



Olive School

Welcome to
The Olive School
Hackney



For Reception Parents and Carers
Academic Year 2020-2021



Olive School



Assalamu alaikum Warahmatullah

I hope you are keeping safe and well.

As the new Principal, I am delighted that you and your child are joining Olive School Hackney this coming September. It gives me great pleasure to welcome you and your family to our wonderful school.

Due to the Covid-19 pandemic, we find ourselves in an unprecedented set of circumstances and understand the anxieties you may have about your child's transition into Reception. You will find all the information you need in this welcome booklet about the induction process at Olive School Hackney.

The Reception year is very special and marks the first formal year of schooling for your child. The Early Years Foundation Stage (EYFS) curriculum is specially designed to allow your child to develop a thirst for learning and to achieve all of the early learning goals, which will provide your child with the essential building blocks for further development in Year 1.

As a school, we recognise that the transition into full-time school can be a big step for both parents and children and we plan to make the process of settling in as positive and smooth as possible.

Olive School Hackney is an outstanding school with high expectations of all members of the school community. The school has a dedicated team of high calibre staff who deliver very high standards of teaching, learning and pastoral care. In joining our school, your child will receive world-class education, within a secure, safe and nurturing Islamic environment.

It is an exciting time to join Olive School Hackney, especially as all new reception children will be the first cohort to be housed in our new purpose built building at 32 St John's Church Road, from October 2020, insha'Allah.

I look forward to meeting you all in September and working in partnership with you to achieve the best possible outcomes for your child.

Wa'assalam

Babar Mirza



Reception Induction Booklet

A Message from the EYFS Team

Your child's first experiences at school are very important. Here at The Olive School, we recognise that settling into school is a big step for your child and we shall endeavour to make it a very happy and enjoyable transition.

Our aim is to make school a happy, stimulating and rewarding environment for your child to discover, learn and play in a wide range of experiences.

An effective partnership between home and school is important. This pack is designed to be the first step towards building a successful relationship. It contains information about some of the learning opportunities and experiences that the children will have. There is also a list of key things we would like the children to be able to do when they start school and some practical advice on how to help your child achieve these things.

We look forward to working with you to support your children in school and in their learning journey.



Admission & Induction Making a Difference

Being a parent is one of the most rewarding jobs in the world. We believe that you are your child's first and most important educators.

Learning before school

By this time of year, many children are ready to begin school. They may already have experienced pre-school education and will have learned many skills and will understand a great deal.

During the first few years of life your child will have already learned skills that will help them to make a flying start at school:

- Feeling good about themselves
- Listening carefully
- Talking about their thoughts and feelings
- Knowing many stories, songs and rhymes
- Knowing what their own name looks like
- Recognising and knowing about letters and numbers
- Knowing about the different reasons for writing
- Wanting to learn

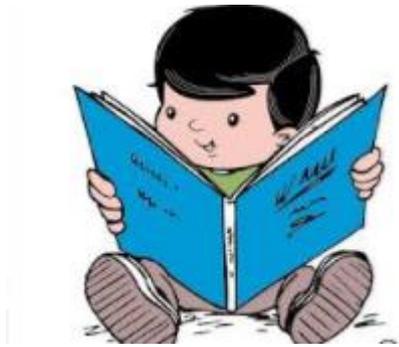
All these things continue to be important at school, especially the '*wanting to learn*'. When your child starts school, the support you give them and continue to give them over the years will have an enormous influence on their achievements.

Here are some of the things that will make a real difference right from the start:

- Lots of songs and nursery rhymes
- Listening games
- Playing with shapes
- Drawing and colouring

And perhaps the most important:

- Sharing a book everyday



Making a Flying Start

Opportunities

You can provide opportunities for your child to find out, to try new things, to do things successfully.

For example:

- Going out together
- Helping your child to succeed in something new

Visiting the school together really helps, so that your child knows:

- What the teacher's name is
- Where to hang his/her coat
- Where the toilets are

Interaction

You can interact with your child by listening, talking, making and doing things together. When your child starts school, he/she will need some special attention from you. It helps to make a quiet time at home where you can:

- Listen and encourage
- Talk to each other about what they expect, how they feel, how to behave.

Modelling

Another important influence adults can have on the way that children learn comes from the way children see their adults learning. It helps if your child sees you as people who learn as well as people who know.

Expectations

Because they need the love and support of the adults they live with, children are very much affected by what is expected of them.

If very little is expected, then there is no need for them to try. They may get bored and lack the enthusiasm to try their best.

If too much is expected of them, then children may fail. They are likely to lose confidence and often choose not to attempt something new.

Your expectations need to be not too high, but not too low. It helps to think about what your child can almost do as well as what they can already do.

Recognising Effort

Children's confidence and wish to learn is based on their knowledge of what they *can do*. When they can nearly do something, a bit of encouragement and enthusiasm can make a big difference. This is much more helpful to children than doing something for them. If they are successful in the end – then the effort is worth making and they will get into the habit of trying hard.

It is, therefore, important that you recognise, value and praise your child's efforts as well as their skills and achievements. Positive statements can raise your child's self-esteem and their desire to learn.

"You listened so carefully"

"That's good writing"

"Well done for trying"



Ready for School?

Your child will be well on their way to being ready for school when they are comfortable with:

- Sharing books
- Communicating well
- Listening carefully
- Talking to other people outside the family
- Respecting and getting on with other people, with good manners
- Asking questions
- Accepting a routine
- Saying what they would like
- Coping with surrounding noise and activity

You can help your child to practise these things at home.

Children find starting school easier when they have:

- Parents who have found out what to expect at the new school
- Parents who encourage their growing independence
- Parents who give reassurance and encouragement

Remember that your child needs to understand that you know and trust the class teacher and the school, that you expect things to go well and that you can talk to the school about any problems.

Carry on Helping

One of the best ways for you to help your child do well at school is to take a positive interest in what happens there. When children know their teachers and parents are interested, they are more likely to be successful learners.

This will be important throughout their school lives. Your child will attend school for many years. It will make a big difference if you remember to:

- Keep on doing things together
- Keep on noticing and praising progress
- Keep on talking and listening together

A Typical Day in Reception

8.30am	Teachers meet the children at the door and lead the children to the classroom. Children hang their coats independently and take reading books and any necessary letters out of their bags
8.45am	Children share any 'news' and the register is taken
9.00am	Phonics
9.30am	Whole class teaching with a Literacy or maths focus. Children work with the teacher or the learning coach to complete a given activity or may access the continuous provision within the classroom
10.30am	Play-time
10.45am	Whole class teaching with a literacy or maths focus. Children work with the teacher or the learning coach to complete a given activity or may access the continuous provision within the classroom
11.45am	Toilet run and wash hands ready for lunch
11.45am	Lunchtime
12.30pm	Afternoon registration
12:35pm	Topic/guided reading/PE. Children may also choose from the continuous provision activities
2.20pm	Story-time
2.30pm	Prepare to go home
2.45pm	End of the school day Friday 11.45am



Making a Mark

Learning about writing

The process of learning to write is a gradual one which takes a lot of effort and concentration. Children must learn:

- How to hold their pencil
- How to use the piece of paper
- How to make their marks go in one particular direction

These basic skills help your child to become a fluent and effective writer, especially when they are younger.

Drawing and colouring is an important part of this process, which helps to develop the strength and co-ordination needed to control the pencil as well as confidence in making marks.

For a long time, children's writing will be no more than squiggles and marks. This is a very important first stage of early writing and needs lots of praise and encouragement, but during this time they are also developing an understanding:

- That their own names can be written down using these marks.
- That parents can use writing to make shopping lists and send cards and letters.
- That different letters stand for different sounds.
- That they themselves can make shapes that look like writing.
- That the marks have particular shapes and that these turn up in different words.
- That these shapes and marks can be put together to make words to write stories and give messages.

How parents can help

Parents can help by:

- Praising and encouraging your child's attempts at writing
- Showing an interest in what your child has written. Ask them about it. Join in.
- Listening seriously when they explain what their writing says if they want you can scribe their message next to their own writing.
- Drawing attention to letters and words all around them, e.g. Mail through the door. Letters and words in shops, in books, on videos and the television.
- Letting your child watch you writing: reading what you have written to them and telling them who the letters and messages are intended for.
- Encouraging them to add their own writing to your letters, cards, or make their own labels for toys, possessions and friends.
- Looking at alphabet books together

Playing with Sounds

Books and stories which play with words and rhymes will help children to discriminate between sounds, an important skill for reading and writing. Children love listening to these sounds and rhymes.

Repeated words and phrases can encourage children to join in. Children who have heard a lot of story language will start to use it in their play and in their writing once they start to write their own stories.

Joining the Library

Public libraries have many wonderful books for young children and always welcome young members for free. Children have their own library ticket and borrow picture books, story books, information books and Story CDs. Libraries often have free story times and special events. Joining a library early in a child's life can make a real difference to their later learning.

Five Golden Rules

All students are expected to follow the five Golden Rules to ensure that they get the best out of the learning environment:

1. Be gentle
2. Be kind and helpful
3. Work hard
4. Look after property
5. Listen to people

How will it work in the classroom?

- In the class there will be a prominent "Stay on the Sun" display.
- All children will have their names on the Sun.
- Each day children will begin the day with their name on the Sun.
- If children make a negative choice, they are given a verbal warning, then warned by placing their names on the white cloud, grey cloud and finally on the Thunder Cloud.



School Uniform

The Olive School Uniform can be purchased from:

Retailer 1	Retailer 2
Stevensons 01727 815700 www.stevensons.co.uk	Crossbow Schoolwear 31 Broadway Market, Hackney, London, E8 4PH 0207 923 9313 www.trutexhackney.com

Boys' Uniform



SCHOOL PURPLE SWEATSHIRT

from: £9.75



Plain white polo shirt
from any supplier



Grey slim leg trousers
from any supplier



Black PE shorts from
any supplier



Plain trainers or plimsols
for PE from any supplier



Black shoes from
any supplier

Girls' Uniform

Infants:



SCHOOL PURPLE / GREY TARTAN
PINAFORE (R TO YR 2)

from: £16.00



Plain white polo shirt
from any supplier



SCHOOL PURPLE CARDIGAN

from: £12.75



Grey opaque tights or slim trousers from any supplier,
White, grey or black socks



Black shoes from any supplier



Plain trainers or plimsols for PE
from any supplier

Juniors:



SCHOOL PURPLE CARDIGAN

from: £12.75



**Plain white polo shirt
from any supplier**



**SCHOOL PURPLE / GREY TARTAN
SKIRT (YR 3 TO 6)**

from: £9.75



**Grey opaque tights or slim trousers from any supplier,
White, grey or black socks**



Black shoes from any supplier



**Plain trainers or plimsols for PE
from any supplier**

We ask that children are dressed in clothes suitable for the weather. If wellingtons are worn, children should also bring their school shoes to change into.

Children must wear sensible black shoes to school, **no trainers** are allowed apart from for PE. Socks should be plain white, black or grey in colour.

Girls must wear the **tartan pinafore** – we no longer accept plain grey dresses.

We also request parents to send in extra pairs of underwear and socks and put it in their PE bag in case of any accidents in school.

Please put your child's name on all items of clothing to ensure they can be easily found if misplaced.

School and PE bags can be purchased from the School Office. The school bag costs £5.00, and the PE bag costs £3.00.



Essential Information

There are several things that you as parents can do to help us minimise disruption to your child's routine. We hope by providing this extra information, we will be able to ensure that your child's start to school life is as easy as possible.

Arrival in the morning:

The school gates will be opened at 8.15am and will close at 8.30am. Please drop your child off at the entrance on Alkham Road. Children **should not** be dropped off before this time, unless they are attending Breakfast Club.

Lunchtime arrangements:

As part of the Government's Universal Infant Free School Meals initiative, all Reception, Year 1 and Year 2 children will receive free school meals as a matter of course. Please inform the Office if you do **not** wish to take up this offer. Please note, this is **not** linked to eligibility for free school meals due to receipt of state benefits.

Medication:

If at all possible, all medication such as antibiotics should be administered at home. Please complete the short-term medical form (which can be found on our website) if medication need to be administered during school time. This needs to be signed by the Principal before the medication can be administered.

Late arrivals:

If your child arrives late to school, please bring your child to the school office to sign them in. They will then be escorted to class by a Business Support Officer.

Book Bags

These should only be sent to school with your child on a **Wednesday** to return homework and reading books. The book bags will be returned to you on a **Friday** with new homework and a new reading book.



Children out of school during school hours:

If you need to remove your child from school during the day, for example an emergency appointment, please notify the office in advance. Please note, that **routine dental appointments are not permitted during school hours.**

Absence from school:

We take absence extremely seriously at the Olive school. All children have an attendance target of 97% or above each year. If a child is absent from school with no medical evidence given, the school's attendance officer will be informed and an appointment made with the parents in order to establish why the child is absent and what support can be put in place to get the child back to school.

Term-time absence requests:

From September 2013, the Government has introduced new legislation regarding absences in school. The revised regulations state that Head teachers **may not grant any leave of absence during term time unless there are 'exceptional circumstances'**. At Olive Hackney, term time leave is unauthorised and could result in a fine being issued to both parents for each child at the school.

Jewellery:

Children are not permitted to wear earrings or any other jewellery. Watches are permitted but must be removed during PE lessons. Nail varnish and make up are not allowed in school. Please note that these **must** be removed at home.



Hair:

Hair that is long enough to tie back **must** be tied back during all lessons. All hair styles should be moderate and natural looking. Extreme fashions are not acceptable in hairstyles and other aspects of appearance.

Water Bottles:

Children wishing to have a drink throughout the day are permitted to bring a named water bottle filled with **water**. Each classroom has a jug of water to replenish the children's water bottles throughout the day if needed. Packed lunch drinks of juice and cartons are not permitted in the classroom.



National Free Fruit & Vegetable Scheme for Infants:

The National Fruit Scheme offers all infant children a daily free piece or portion of a fruit or vegetable. Examples include: apples, bananas, pears, satsumas, cherry tomatoes, dried raisins, mini cucumbers or carrots. Please note, school does not select items, nor do we receive advance information regarding which fruits or vegetables will be delivered. It is essential that parents notify us of **any** known food allergies on the data collection sheet.

Healthy snacks:

We actively promote the eating of healthy snacks. All snacks brought in from Monday to Thursday **must** be healthy.

Nut Free School

We have children with severe allergies to nuts, please do not bring any food containing nuts into the school.

Home/school correspondence:

All letters sent home with children are uploaded on to the Olive School website. Please check your child's bag regularly for letters sent home. Essential information will also be sent out by **text**. Please ensure you keep us up to date of **any changes** to your address and contact details.

Workshops

We will be running workshops throughout the year to help you to support your child at home throughout Reception. Please do try to attend as many of these as possible.

Reading

Your child will bring books home after the first few weeks at school. The first books will be picture books with very little writing, this is so that you can talk about the pictures with your child and imagine what the story could be about.

You child will then progress onto books with words – it is expected that you read with your child every night and fill in their reading record book. Your child's book will get changed at least once a week.

Bug Club

In addition to 'real' books, your child will also have access to our online Bug Club subscription, where your child's class teacher will allocate books for your child to read. At the end of the story there is a quiz for your child to complete. You will receive your personal log in details during the first few weeks.

Safeguarding

Our Safeguarding (Child Protection) Policy is available to view on the School's website. The school is vigilant when it comes to safeguarding children and will make referrals to children's social care if there are concerns about suspected abuse, neglect or vulnerability to radicalisation.

Parents are expected to support the School's ethos and the Safeguarding (Child Protection) Policy by demonstrating mutual respect and tolerance for all, promoting fundamental British Values and rejecting all forms of discrimination and extremism.

School Website: www.olivehackney.com

Key information including holiday dates, newsletters and curriculum advice is all available on the school website.

A final word...

We hope that this booklet has answered some of the questions you may have about your child starting school. Your child's education is a partnership between teachers and parents, and we value your support, as we hope that you will value the teachers' hard work and professional judgement.

We look forward to you and your child becoming a part of the thriving community that is The Olive School.

