



UT VOCE ITA VITA

**EXETER CATHEDRAL SCHOOL**

Nursery | Pre-Prep | Prep

# **Welcome to Reception**

Information Booklet containing details of what you need to know about joining the Reception at Exeter Cathedral School





## **Welcome to Reception!**

My team and I would like to take this opportunity to welcome you to the Reception and offer a brief introduction and guide to the year ahead. Should you have any questions at any stage, please do not hesitate to be in touch. We look forward to getting to know you and your child.

Mrs Liz Bowles  
Head of Pre-Prep

## **Reception Staff**

Mrs Liz Bowles (Reception RB Teacher/Head of Pre-Prep)  
Mrs Caroline Kennaugh (Reception RB)  
Mrs Claire Tamblyn (Reception T)

## **Door Codes for Hall House**

Exeter Cathedral School Pre-Prep site (known as Hall House), operates a coded door system to ensure the safety of its pupils. The door code is changed on a termly basis (more often if necessary), and Mrs Jellard, the Pre-Prep Receptionist, will tell parents the code on request. All parents of children in Pre-Prep are permitted to have the code, on the assumption they ensure that they use the code discreetly when entering Hall House, do not give the code to anyone else, and that they do not allow other people to enter the door unless they know they are a parent or member of staff. If in doubt, please advise Mrs Jellard on Reception, and she will let others in.

## **Arriving at Reception**

You are welcome to bring your child into the classroom from 8.30 am onwards. You may like to speak with your child's class teacher during this time. A breakfast club is available for parents who need to drop off earlier than 8.30 am – please see separate section in this booklet for details).

In the morning, the children should hang their coats on their pegs in the cloakroom, which will be labelled with their names. Book bags are to be put in the 'book bag box'. Please encourage your children to do this to develop his/her independence and a sense of responsibility.

Registration is at 8.50 am so parents are asked to leave by this time so that the class settles in good time for the start of the Reception day.

Children come into school in their sports kit for PE and swimming. You will be advised of which days your child will be taking part in swimming and PE nearer to the start of term.

Swimming lessons take place at the Pyramids Swimming Pool on Fridays under the instruction of a school swimming teacher. PE takes place in the gym at the Chantry or in the Hall House Garden.

### **The School Day**

Teaching and learning in Reception class is designed to encourage and develop independent learning as recommended in the Early Years Foundation Stage guidance. Throughout the day, the children will have adult-led sessions and self-initiated activities.

We hope you agree that getting ‘messy’ is a part of learning, especially in the Early Years. Every care is made to keep your children clean and tidy. However, it would be useful to have a change of clothes which can hang on your child’s peg in case of emergencies. (You might like to provide a painting apron for your child too)

The creative area includes a free painting table, role-play area (including dressing up, sand pit, water tray and junk modelling table.) These elements provide the children with the chance to extend their creativity and independence, through free exploration and through teacher-led, focused activities.

The construction area stimulates the imagination and allows for problem solving, creating and modifying structures and developing mathematical language.

Table top games extend and reinforce areas such as number recognition, early understanding of addition and subtraction, turn taking and perseverance to complete a task.

Children will have lots of opportunities for mark making throughout the year.

### **Break Times**

At morning break fresh fruit and a drink of milk or water are available. Water is available throughout the day for children to help themselves. Please supply your child with a named water bottle which they can then refill during the day.

### **Lunch**

This can either be a school lunch, taken at the Chantry or a packed lunch taken to the Chantry, according to your preference. We take the children every day and help them to choose their food **and make healthy choices**. We eat alongside the children so that we can support them where necessary, encouraging good table manners and enjoying lunch as a social occasion. If your child usually has a packed lunch but is interested in trying the school food, do let us know and we can arrange a trial day. After lunch there is a short play session at Hall House supervised by Hall House staff.

### **Absence and Requesting Absence**

If your child is unwell please contact Hall House Reception on 01392 410 348 or email [a.jellard@exetercs.org](mailto:a.jellard@exetercs.org) as early as possible. Please keep your child at home for 48 hours after sickness or diarrhoea, as per the NHS guidelines. If your child is off sick for more than one day, please contact Hall House Reception every day that they are absent.

If you have a planned absence, please complete the School's Leave of Absence Request form, which is available on the Parent Portal or from Mrs Jellard on Reception. Whilst at Reception age, you do not need to seek authorisation from the School for any planned absence, it is helpful for planning our sessions if we have advanced notice of planned absences and is also helpful in familiarising parents/guardians with the process for when your child moves into the Pre-Prep.

### **End of the School Day**

At the end of the day please collect your child from the classroom. We will take a register at the end of each day to record after school arrangements for each child. If you are unable to make it at this time, or if no-one has arrived by this time, your child will be booked in to After School Care and handed over to the member of staff in charge. If you are unavoidably delayed for collection please don't worry – a message via the Hall House telephone (01392 401348) will be passed on to us and arrangements made accordingly. If another person is to pick up your child, either on a regularly or occasional basis, please let us know in advance.

### **Accidents**

Safety is a priority, however minor accidents (such as grazed knees and head bumps) often occur as children learn to manage their spatial awareness and calculate the risks. All accidents are recorded and a note will be sent home to inform you. In the case of head bumps, we will call you to let you know. Please do not be concerned by this. If a more serious accident occurs, you will be telephoned immediately. We have an on-site Matron, Mrs Mandy Bennett, and she is on call during the Reception Day to deal with First Aid issues and to administer regular medication if your child requires it, either temporarily or on an ongoing basis.

### **After School Care and Breakfast Club**

If an early start is needed, our Breakfast club takes place in the Chantry from 7.30 am each day. The sessions include fruit juice, milk or water, cereal and toast and a supervised play session at a cost of £3.50 per day. All pupils are then escorted to Hall House to start the school day. Further details are available from the Chantry Reception on 01392 255 298 or [reception@exetercs.org](mailto:reception@exetercs.org).

After School Care is available until 6.00 pm each day and a 'little tea' is also provided.

If you would like your child to attend Breakfast Club or After-School Care, please contact Mrs Andrea Jellard at Hall House Reception on 01392 410 348 or [a.jellard@exetercs.org](mailto:a.jellard@exetercs.org) and she will be very pleased to assist with arrangements.

### **After School Clubs**

The Pre-Prep offers a variety of after school clubs, some of which are available to Reception children. At the end of each term, you will receive a letter via the Parent Portal which gives details of all the clubs on offer for the following term. Please select the clubs you wish your child to attend and inform Mrs Jellard, the Pre-Prep Receptionist. The cost of any clubs will be added to your termly fee account.

### **Calendar**

Exeter Cathedral School produces a printed termly calendar which contains all the dates which you need to know. The calendar is sent home with pupils at the end of the previous term and is also available on the School's parent portal system and website.

### **Communication between Parents and Reception**

The home-school reading diary is for you to record any comments you may have. We greatly value these contributions so please make a note to let us know what your child has read and what was enjoyed or was found tricky.

- There is a parents' board in the Reception, where you will find termly and weekly plans. This provides an opportunity for you to discuss with your child their daily learning and be involved in their topics and activities at home.
- Your child's 'Learning Journey' will be available for you to look at and contribute to. This book contains photos, observations and work which your child has participated in and documents their 'learning journey'.
- We have a WOW board, where you can write down anything your child has achieved or taken part in at home. We then celebrate these 'WOW' moments in class.
- Informal chat and planned meetings are welcomed to discuss any issues regarding your child.
- We have a very helpful Parent Portal for all ECS parents to find out what is happening, to book on to activities, and which holds information about your child, including their reports. At the start of the term in which you join the Reception, you will be given login details and instructions on how to use the Parent Portal. Miss Katharine Pearce, PA to the Headmaster and Office Manager, will be very pleased to help you with any aspect of the Parent Portal. You can email her at [k.pearce@exetercs.org](mailto:k.pearce@exetercs.org) or telephone her on 01392 285 959.

### **Contacting the Reception**

The main School Reception in the Chantry can be contacted on 01392 255 298 or [reception@exetercs.org](mailto:reception@exetercs.org).

Mrs Jellard, the Hall House Receptionist, can be contacted on 01392 410 348 or [a.jellard@exetercs.org](mailto:a.jellard@exetercs.org).

Office hours are 8.00 am to 4.00 pm at the Chantry and 8.30 am to 4.30 pm at Hall House.

You may also wish to contact our Admissions Registrar, Mrs Lucy Lewis, [l.lewis@exetercs.org](mailto:l.lewis@exetercs.org) or the PA to the Headmaster, Miss Katharine Pearce, [k.pearce@exetercs.org](mailto:k.pearce@exetercs.org)

### **Escort System**

There may be occasions when the children walk across to the Chantry or to the Cathedral. On such occasions the children are always closely supervised by at least two adults at all times.

### **Fees and Termly Fee Accounts**

You will be invoiced on a termly basis for your child's Reception fees. If you have any questions about your fee account, please contact Mrs Helen Grantham, our Finance Manager, on 01392 255 298 or [h.grantham@exetercs.org](mailto:h.grantham@exetercs.org).

### **Lost Property**

If your child loses any items of uniform or other personal property whilst in Reception, please inform a member of staff as soon as possible and they will do their best to locate the missing item or items. Please assist staff by ensuring that all items brought into Reception (School) are clearly named with a printed name tag to enable safe return. A Lost Property box is located in the Hall House Reception.

### **Newsletter**

A weekly newsletter is sent via email to all parents. This contains information about the whole of the School, including a review of the current week, forthcoming dates and events.

### **Outings and Trips**

From time to time, the Reception Classes go on visits to places like Dinosaur World, Forest School, the National Marine Aquarium and around the locality of Exeter. You will receive information about forthcoming visits and trips via our

Parent Portal System. This will contain all details including the cost, what your child should wear, and what the trip will include. In order for your child to attend any of the trips and visits, you will need to give your permission by signing up to the activity via the Parent Portal. Instructions on how to do this will be provided. The cost of any outing and trips will be added to your termly fee account.

### **Parent Portal System**

The School operates a Parent Portal system where all information you require is available. Upon joining Reception, you will be given login details for the Parent Portal, which you access via the School's website by clicking on 'Parent Login'. If you require assistance with using the Parent Portal, please contact Miss Katharine Pearce either on 01392 285 959 or [k.pearce@exetercs.org](mailto:k.pearce@exetercs.org)

### **Parent's Evenings**

We hold a Parents' Evening in the Michaelmas and Lent terms to discuss your child's progress in class. Parents' Evening dates appear in the School Calendar, and sign up sheets will be provided in Hall House Reception in the weeks leading up to a Parents' Evening so that you may sign up for a suitable time slot to speak to your child's teacher.

Throughout the year, informal meetings will take place naturally to discuss progress and development.

### **Reports**

These will be sent via the Parent Portal in a pdf format which you can download and print off. If you have any questions about your child's report, please speak to your child's class teacher.

### **Uniform**

A uniform list will be sent to you prior to your child starting Reception. In addition, the School operates an 'As New' uniform shop, which is open once a month. To make an appointment please email [asnew\\_uniform@exetercs.org](mailto:asnew_uniform@exetercs.org).

We very much look forward to welcoming your child to Reception, and will do our very best to ensure that he or she has a memorable, enjoyable and inspirational educational experience during their first months and years of education. Welcome to ECS!





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Exeter Cathedral School  
The Chantry, Palace Gate, Exeter, EX1 1HX  
Telephone: 01392 255 298/01392 410 348  
[www.exetercathedralschool.co.uk](http://www.exetercathedralschool.co.uk) [reception@exetercs.org](mailto:reception@exetercs.org)  
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Registered Charity No. 1151444

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