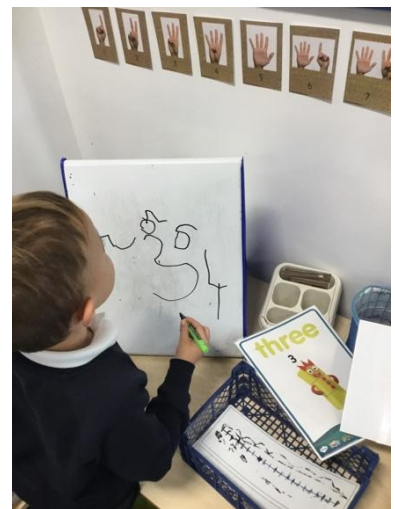


Welcome to Glebe Primary School

Reception Cohort 2026/2027



Nurture
Inspire
Challenge

Glebe Primary School
Church Lane
Southwick
West Sussex
BN42 4GB
t: 01273 592163
e: office@glebeprimary.org.uk
w: glebeprimary.org.uk

April 2026

Dear Parents and Carers,

Welcome to Glebe Primary School!

We are delighted that your child will be joining our school's Reception classes this academic year and we are looking forward to getting to know them and the whole family.

Starting school is always a big step and we want it to be a happy and exciting time for both your child and for you. We know that you will have lots of questions to ask us and the purpose of this booklet is to begin to answer at least some of those questions.

We hope that you are looking forward to joining us and taking part in all that we can offer your child. We will do our very best to make you and your child feel comfortable, secure and valued.

Our aim is to provide your child with the very best education possible and we hope that you will work with us, in partnership, to achieve this aim.

A questionnaire is included in this pack which will support us in knowing more about your child. Please complete and return to the school office.

If you would like to discuss anything additional regarding your child please don't hesitate to contact the school and one of the Reception class teachers, SENDCO, Lower School Leader or myself will get back to you: office@glebeprimary.co.uk

Our aim is to make the transition process to school as smooth as possible for you and your child.

Look forward to meeting you!

Yours sincerely,

Mrs. Karen Crutchfield
Headteacher

What happens before my child starts school in September?

Ahead of your child starting school in September there are going to be a series of induction events.

- At 3.30pm on **Monday 6th July 2026** we will have a welcome meeting, informing you of the class your child will be in this September. This will be an opportunity for you to meet your child's class teacher in the EYFS learning environment. This meeting is for parents/carers only and will last for approximately 45 minutes. Please come to the main school office at 3.30pm.
- On **Wednesday 8th July 2026** we would like to invite you and your child for a 'Supporting Communication and Language' workshop followed by a Stay and Play session. This session will run from 9:30-11:00. Please arrive at the school office for 9:30 and we will begin the session meeting together to share some ways you can support your child with their communication and language development as they prepare for school. We will then move to the classrooms for the stay and play and opportunity for you to practice some of the suggestions shared. During the stay and play, your child will meet their class teacher and teaching assistant. This will be the children's opportunity to explore their classroom and their outdoor learning environment. During this session your child will also be provided with a small learning pack of activities they can use and practice key skills with during the summer holidays in order to prepare for school. Over the summer holidays, you will also receive 5 follow-up emails from us sharing useful strategies to develop communication and language.
- On **Wednesday 15th July 2026**, we would like to invite you and your child to join us for a Welly Walk (time in our Forest School area) with your new class.
Reception Apple: 1:15-1:45pm
Reception Cherry: 2:00-2:30pm
Please arrive at the school office and wear weather appropriate clothes. We recommend a pair of wellies or outside shoes that can get muddy.
- On **Wednesday 2nd September 2026** you and your child are also invited for an open afternoon. This open afternoon will run between 1:00-2.30pm. This is an opportunity for you and your child to see their classroom set up ready for their first official day at school the next day on the 3rd. Please pop into this session via the Kingston Lane entrance at any time between 1:00-2.30 pm. The gate will be left open as this is an INSET day (no other children on site).

All children will then begin school on **Thursday 3rd September 2026** full time.



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Will you be speaking to my child's previous setting before they start?

We will be making contact with your child's previous setting to support your child's transition to school. Please complete the 'starting school questionnaire' which is attached to this email.

What does my child need to wear?

We like children to look smart and tidy for school. Our uniform is aimed at affordability, ease of movement and practicality.

All children	Summer (optional)
• White only blouse, shirt or polo shirt (top with a collar). • Navy blue sweatshirt or cardigan with or without the school logo. • Black/dark grey skirt, pinafore dress, trousers or shorts. • Year Reception (YR) only - Tidy black or dark grey joggers or leggings are acceptable if more comfortable. • Sensible, sturdy school type flat black shoes (covered toes all year round). • We ask that young children have a velcro fastening until they are able to tie laces. No boots or ankle boots. • Hair should be tied back at all times. Hair bands, grips and other hair accessories must be dark blue, grey or black. • Only single stud earrings, one per ear can be worn. No other body piercings. • No jewellery should be worn to school except a watch. • No nail varnish or fake nails to be worn. • No make up to be worn. • Coats for school need to be labelled and please ensure they can be hung up on a hook. • A warm, waterproof coat is highly recommended for the winter months.	• Blue and white striped/checked dress • Shorts- dark grey or black • Dark socks or white socks only (not patterned or bright colours) • Short or long socks • Baseball cap



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When children start school we highly recommend elasticated waist trousers and no fiddly belts! Jogging trousers in dark grey and black are very suitable. We also advise velcro shoes as children are too young for laces and don't yet have the dexterity for them. Please label everything!

Where to purchase our uniform from:

Our uniform can be purchased from Monkhouse in Hove. Website: <https://www.monkhouse.com/>
Address: Sussex Uniforms, 40 Blatchington Road, Hove, BN3 3YH Telephone: **0161 476 7216**
Email: web@monkhouse.com

Please also note that you can buy standard uniform items from most supermarkets and shops.

P.E Kit

On your child's P.E day, your child will need to come to school in Glebe's PE kit - they will wear this all day at school. P.E days will be shared with you when your child has started in September.

Glebe's PE kit is:

- Navy blue PE shirt with Glebe logo or a navy blue t-shirt
- School jumper.
- Navy blue or black shorts. (non branded/no lycra)
- Dark grey/navy/ black jogging bottoms or leggings.
- Dark grey/ black or white socks.
- Trainers for PE - velcro fastenings until children learn to tie their laces, please

Glebe PE shirts can be bought from Monkhouse as can the rest of the kit though you may find items such as jogging bottoms cheaper in supermarkets.

What does my child need to bring to school?

In YR lots of the learning takes place outside. Please ensure during the colder seasons you send your child in with a coat. We also ask that they bring a pair of wellies which can be kept at school.

The children will have an allocated peg where they will be able to keep their coat and personal belongings. We ask that the children bring either a navy book bag or a small rucksack. This is so they can take home



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items from school such as reading books. Please provide your child with a named water bottle. We ask that the children take these home daily and bring a bottle of water in each day to have in the classroom.

When will my child start school?

The school term starts on **Thursday 3rd September 2026** at 8.30am (gates open at 8.25am). At Glebe Primary School we have a policy of children in Reception classes being able to start full time on day one. This is because many children have been used to full time Pre-School and coming to school and spending a whole day there is not a big change for them.

If you are concerned about your child starting school full time on day one then please email the Reception team: office@glebeprimary.co.uk to arrange a time to discuss your needs. YR (Reception year) is not a compulsory school year and parents have options until the term when their child is aged five. We advise regular attendance at school but there are sometimes good reasons for a more staggered approach e.g. special educational needs or being very young in the year group.

Which class will my child be in?

At Glebe we have two Reception Classes with room for thirty children in each. Each class in the school is named after a tree. We have the fruit trees: Apple and Cherry. Each YR class has a teacher and a teaching assistant. We will notify you during the parent meeting on **Monday 6th July 2026** about which class your child will be in. If your child has any friendship preferences it is important that you notify us as soon as possible via the questionnaire. Even though the children are allocated to a class there are lots of opportunities where the children can mix with other children across the reception cohort. We share a lot of learning, especially in our large shared outdoor space.

Can I stay with my child when they start in September?

We encourage you to bring your child into their classroom and settle them into a learning activity. Once your child is settled our expectation is that you should leave. We will always notify you if your child became distressed. However, we often find they settle quickly and we keep them busy with lots of learning activities. It is advisable to go swiftly and not to linger! We appreciate what a big day starting school is for families and we try to make the day as gentle and happy as we possibly can.

What are the times of the school day?



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Morning session - 8.30 am – 11.45 am (gates open 8.25am)

Our class doors open at 8.30am. Teachers make themselves visible at the classroom doors and your child will enter the classroom putting their bags and coat away.

Lunchtime 11.45 am – 12.45 pm

The government provide free school meals for children in Reception to Year 2. Alternatively, you can send your child in with a healthy packed lunch.

Afternoon session – 12.45 pm – 3.00pm (gates open 2.50pm)

Children will return to the classroom for the afternoon session and will be dismissed at 3.00 pm by the class teachers. During this time there is a chance to have an informal chat about your child's day at school and to pass on any relevant information.

Where do I collect and drop off my child?

Please use either entrance on Kingston Lane or Church Lane. There is no parking near the school gates so please park further away and walk in. Children who attend the school may bring their scooter or bike and we have storage for these. We advise wearing a helmet (please label). Drop off and pick-up are from your child's classroom door.

What happens at lunchtime?

All school lunches are freshly prepared on site by the school meals provider The Pantry ([The Pantry](#)) Menus are of a 'Food for Life Gold standard', which ensures all of The Pantry's meat is to a minimum Red Tractor and all sourced within the UK and freshly cooked from raw ingredients. Their lunch time menu provides a range of exciting dishes that are varied and offer something for everyone. They will provide the hearty, wholesome meals that your children desire. All children in Reception to Year 2 are provided with the option of a school meal free of charge! This is government funded. We strongly recommend a hot meal each day as the food will be highly nutritious and eating a meal gives children good energy for the day at school. Learning to eat with cutlery and proper sitting and manners are also key skills which we encourage. Children soon pick up good eating habits if you stick with hot meals. More information will follow about how to book these. Dietary needs are fully catered for.

Some pupils choose to bring a healthy packed lunch instead; sweets and fizzy drinks are not allowed and you are reminded that food containing nuts is not allowed at school due to allergies.



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Will my child be able to have a snack?

In Reception, a fruit snack is available when your child needs it, throughout the day. Therefore, your child will not need to bring in any snacks from home. A water bottle containing fresh plain water should be provided and brought into school every day. Children are encouraged to drink plenty throughout the day. The fruit is government funded and absolutely free too!

Is there any before and after school provision?

The childcare provider 'Play' runs a breakfast club and afterschool club on the school site. The breakfast club runs from 7.30am and the after school care until 6pm each school day (with an optional meal in the evening).

In addition, they run school holiday childcare sessions.

For further information please visit their website [Glebe Primary — Positive Learning Active Youth](#)

Contact Play:

email: glebe@plaype.co.uk

phone: 07512 082454

What will my child do all day?

We believe that pupils in the Early Years Foundation Stage (which includes Reception) learn best through play-based activities and first-hand experiences that are both enjoyable and challenging. We aim for them to become self-motivated, independent learners through a balance of child initiated (where children decide what they want to do) and adult led experiences.

We provide, and are continually developing, a high quality curriculum in line with the Early Years Foundation Stage guidance. The curriculum is wide and varied, and builds on your child's existing knowledge, skills and experiences.

If at the end of a day your child tells you that they have "just played", rest assured that your child's day will have been well planned and purposeful! Our curriculum encompasses seven areas of learning and development. All areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships, and thriving.

These are called the prime areas:

- communication and language



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-
- physical development
 - personal, social, and emotional development.

Four areas help children to strengthen and apply the prime areas. These are called the specific areas:

- literacy
- mathematics
- understanding the world
- expressive arts and design

In addition, weaved throughout the EYFS curriculum are three Characteristics of Effective Learning:

- playing and exploring - children investigate and experience things, and 'have a go'
- active learning - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- creating and thinking critically - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

These elements underpin how we reflect on each child's development and adjust our practice accordingly. Supporting children in their individual learning behaviour and observing the context of children's play is essential.

How will I know how my child is doing?

Assessment in the Early Years Foundation Stage (EYFS) takes place through observations of what the pupils can do and what they say. During the first few weeks of school, we will be assessing the knowledge, skills and understanding of your child using a wide range of tasks covering the EYFS curriculum. This provides the teaching staff with a valuable insight into the pre-school experiences of each child and helps to mould the educational programme or provision for each individual. The results of these informal assessments will be shared during Parent Consultations, which will be held at the end of the first half of the Autumn Term and then again in the Spring Term. In addition, you will receive three (one each school term) reports throughout the academic year that contain information on your child's progress.

We use Class Dojo (a secure online app) to communicate and share photos of your child. Parents are encouraged to sign up to enable them to view and contribute in order to build as complete and rounded a picture as possible. Further information regarding Class Dojo will be provided in due course.

How can I help my child before they start school?

The information below contains some useful advice to support your child in preparing for school. We have also sent you a 'Starting Reception' booklet with lots of information. More information will follow in during



our welcome meeting. On **Wednesday 8th July 2026**, you are also invited to attend our 'Supporting Communication and Language' workshop which will provide you with ways to support your child's communication skills.

We recommend you visit the Pacey website below as it is a great online tool in helping to ensure your child is 'school ready'. <https://www.corampacey.org.uk/starting-school/>

Steps to starting school

Build your child's confidence so that they start school confident, curious and ready to learn

Access more great advice, tips and downloadable resources at pacey.org.uk/schoolready



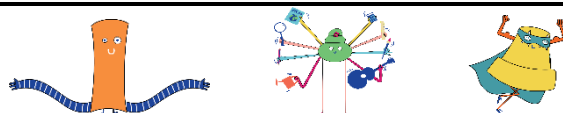
More top tips:

- ★ Get your child ready for their new routine by switching their meal times to match those of the school day
- ★ Encourage your child to explore new environments and interact with new people
- ★ Talk to your child about what they are most looking forward to at school
- ★ Let your child practise putting their new school uniform on and taking it off
- ★ **And remember**, every child is different and starts school with different abilities

Glebe School Nursery Provision

We have an on-site Nursery at Glebe! This may be of interest if you have younger children. We have two classrooms next to YR for children to attend from the term after their third birthday onwards. Please call the school to book a tour if you have younger children. Our Nursery is open during school hours and we take vouchers (additional sessions can also be paid for). Contact the school office for more information.

Our Nurture, Inspire and Challenge characters.



School Motto:

We nurture and inspire others and challenge ourselves. Be brave, be kind and seize the day!



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Glebe Primary School
The best in everyone™
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