



Sacred Heart RC Primary School *'Where Every Heart is Sacred'*

Welcome Pack 2023/24



Our Mission Statement

Our school community serves the common good to the benefit of all;
where the rights and dignity of every human person are respected and
“Every Heart is Sacred”.

We support and encourage everyone to reach their full potential.

We are witnesses to God’s love through our actions;
inspiring hope, nurturing love and caring for our Common Home.

We serve each other peacefully, joyfully and truthfully
so that all ‘have life and have it to the full’.

Hello!

We are delighted to welcome you to Sacred Heart Roman Catholic Primary School, and we are looking forward to your child joining us in the Early Years!

It is important to us that every child develops their Catholic faith and reaches their full potential as they grow to be caring, responsible citizens. At Sacred Heart School, 'Every Heart is Sacred' and with this in mind, the school community endeavours to reflect the love that Jesus has for us, and treat each other with the respect and kindness that we each deserve. This underpins the children's development, socially, emotionally and academically and is evident whenever you meet a child at Sacred Heart.

We appreciate that starting 'big school' can be an anxious time for both parents and children so hopefully, this booklet will be able to answer any questions you may have.

At Sacred Heart, we currently have an intake of 30 children in our Nursery class and 45 children in our Reception cohort. There is one Nursery class, and 2 smaller Reception classes. The Reception classes are split by age - this is in line with how the rest of the school divides their classes. Both Reception classes have separate classrooms and carpet areas where teaching takes place each day. However, the majority of the day the children are learning through play together in both classrooms and our wonderful outdoor area.



Early Years Staff

The EYFS Guidance states that each child must be assigned a 'Key Person'. A Key Person has special responsibilities for working with a small number of children, giving them the reassurance to feel safe and feel cared for. A Key Person will help your child to become familiar with the setting and to feel confident and safe within it. They will also talk to parents to make sure that the needs of your child are being met appropriately, and share records of development and progress.

It is also useful to share these photographs with your child so they can become familiar with their teachers and other adults they may be working with.



Miss Briggs
Early Years Leader and
Reception 2 Teacher



Mrs Slater
Reception 1 Teacher



Miss Unzueta
Nursery Teacher



Mrs O'Hara
EYFS Teacher



Mrs Moloney
Reception 2 Teaching
Assistant



Miss Sword
Reception 1 Teaching
Assistant



Miss Saba
Nursery Teaching Assistant

Areas of Learning and Development

The Early Years Framework includes the prime areas of learning which are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

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

Each day, the children will take part in a maths, literacy and phonics session.

Maths – children will learn all about shapes, numbers and measuring.

Literacy – children will explore stories and learn to read and write. They will practise their writing skills through writing letters, postcards and labels.

Phonics – children will begin to learn letter sounds. They will apply this new knowledge when reading and writing.

Throughout the rest of the day, the children will be learning through play in our indoor and outdoor environment, focusing on a range of areas of learning. In Early Years, we aim for children to develop their curiosity, imagination and independence through child-initiated activities.

As the children settle in, we will find out what they already know and can do. We will use this information to help us develop an individual learning programme for each child and to carry out a statutory 'baseline assessment'.



Oral Health

The Early Years Framework states that early years providers must promote good oral health of children who attend their setting.

Oral health is important, even with baby teeth. This is because children's baby teeth:

- help them to bite and chew
- support speech and language development
- help them feel confident when they smile
- make space for and help to guide adult teeth

We will support you in teaching the children how to maintain good oral health.

Attendance and Punctuality

It is vitally important that every child attends school every day and arrives promptly in time for registration at 8.50am. We know, through significant research that children who arrive on time every day and have an attendance record above 98%, make good progress and have a successful education, leading to a happy and healthy life. Absences will only be authorised due to medical reasons and holidays will not be authorised during term time.



Special Educational Needs and Disabilities (SEND)

Our job is to help every child achieve the very best they can at school and to achieve their full potential. You know your child best and you may feel that they need some additional help or support for some or all of their time at school. Please ensure that you discuss any SEND concerns you might have with your class teacher or our SENCo, Mr Wilson. Likewise, we will always discuss any SEND concerns we have and work with you and all our external agencies to ensure we provide the very best education for all children.

Safeguarding

Mr Wilson, the Deputy Headteacher and Mrs Walker, the Headteacher are the Designated Senior Leaders for Safeguarding. They both work hard to keep all the children safe. You can read all about our policies and procedures in our [Safeguarding and Child Protection Policy](#) which can be found on the school website.

Class Dojo

At Sacred Heart, we use Class Dojo to document your child's learning at school and stay connected with parents. We will update your child's profile with photographs and observations which celebrate their WOW moments and achievements. It will create a story of their learning and the activities they enjoy the most to share with you at home.

Observations are mainly completed by classroom staff however we value your knowledge and input as you know your child the best. We would love for you to update and contribute to your child's learning journey.

We will also share class updates and reminders on Class Dojo throughout the year. However, it is important to note that we do not respond to private messages on Class Dojo. If you would like to talk to your child's teacher, please do so at drop off or pick up – they would be delighted to talk to you! Alternatively, you can email reception@sacredheart-jun.manchester.sch.uk and we will get back to you when we can.

You will receive details on how to sign up to Class Dojo in your welcome pack.



School Rules

In order that everybody feels safe, teachers are able to teach and pupils are able to learn, we expect pupils to follow these rules:

- we are gentle (we use careful touch)
- we are kind and helpful (we use kind words when talking)
- we work hard (we complete all our work on time)
- we look after property (we use calm hands and body)
- we listen to people (we are quiet when others are talking)

These rules are displayed around the school and in every class. You can read our full Behaviour Policy by visiting our school website.

School Uniform

Sacred Heart is proud to be a uniformed school, so all children are required to wear school uniform and the co-operation of all parents is sought in maintaining this.

We do not permit the wearing of earrings.



The school uniform requirements for children in Nursery and Reception are as follows:

- Black or navy pull up jogging pants, leggings or shorts.
- White or pale blue polo shirt
- Blue sweatshirt or cardigan (with school logo)
- Plain black trainers or shoes without laces

Your child will also need a waterproof coat and a pair of wellies to be kept in school. We ask that children dress for the weather as the children will ALWAYS have access to the outdoor area during their child-led learning. Please use your own judgement to decide each day if your child will need a hat, scarf and gloves or a sunhat.

Our school uniform requirements for Early Years ensure that the children are practically dressed and ready for play and active learning at all times. Clothing with an elasticated waist is critical as zips, buttons and fasteners can hinder the children when in a rush to use the toilet.

It is also useful to note that we LOVE to play and learn in Early Years. However, learning can be messy. If I come home with a messy shirt, it means I've had a wonderful day of exploring, imagination and fun!

Please label all items of clothing. We encourage the children to keep their jumpers and cardigans safe by putting them on their pegs, but sometimes they can get muddled up



School Fund

Each week we ask parents to make a voluntary contribution of 50p towards school funds. This money is used to provide the little extras that fixed school budgets cannot be used for, such as cooking and play-dough ingredients. It all goes towards providing things that support your child's wellbeing and learning in school.

School Dinners, Snack and Milk

School dinner money is £12.50 per week and should be paid every Monday through ParentMail.

Reception children do not have to pay for school lunches – this is funded by the Government.

If you would prefer your child to have a packed lunch, please follow our Lunch Box Policy to ensure your child has a healthy and nutritious meal.

Children choose their lunch option the day before in order to reduce food waste. Our weekly menus can be found on the school website.

Nursery and Reception children also have snack time each day. Children are able to self-serve their snack.

Every child under the age of 5 is entitled to FREE school milk. Register your child online at www.coolmilk.com

Please inform staff of any **allergies** or special **dietary requirements**. The catering team will work with you to accommodate any needs.

We are **nut free** school. Please ensure any items in packed lunches are nut free.



Birthdays

When it is your child's birthday, they are invited to wear their own clothes (non-uniform) into school on their special day. Please refrain from sending in sweets or cake, in line with our healthy eating policy.

Collecting from School

Parents are invited to wait outside our Early Years outdoor area at hometime. A member of staff will call your child when we have seen their adult. We ask that you are patient with us and courteous with other parents during this busy time. Your child's safety is our biggest concern.

If anyone new or different will be collecting your child from school, please inform us beforehand. You can let your child's teacher know or leave a message at the school office.

It is also useful to talk to your child about any changes beforehand so they are aware and fully prepared.

When collecting your child, please greet them with a smile and not your mobile phone.

ParentMail

At Sacred Heart, we use IRIS ParentMail to communicate with parents/carers. This portal also allows parents to pay for items securely online, such as school trips, breakfast club, dinner money and more.



By having a ParentMail account, this will enable the school to keep in touch quickly in the event of unforeseen circumstances i.e. school closure due to bad weather etc. It will also improve our 'Green Footprint' by reducing the vast number of photocopies the school has to produce.

Hopefully, on our open day you were able to sign up. If you haven't yet done this, you can follow the steps on our school website or contact the office who will be happy to assist you.

Preparing your Child for School

Starting school is a very special time for you and your child and there are lots of things you can do to help prepare them. Helping your child to become more independent would be a huge advantage for when they start school. Here are some of the things you could focus on in preparation for September:

- Fastening buttons and zips
- Dressing themselves e.g. putting on and taking off their jumper
- Using the toilet independently and asking for help if they need it
- Clean themselves after using the bathroom
- Washing and drying own hands
- Tidying up after themselves
- Read and write their own name
- Use cutlery to feed themselves and open packets and cartons
- Share toys and know to take turns
- Sing nursery rhymes
- Count to 10
- Listen to and follow simple instructions
- Listening to stories and turning the page in books

Please share and read the separate transition booklet with your child over the summer.

We can't wait to welcome you to Sacred Heart 😊