

Starting Reception



St Lawrence Catholic Primary School

High Street, Feltham, Middlesex TW13 4FH

020 8890 3878

st-lawrencesprimary.co.uk

Welcome to Reception!

We're thrilled to welcome your child to our school community. This booklet provides an introduction to our Reception classes and is designed to answer any questions you may have.

We're looking forward to getting to know both you and your child. We hope this is the beginning of a joyful and a positive partnership between your family and our school. By working together, we can help ensure that your child's seven years at St. Lawrence are as happy and fulfilling as possible.

About Our School

Our school is named in honour of St. Lawrence, who was martyred by the Romans. It comprises 16 classes in total, including two Nursery classes, two Reception classes within the Early Years Foundation Stage (EYFS), four Infant classes, and eight Junior classes.

Children born after 1st September one year and before 31st August the following year will be in the same class. Each Reception class has an Early Years practitioner working alongside the class teacher.

St Lawrence Mission Statement

"Our school is a place where we all come together as one community to learn, have fun and make lasting friendships all under God's love and care."



Staff List

Head Teacher	Mr L Duggan
Deputy Head Teacher	Mrs J Orpwood
Assistant Head teachers	Mrs K Higgins Mrs S Bold Mrs E Hills
SENDCo	Mrs J Gough
Reception Teacher- Cherry Class	Mrs K Higgins
Early Years Practitioner- Cherry Class	Mrs M Nowak
Reception Teacher- Holly Class	Mrs S Moore
Early Years Practitioner- Holly Class	Mrs A Pilarczyk
Business Manager	Miss J Kennedy
Clerical Officer	Mrs R Scully

Communications

We use several tools to keep you informed, including the school app, Evidence Me and our school website.

Please check the school app regularly, as it is our primary method of communication. You'll receive a username and password to access these once your child starts.

We also have an active Parent Teacher Association, The Friends of St. Lawrence School, who organise events such as cake sales and the Christmas Craft Fair. These events, raise money for extra equipment and trips. Your support, whether by donating or helping at events, is very welcome. You can also support the school by joining the 200 Club, which helps raise funds. It costs £12 per year (or £1 per month).

Our most recent OFSTED inspection was in January 2026. You can read the report on the school website.



General Information

Starting school dates and times

Start of the day	8:45am – 8:55am (soft start)
End of the day	3:15pm

All Reception children will start during the week beginning Monday 7th September. Details of your child's start date will be given to you at the information meeting.

Attendance

If your child cannot come to school, please call **020 8890 3878** before **8:45am**.

Leave a message with:

- Your child's **name**
- Your child's **class**
- The **reason** (sick or other)

If your child is too unwell to play outside, they should stay home.



Bringing Your Child to Reception

Please bring your child to the **Gate by the pond**, where a member of staff will meet you.

Arriving on time is very important. It helps your child get into a good routine and makes for a calm, happy start to the day. The gates open promptly at:

- **8:45am – 8:55am**
- **3:15pm**

Once your child has a place, you will be asked to complete a **home/school agreement**. This tells us which adults may collect your child.

If someone different is collecting your child, and they are not named on the form, please let us know in advance.

School Uniform

Winter Uniform



White polo shirt	White polo shirt
Green skirt or green pinafore	Grey trousers
School logo jumper or cardigan	School logo jumper
White socks Red, green, white or black tights	Grey or black socks
Black shoes – strong flat footwear which can be polished (trainers and boots are not permitted)	Black shoes – strong flat footwear which can be polished (trainers and boots are not permitted)

Summer Uniform



White polo shirt and bottle green box pleat skirt or bottle green pinafore	White polo shirt and grey shorts
Bottle green gingham button summer dress (optional) – no zip, no skirt, no playsuit	
School logo jumper or cardigan	School logo jumper
Black shoes – strong flat footwear which can be polished (trainers and boots are not permitted)	Black shoes – strong flat footwear which can be polished (trainers and boots are not permitted)

P.E Kit



Green logo shorts, white t-shirt & Black or white trainers

School logo PE Tracksuit for outdoor sports during colder months

Uniform such as skirts, pinafores, trousers and polo shirts / shirts can be purchased from a range of clothing retailers and supermarkets. Uniform with our school logo can be purchased from Sanco, Hounslow.



Sanco Schoolwear - 60 Bell Road, Hounslow TW3 3PB

020 8570 9990 - www.sanco.co.uk

We have a limited amount of quality used uniform available to purchase. We regularly hold used uniform sales throughout the academic year. Please contact the school office for more information.

Shoes

No laces, please. Children must wear black, hard-soled shoes with Velcro fastenings so they can put them on and take them off independently. Examples of appropriate shoes:



Coats, Hats and Bags

- Children should wear a waterproof school-style coat, ideally with a hood.
Hooded tops and denim jackets are not allowed at any time.
- Before your child starts Reception, please buy a red school book bag. (school logo optional or plain red) Your child should bring this bag to Reception every day.



Hair

- Children with hair longer than collar length must wear it tied back using red or green hair accessories.
- Please make sure accessories are simple and tidy. Too many or large accessories can be a safety risk.
- Hair may be cut short, but should not be shaved or have patterns or designs.
- Please do not use gel or styling products for school.

Jewellery

- Children are not allowed to wear earrings, studs, or any jewellery in school for health and safety reasons.
- Taping earrings is not allowed. If a child comes to school with newly pierced ears and taped earrings, a letter will be sent home, and the earrings must be removed.

- If you plan to have your child's ears pierced, please do so at the start of the summer holidays. This is the only time when the required healing period (5–6 weeks) will not affect school attendance.

Helping Your Child to Be Independent

We encourage children to be as independent as possible. You can support this by helping your child practise key skills at home.

Please teach your child how to:

- Put on and take off their coat (adding loops to coats/sweatshirts can help them hang items on their peg).
- Turn sleeves the right way out and hang up their belongings.
- Use the toilet independently and clean themselves.
- Wash their hands properly.
- Use a tissue and understand when they need one.
- Tidy up toys, share, and take turns.
- Recognise when they need the toilet and ask for help if needed.

Please read our [Intimate Care Policy](#) to understand our approach and expectations.

Talk to your child about what to expect at Reception, and reassure them it's a safe and happy place.



Drinks and Fruit Time



Children are offered fresh fruit each day, provided by the school.

All children should bring a named plastic water bottle with a non-spill top (e.g. sports cap).

Fizzy drinks, squash, juice, and milkshakes are not allowed.

Lunchtime 12.15pm-1.15pm

Lunches for all children in Reception, Year 1 and Year 2 are free through Universal Infant Free School Meals (UIFSM). Alternatively, you can provide your child with a healthy packed lunch from home.

Our school lunches are provided by Olive Dining and are freshly prepared in our onsite kitchen. Olive Dining are passionate about providing nutritious and delicious school meals. They use local suppliers with sustainable sources to provide quality ingredients including meat from food standard assured farms.

Olive Dining operates on a three-week rotating menu, which can be accessed via our school website. We encourage you to review the menu with your child each week.



Birthdays, Sweets and Toys

To celebrate their birthday, children may **donate a book to the class**, as agreed in the Home/School Agreement.

Please **NEVER** send to school:

- × **Snacks or sweets**
- × **Food containing nuts** due to some children having severe allergies.
- × **Toys from home**, as they can easily get lost or broken, which can be very upsetting for children.



First Aid and Medical Information

We provide basic first aid in school. If your child has an accident that requires hospital treatment, we will contact you as soon as possible using the emergency contacts you have provided.

Please make sure we have your current contact details, and let us know immediately if they change.

If your child has any allergies or medical conditions, please inform Mrs Januszevska so we can update our records.



The Reception Curriculum

When children enter Nursery, they begin learning through the Early Years Foundation Stage (EYFS) curriculum. This is based on seven key areas of learning:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design



These areas guide how we plan the learning environment, activities, and experiences. They also lead towards the Early Learning Goals, which children aim to achieve by the end of the Reception year.

Reading

Once settled into school, your child will start to bring home reading books. There will be a reading scheme book and a library book for you to share with your child.

There is space in the reading record for you to write a short comment.

Our goal is to build a love of stories and books. Please try to spend a time each day supporting your child to read and sharing books together. Talk about the pictures, guess what might happen next, and most of all, enjoy the time together. Reading should be a positive and relaxed experience, not a task or a test.

Writing

It's important that children learn to form letters correctly from the start.

Please support your child to write in lower case letters and only use a capital letter at the beginning of a sentence and for their name.

You can help by encouraging your child to hold a pencil correctly, using their thumb, index, and middle fingers in a comfortable grip.

We teach writing using the **Monster Phonics Font**, which supports clear and consistent letter formation.

Mathematics

At St Lawrence, we use the Mastering Number programme in Reception. Mastering Number is designed to help children develop a strong understanding of number from an early age. Through engaging, practical activities, songs, games, and mathematical discussions, children build confidence with counting, recognising numbers, and understanding how numbers are made up and related to one another. The programme focuses on developing fluency and a deep understanding of number, providing children with the essential foundations they need for future success in mathematics.

Assessment

Assessment in Reception is ongoing. Observations are made through photographs, talking with children and independent and guided activities. We have an online system called 'Evidence Me'. We take photos of your child carrying out different learning activities throughout the day, which you can view on an app at home.

In the Autumn and Spring term you will be invited to Parent Meetings to discuss your child's progress. In the Summer term you will receive your child's end of year report. Throughout the Reception year your child will be assessed against the 'Development Matters' and towards the end of year 'Early Learning Goals'. This is a statutory obligation and you will receive the results in the annual summer report.



SENDCo (Special Educational Needs and Disabilities Coordinator)

Our school follows the SEND Code of Practice. We carefully monitor and support children with special educational needs or disabilities, and plan learning that meets their individual needs.

We also work closely with other professionals and services to make sure each child gets the support they need.

Helping Your Child Learn at Home

There are many simple ways you can support your child's learning and development at home.

Try to share as many experiences together as possible. Activities like making things, painting, drawing, and cooking are not only fun but also help develop important skills. Trips and outings, even simple ones to the local park or the shops can be just as valuable as bigger days out, especially when you talk about everything that's happening around you.

We cannot stress enough the importance of language in your child's early development. Give your child lots of chances to talk, and encourage them to speak about what interests them. Listen carefully to what they say and respond by talking with them, this is one of the best ways to build vocabulary and confidence.

Help your child notice and read every day, like words on signs, labels, cereal boxes, or even on the television. All of this helps them understand that reading is part of the world around them.

Maths can also be part of everyday life. Use simple, fun activities like counting steps, laying the table, pretending to be the shopkeeper and handling coins.

When your child starts to make marks on paper and 'read' them back to you, they are beginning to write, even if the marks don't yet look like letters. Encourage lots of drawing and talk about their pictures together.

Most importantly, help your child to enjoy the world around them. Celebrate their efforts, show interest in what they discover, and let them learn at their own pace. With your support and encouragement, they will grow in confidence, curiosity, and happiness ready to reach their full potential.

We look forward to welcoming you to St Lawrence Catholic Primary School!

