



Gaywood Primary School



Reception Parents Information ~ 2025/26



Executive Headteacher's Welcome

Welcome to Gaywood Primary School, part of the West Norfolk Academies Trust.

This booklet is designed to provide you with an overview of our school, with a particular focus on the Early Years Foundation Stage (EYFS). At Gaywood, we believe in working in close partnership with our families to support every child in becoming the very best version of themselves – developing intellectually, physically, emotionally, socially, and spiritually.

We hope you find this information helpful, and we very much look forward to welcoming you and your child to our school community in September 2025.

With warmest regards,

Mr Neil Mindham (Executive Headteacher)



Ethos

Gaywood Primary is committed to providing a safe, stimulating and inclusive environment where all children are able to reach their unique potential to become responsible citizens and lifelong learners. We believe it is the responsibility of the whole school community who will work in partnership demonstrating mutual respect and tolerance. We are uncompromising in having the highest expectations and aspirations for our children, staff and governors.

Core Values

**Respect, Resilience,
Ambition & Diversity**

Vision

Our vision is to be a school that prides itself on its academic and social excellence with a knowledge rich curriculum at its heart and core values that underpin everything we do.

We aim to equip all our children with the values, knowledge and skills which allow them to discover and develop their own unique talents and abilities regardless of background.

Our children will become confident and respectful lifelong learners, shaping their own future and that of others in their own communities.



Learning in the Foundation Stage

Foundation Stage children learn together in an environment which is developed around the children's interests. We follow a thematic curriculum which allows us to be creative with our lessons and let children lead their own learning.

The EYFS takes into account the Prime and Specific Areas of Learning and Development.

Three Prime Areas of Learning and Development

Personal and Social and Emotional Development

Children learn how to work, play and co-operate with others and how to function in a group outside of the family.

Physical Development

Children develop physical control, mobility, dexterity and awareness of space both indoors and outdoors as well as health and self-care.

Communication and Language

Children develop competence in speaking, listening, attention and understanding.



Four Specific Areas of Learning and Development

Literacy

Children learn how to read and write.

Mathematics

This area provides the foundation for mathematical development, focusing on numbers and shape, space and measures.

Understanding the World

Children develop an understanding of their environment, other people and features of the natural and man-made world around them including ICT.

Expressive Arts and Design

This area includes development of children's imagination and their ability to communicate through role play, music and art.





Learning Environment

Teaching and Learning in the Foundation Stage takes place both indoors and outdoors (whatever the weather - so waterproofs and wellies are a must!).

The classrooms are divided into distinct areas of learning. Children are taught as a year group, as a whole class, in small groups and individually. Formal

teaching and structured play activities allow children to learn through play, grow in confidence and achieve. There is a balance between adult-led and child-initiated activities.

Children in Reception will spend most of their time in and around the Foundation Stage but will also spend some time in other parts of the school in order to use specialist facilities.



Helping your child prepare for school

- Give your child opportunities to meet and play with other children.
- Encourage your child to become more independent in dressing; doing up and undoing zip and buttons, fastening laces, putting on and taking off their coat.
- Encourage your child to use the toilet and wash their hands independently.
- Share stories and books daily, recite rhymes and play games that involve taking turns.
- Talk about and share as many experiences of everyday life as possible, at home and in your local area e.g. shopping, cooking, using a computer/tablet, counting objects etc.
- Let your child spend time with other adults and children so they are used to leaving you.
- Ensure that your child gets enough sleep. A 7.00/7.30pm bedtime is ideal for Reception aged children.





Uniform

It is expected that all children will wear full school uniform.

School Uniform

- Traditional, grey school skirt, trousers or tailored shorts
- Sky blue polo shirt with school logo
- School sweatshirt or cardigan with school logo
- Grey socks or tights
- Black school style shoes (strictly no trainers, boots or slip-ons)
- Baseball cap or sun hat (available with school logo)
- In the summer term, girls may wear a one piece red and white gingham dress



P.E. and Games:

- Sky Blue T-shirt with school logo
- Navy blue shorts
- Traditional black plimsolls
- Navy blue track suit (optional, but recommended for winter PE lessons)
- Drawstring bag for PE kit (available with school logo)



Jewellery is unsuitable for school wear as it is easily lost or damaged and can cause injury to wearers and others. Earrings, if worn, should be studs and have to be taped over or taken out by the child for PE sessions to avoid injury.

Long hair should always be tied back neatly with a simple bobble, scrunchy or alic band. Hair should be worn in a style appropriate for the varied activities of the school day.

All our uniform can be purchased from **Stratfords** of Kings Lynn. www.stratfords.com

Equipment

Each day your child will need to bring:

- A **named water bottle** (clear plastic with a non-spill lid)
- A **book bag** (we will provide your child with a reading book and reading diary)



Daily Routines

- Please ensure that your child brings a coat, a water bottle and their book bag every day.
- The children sit on the carpet for registration and at the beginning of each session. After this they move to different areas to access different parts of the curriculum both indoors and outdoors.
- Children have a fruit or vegetable snack in the morning and access to water throughout the day.
- We use Read Write Inc. to teach phonics. There is a discrete, taught session of phonics each day for the whole class.
- Lunch is eaten in the dining room and is considered to be a social experience in which good manners are encouraged at all times.
- The afternoon starts with registration.



- The children's learning continues through the afternoon with a mixture of adult led and child initiated activities across the environment – indoor and outdoor.
- The school day usually finishes with a whole class activity such as a story, rhyme time or singing.

School Meals and Snacks

Our school dinners are cooked in house and are a delicious and healthy option for all children (and staff!)

We would encourage all our children to try our hot meals – why not try the meals for a month and enjoy the full range of the menu?

All children in Reception, Year 1 and Year 2 are eligible for a free school meal and will be able to enjoy a hot, nutritious lunch for no payment at all.

All our children will be offered a fresh fruit or vegetable snack as part of the daily routine. The fruit and vegetable snacks are delivered fresh to the school and are provided free of charge to the children.

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Attendance and Punctuality

We register the children at **8:40am** each morning. Any child arriving after this time will be marked as late. Further information about the morning routine will be shared with you in due course.



Attendance at school is very important. In **Reception class**, learning is rapid and sustained, and we do not want any child to miss out. We aim for at least **96% attendance**, and we work closely with families if a child's attendance falls below **95%**, as we know this can have a detrimental impact on their learning and progress.

We do not authorise term-time absences unless there are *exceptional* circumstances. If your child needs to be absent for any reason, please complete an absence request form and return it to the office well in advance, so that it can be considered by the Headteacher.

School Visits and Clubs

All payments are made through **MyChildAtSchool (MCAS)**.

You will be issued with an **MCAS login** and **password** at the start of the academic year. This will enable you to make payments and access important information about your child's school experience.

We value the learning that takes place when children take part in visits outside of school and when we welcome special visitors into school. Over the coming years, your child will have many opportunities to participate in a variety of these enriching activities.

We will ask for your general consent for these types of activities. You will be informed before each event, but we will not request consent for every individual visit.

Communication

We like to keep you informed about what is happening in the **Foundation Stage** and we hope that you will keep us informed of any circumstances that might help us support your child. For example, this might include a change in family circumstances, illness, or bereavement.

The school uses a communication system called **Class Dojo**, which allows parents to message the class teacher directly at any time, helping to ensure regular and effective communication.

In general, the school will keep you well informed through newsletters, parents' evenings and our website. Please ensure that your contact information is kept up to date with the school office and let us know promptly about any changes to your details.



