may have. Later in the Autumn and Spring terms, there will be an opportunity to discuss your child's academic progress with their class teacher. During the Summer term, an additional parent-teacher consultation takes place to discuss the completed Early Years Foundation Stage profile. Currently, we are required to send your child's profile scores to the Herefordshire Local Education Authority. During the Summer term, a written summary reporting your child's progress against the Early Learning Goals will be

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included within their report. For further information on the Foundation Stage Profile and the ELGs please see Appendix 1.

### **What happens if my child needs Medical Care?**

Hereford Cathedral Junior School has two school nurses (both qualified RGN) who job share to cover the school week. They are responsible for any medical care or first aid that your child may require during the school day. The school nurses are based in the medical room (in 28 Castle Street) and may be contacted via the School Office. In addition, a number of staff are qualified paediatric first aiders. A list of those qualified in paediatric first aid is displayed on the Reception noticeboard outside the classrooms.

In order to ensure that we can provide appropriately for your child's needs, or look after them if they are unwell or have an accident, we ask you to complete a medical information form before they join the school. All medical records are kept in the medical room. Please can you ensure that you update these, via the school nurse, with any changes in your child's medical situation.

The school nurse will contact you if your child suffers anything more than a minor injury or becomes unwell during the day, or if we have any worries or concerns about their health. Whilst your child is in Reception, we will inform you in writing of any first aid treatment that your child receives during the school day. If your child needs prescribed medication while they are at school, please take it to your child's teacher who will consult with the school nurse. You will be asked to complete a consent form.

Any child who has been sick overnight should be kept at home for 48 hours to help prevent the spread of infection. The school nurse is always available to discuss with parents the procedures for children who are ill or infectious.

### **How can I find answers to my questions or concerns?**

We appreciate that sending your child to full time school is a big step and that it is understandable that some parents may worry or feel anxious about their child's well being and happiness. Your child's class teacher is their key person and is responsible for your child's pastoral care. You will see the class teacher twice a day when you drop off and collect your child, and many worries can be speedily resolved by an informal chat. Otherwise, you are welcome to make an appointment for a longer, or more private conversation with the class teacher, the Deputy Head or the Head of the Junior School.

If you require any more information regarding the Early Years Foundation Stage, please see Appendix 1 or visit the Department for Education website ([www.education.gov.uk](http://www.education.gov.uk)).

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Links between home and school are highly valued. At the beginning of each term, you will receive a year group letter outlining the topics for the term. Parents' Evenings and letters throughout the year will provide you with information as to how you can help your child learn at home.

Our PTA is active and welcoming. For each class within the school there is a PTA representative. These Class Reps welcome new parents, help to raise funds, attend committee meetings and meet regularly with the Head.

### **What if I need to contact the School and how does the School contact parents?**

Please see our 'Communication Guide for Parents' which can be found at the end of this document.

### **Is there out of hours provision at the School?**

For those parents who require care outside of the normal school day, we operate a Breakfast Club and Phoenix (after-school) Club. Breakfast Club runs from 8.00-8.30am and the Phoenix Club runs from 3.30-5.30pm. Both clubs are run by qualified classroom assistants and are located on school premises. Further details are available from the School Office.

### **What does my child need to wear to School?**

All school uniform can be purchased from Clubsport, Bewell Street, Hereford. Please name all possessions including swimwear and towels, socks, underwear and shoes.

The PTA also run a popular second-hand uniform shop – please ask in the School Office for further information.

Full details of the uniform can be found on the school website: <https://www.herefordcs.com/parents/policies-and-information/school-uniform>.

### **What happens when I drop my child off at School?**

Please encourage your child to hang up their belongings on their peg when they come into school. Caps and hats are worn to and from school and should be put into their school bag. Girls' boaters are taken into the classroom for safe keeping in the Summer term. Snacks, water bottles and book bags should be taken into your child's classroom. Parents accompany their child to the classroom and although this can be an anxious time for parents and children, we have found that establishing a routine early on is key to ensuring a calm and happy separation.

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### **What should I provide for snacks?**

All children in Reception are offered milk to drink at break time, and in addition your child may bring in water from home. Drinking water is available from the water fountain within the Moat throughout the day. Children may bring in snacks to eat at morning and afternoon break times. We encourage healthy eating and request that no sweets, chocolate or crisps are brought in to school. We also request that grapes are sliced vertically (to avoid choking) and no nuts are sent into school as we have children with nut allergies. Fresh fruit or vegetables, dried fruit, cheese or plain biscuits are suggested. Please name all snacks and drinks.

### **What will my child have for lunch?**

The children eat lunch in the school dining hall with their class teacher. Our school lunches are all freshly cooked on site. Children are encouraged to try different foods with the emphasis very much upon healthy eating. Please inform us in writing if your child has any special dietary requirements.

### **How can I help my child?**

Before your child starts school it would be helpful if they could do the following things:

- Dress and undress themselves (including zipping up their cagoule and coat).
- Put on shoes and socks. (When buying shoes, please bear in mind that Velcro straps are easier than laces.)
- Hang up their clothes.
- Use the toilet properly and wash their hands.
- Eat happily with a knife and fork.
- Tidy away their toys.
- Be used to playing with children of their own age.
- Attend the 'Sounds, Letters & Counting' Workshop for parents in September.

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## Other information

- Please ensure that your child brings their named, blue school cagoule to school **every** day.
- Please would you supply a colouring book with large pictures for your child to keep in school to use during wet play time.
- When it is necessary to send money to school, please would you put it in an envelope with your child's name on it.
- Please remember to keep the school notified of changes to address and phone numbers.
- When bringing and collecting your child from school please do not bring dogs onto the school premises. There are tie rings on the wall outside The Moat should you need to tie your dog up.

## Encouraging the correct pencil grip

One area in which you can help your child at home is by encouraging a correct pencil grip; the pencil rests between the thumb and the first finger, the next finger prevents the pencil falling down and the last two fingers are tucked away. The hand rests on the table and the thumb and first finger move the pencil.



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## Tapestry

In Reception we will be using Tapestry. Tapestry is an online learning journal in which our staff can record observations and images to track your child's progress and development. The advantage of this system is that parents can access these instantly, seeing something of what the children in Reception are up to and adding comments and pictures as they wish.

The Reception team will use Tapestry to record observations and these will be matched to the EYFS curriculum and Characteristics of Learning. The aim is to build a unique picture of what each child knows, feels and can do as well as his / her particular interests and learning style. This picture can then be used to pinpoint learning priorities and plan relevant and motivating learning experiences.

Tapestry sends observations made in Reception straight to parents and these can even be shared with extended family if they so choose. Parents can respond with their own comments and add photos and videos of their child enjoying activities at home or out and about. This serves to provide an all-round picture of a child's development whilst they are in Reception.

In order to set up an account, parents will be provided with a permission slip for them to complete and provide their email address. Parents can find the permission slip within the pack of joining forms which they will receive prior to the child joining the school. They will then be able to log in and access their

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child's profile, look at observations and add any comments. Parents can save their child's photographs and videos as they wish. Parents may receive group observations from time to time as we share experiences together. Parents are requested not to share photos which include other children on social media.

For further information relating to Tapestry please speak to the class teacher or click on the link: <https://www.tapestry.info/>

### **Statutory Information**

As a parent of a child in the Early Years Foundation Stage, we are legally required to provide you with certain information. The Head of the Junior School writes to parents every September, with details of this information and how it is made available to parents. Once sent, the letter can be found on Firefly.

### **HCJS Communication Guide for Parents**

#### *Contacting the school:*

Parents can contact the School Office on 01432 363 511 between 8.15am and 4.15pm. If you need to contact us in an emergency between 4.15 and 5.30pm, please call 07515 053353 and a member of the senior management team will assist you.

#### *Contacting teaching staff:*

Every member of the teaching staff can be contacted direct by email. Email addresses follow a fixed format (e.g. [j.bloggs@herefordcs.com](mailto:j.bloggs@herefordcs.com)) and are listed in the front of the school calendar. Whilst you may receive a reply more promptly, please be aware that it is the school's policy that teaching staff should reply to emails within two working days.

#### *How we contact you:*

- **Emails and direct letters:** with details of forthcoming events directly relevant to you and your children. Please be aware that emails containing information relating to the following school day may be sent up until 6pm
- **Text message:** for short notice changes of arrangements, such as changes in match venues or pick up times
- **Firefly:** the school's online communication tool (further information below)
- **The Junior Times:** our weekly newsletter, emailed to all parents, highlighting forthcoming events and containing announcements and invitations for all parents. It is emailed directly to parents each week and it can also be found on Firefly.

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In addition, the **printed school calendar** is circulated to parents at the start of each term. It contains details of forthcoming school events, match fixtures, trips etc. Parents may find it useful to ensure they have a copy of the calendar handy! The calendar can also be found on Firefly.

In addition you might like to follow any or all of the following:

- Junior School Facebook page: we have an active Facebook page and regularly post Junior School news and photos  
<https://www.facebook.com/herefordcathedraljuniorschool/>
- Junior School heads twitter: Junior School and photos  
<https://twitter.com/hcjshead>
- Junior School sport twitter: Junior School Sport news and photos  
<https://twitter.com/HCJSSport>
- Junior School heads blog: <https://herefordcs.com/blog/category/head-of-junior-school>

### *Firefly*

Firefly is our online, integrated school-wide communication tool that is used in many of the UK's leading independent schools. Firefly also has a Parent App that can be easily downloaded on to a smartphone.

Firefly has a variety of uses. Through Firefly, you will be able to access the following:

- Music lesson times
- Speech and Drama lesson times
- Homework timetables
- School Calendar
- Parent Handbooks
- The Junior Times
- Parent Contact Sheets
- Term Dates
- Sports Teams. We publish team sheets at least 48 hours before each fixture. We are unable to send personalised notifications so parents will need to check team sheets as has been the case in the past.
- Sports News
- School Clubs Lists

In order to register for Firefly, please take the following steps:

- On the homepage of the School website (<https://www.herefordcs.com>), follow the Firefly link on the top-right of the screen
- Click the green button that invites you to activate your account
- Enter the email address that we have registered on our database

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- Enter a password in accordance with the stated parameters

Should you have any difficulties in accessing your account or have any suggestions or feedback about your experience of using Firefly, please do not hesitate to contact the School Office.

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## USEFUL CONTACTS

Admissions	Mrs Lucy Debenham	01432 363511
Head's PA	Mrs Lucy Stonehouse	01432 363511
Deputy Head	Mr James Debenham	01432 363511
School Office	Mrs Alex Phillips Mrs Lucy Debenham	01432 363511
Out of Hours Contact no. (4.00-5.30pm)		07515 053353
Accounts		01432 363542
PA to the Bursar	Mrs Claire Jones	01432 363544
Transport		01432 363545 <a href="mailto:transport@herefordcs.com">transport@herefordcs.com</a>
Breakfast Club (8.00-8.30am)		Contact via School Office 01432 363511
Phoenix Club (3.30-5.30pm)		07763 611771 01432 363549


Staff email addresses can be found in the school calendar.  
(In an emergency, parents should use the School Office phone number, or the out of hours contact number.)

Last reviewed by CW, CG & LSt in June 2020, with reference to ISSR para 32, EYFS Framework (April 2017) & ISI Commentary of the Regulatory Requirements (September 2019).

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**HEREFORD CATHEDRAL SCHOOL**

# Castle Hill HOLIDAY CLUB

MORE DETAILS AND BOOKING FORMS CAN BE FOUND ON  
 FIREFLY

Hereford Cathedral Junior School's Castle Hill Holiday Club welcomes HCJS Nursery and Pre-Prep pupils for school holiday fun. Price: £31 per day from 8am until 3.30pm, with the option to stay until 5.30pm (charges apply). Activities include drama, PE, music, cookery and trips to the park. Lunch from JJ & Little Dots can be provided for an extra charge. Adventure awaits!

**The Moat**

## CLUB DATES 2020/21



	M	T	W	T	F
SEPT 2020		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
OCT 2020	28	29	30	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
NOV 2020	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
DEC 2020	30	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	1
JAN 2021	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
FEB 2021	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	1	2	3	4	5
MARCH 2021	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

	M	T	W	T	F
APR 2021				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
MAY 2021	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
JUNE 2021	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
JULY 2021	28	29	30	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
AUG 2021	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

- SCHOOL OPEN (TERM TIME)
- HOLIDAY CLUB OPEN (SCHOOL HOLIDAY)
- SCHOOL & HOLIDAY CLUB CLOSED
- BANK HOLIDAY (SCHOOL & HOLIDAY CLUB CLOSED)
- TO BE CONFIRMED

