



*"Love and support in all we are taught"*  
*"Cariad a chefnogaeth ym mhopeth rhydan ni'n ddysgu"*



# **Reception Parents' Information Book 2025**

# Welcome to Dosbarth Cherry

Beginning school is a major event in the life of a four year old and it won't be long before your child will start with us at Venerable Edward Morgan School. There will be lots of new things to learn and of course you will want to ensure that your child is well prepared for this important event. We aim to make it a happy and memorable experience. We hope that this booklet will provide some useful information that will help your child to settle quickly into school.

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## General Information

Our contact details are:

Venerable Edward Morgan Catholic Primary School  
Caernarvon Close  
Shotton  
CH5 1AS

**Telephone:** 01244 830408

**Email:** [emmail@hwbcymru.net](mailto:emmail@hwbcymru.net)

Head Teacher: Mrs R Langley



## Preparing your child for school

Many Parents ask what they can do to help prepare their child for their first full days in school. We suggest the following:

- Encourage your child to be as independent as possible even if it takes far longer for them to get ready.
- Get them used to a routine of reasonably early to bed and up early enough for you and your child to have a stress free time to get ready for school.
- NEVER THREATEN THEM WITH SCHOOL! Be positive. We want them to see school as an exciting and enjoyable place to be.
- Give your child as many varied experiences as possible: drawing, painting, cooking, singing, making models, playing games, jigsaws, etc.
- Get them used to: pencils, crayons, felt pens, chalks, paints, play dough, scissors.
- Share stories, books and rhymes. Read to them.
- Count everything and share things out.
- Use lots of one to one correspondence — for example laying the table with cup, plate, knife, fork and spoon for each person.

Talk to them all the time. Name familiar things and discuss what they see around them and what things are for. Talk about what you see when you are out and about. Watch people work and discuss what they are doing.



## What should he/she be able to do?

Can he/she .....

- Dress and undress themselves?
- Use the toilet independently and ask to go there?
- Tidy up after himself/herself?
- Recognise their own name? Please tell your child's teacher if their name is abbreviated in any way.
- Feed himself/herself?
- Share toys and equipment?
- Handle a pencil?
- Sing some nursery rhymes?
- Practise counting to 10?
- Listen well and follow simple instructions?



All these things will really help to make starting school much easier. They will have a happier time if they are independent and can do many things themselves.



# The School Day

## Morning Procedures

Your child's class teacher will come to meet you and your child at 8:45am to 8:55am, at the small right-hand pedestrian gate to bring your child in to school. If you have any messages for the class teacher or school please ring the School Office on 01244 830408 or message via the Seesaw App.

Reception pupils will finish the school day at 3:10pm. The class teacher will bring the children to the small right-hand side pedestrian gate, where you can collect them and take them home.

**It is vital that you inform us if someone different is collecting your child. If we are unsure your child will remain in school until we have contacted you and confirmed.**

## FIRST DAY AT SCHOOL

- Arrive on time.
- Leave cheerfully.
- Don't linger about looking through windows (first day tears are nothing to worry about!).



## **School Dinners**

Newydd Catering and Cleaning Ltd prepares hot meals for us every day in our school kitchen. A menu can be found on our website at <https://www.vemschool.co.uk/school-information/school-dinners.php> and is updated regularly. Any changes to the menu are sent via OurSchoolsApp, text messaging, email and on the school website. If you require a hard copy please see the School Business Manager in the Office.

Universal Primary Free School Meals (UPFSM) is the Welsh Government's initiative which sees all children of primary school age receiving a free school meal, regardless of income. Since 2022 UPFSM has been rolled out to all primary schools across Flintshire. There is no need to apply or register.

Each child is offered a choice of two hot meals (one being a vegetarian option) and then a choice of either Sandwiches / Pasta Pots / Jacket Potatoes - these are offered on specific days, not every day.

All Meals need to be pre-ordered via the School Gateway App.

## **Snack Time**

Children are encouraged to bring in a healthy snack of a piece of fruit or vegetable sticks. School provide a carton of milk or water at break time each day.



Please click on the link below to see what you can claim from Welsh Government to assist you and your school with additional grants.

<https://www.flintshire.gov.uk/en/Resident/Council-Tax-and-Benefits-and-Grants/Free-School-Meals-and-School-Essentials-Grants.aspx>

## Learning in the Foundation Phase

Dosbarth Cherry is where the excitement begins! Foundation Phase children learn together in an environment which is developed around the children's interests. We pride ourselves on being an exciting and engaging place to be - encouraging our children to be independent learners through a range of practical activities. We follow a thematic curriculum which allows us to be creative with our lessons.





## Clothes to Wear for School

Our school uniform consists of:

- Burgundy V-Neck Jumper/ Sweatshirt/ Cardigan
- Sky Blue Polo T-Shirt/ Shirt & Tie/ Blouse & Tie
- Black/ Grey School Trousers/ Skirt/ Pinafore Dress
- Burgundy Joggers (No Leggings)
- Grey Socks with Black Flat Sensible School Shoes
- Book bag
- In the summer Girls may wear a Blue Gingham Dress and Boys Grey Shorts
- Optional - School Burgundy Zip Fleece or Waterproof Reversible Jacket

Please contact Monkhouse, 14 - 16 New St, Mold, CH7 1NZ or Tel: 01352 756636 or [mold@monkhouse.com](mailto:mold@monkhouse.com) for further details please visit: [www.monkhouse.com/parentguide](http://www.monkhouse.com/parentguide) for you uniform needs.

The only jewellery permitted is studs for pierced ears.

For physical activities children need pumps or trainers that can be managed independently. All shoes must be fully enclosed at all times, so no sandals please. We would like our children to wear a smart PE kit of Sky blue t-shirt and black shorts.

As our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped for these areas at all times of the year. Please ensure their clothing is practical and suitable for the seasonal changes. Waterproof jackets and winter clothing for cold weather; sun hat and protective clothing in the summer months. We ask that sun cream is applied before the children get to school so that they are ready for the day.



**TOP TIP!!** Use sew in or iron on labels in EVERYTHING! 30 Edward Morgan sweatshirts look the same and pen often becomes illegible or wears off after a few washes.

## **Helping Prepare your Child for School**

In Edward Morgan we go to great lengths to help your child be prepared for their next stage of learning; as well as developing the confidence and skills to be an independent learner.

In preparation for school, here are some things you can do with your child to help them develop the basic skills on the road towards their Early Learning Goals.

### **Listening**

- Show your child how to be a good listener by listening to them and others
- Be patient — don't interrupt or finish their sentences for them
- Give them your full attention when they are speaking, showing them eye contact and good body language.
- Respond to what they are saying by asking questions or ask about their opinions.
- Listen to your child reading.

### **Speaking**

- Speak clearly and confidently
- Model using the right words and set an example
- Speak in full sentences
- Use clear, simple directions for tasks and behaviours
- Engage in discussions with your child and allow them the time to speak without being interrupted
- Ask for their opinions
- Tell them about your day and ask about theirs.

### **Number Skills**

- Count daily with your child.
- Count objects, actions, numbers and a range of things.
- Identify numbers wherever you go — a neighbour's house number or the number on a bus.
- Help children putting numbers in order.
- Let children help with the tidying and sorting. Can they sort the DVDs by colour?
- Identify shapes around the home.
- Use fingers to support counting.

## **Writing**

- Encourage your child to mark make without feeling pressured.
- Get your children colourful pens, gel pens and exciting new tools to encourage them to mark make.
- Let children write their name on cards or letters.
- If your child is already writing with a pen or pencil, support their pencil grip so they do not develop bad habits

## **Behaviour**

- Agree clear and realistic rules — and stick to them.
- Give your child boundaries so they know what is expected of them.
- Encourage your child to always say ‘please’ and ‘thank you’.
- Support the school rules.
- If your child’s behaviour is proving difficult we can work on a home-school reward system together.

## **Organisation**

- Children like routine — so set regular times for bed, getting up, meals and family time.
- Under 5’s need up to 15 hours and primary children 10 hours sleep a night.
- Check your child has their name in everything before they bring it, this helps them be organised themselves at school.
- Help your child remember to bring everything — book bag, PE kit, reading book etc.
- Help your child to have all the equipment they need for learning.
- Let your child take hold of their own things on the way to school they will know where to put books and bags.
- Let your children help you at home with the cooking, cleaning and shopping — they relish an opportunity to feel useful!
- Be patient when your child is helping.
- Lay your child’s clothes out in the correct order each morning so they can dress themselves — this really helps for PE!
- Children are expected to toilet themselves once they begin the Foundation Stage.

## **Extending their learning**

- Link your child's learning to family activities — we can give you ideas for each topic!
- Go to local museums, parks, wildlife reserves, the beach.
- Talk about the world around them and encourage them to ask questions.
- Take time to listen to your child and explain things carefully, developing their understanding and vocabulary.



## **Communication – some frequently asked questions.**

### ***How do I let the school know about medical and hospital appointments?***

If the appointment really can't be organised outside of school hours then you'll need to write a letter to the teacher who will pass it to the office. The letter should state the date, time and type of appointment e.g. hospital, doctors etc.

If possible you should include a copy of the actual appointment letter as well.

### ***What should I do if my child is unwell and unable to come to school?***

Please phone school first thing in the morning and let us know the reason for your child's absence.

When your child returns to school, send in a letter to explain the absence.

### ***Will the school administer medicine to my child?***

If a doctor has prescribed medicine for your child that needs to be taken during the school day the Head Teacher, Mrs Langley will give it to your child when required. Please ensure that the medicine is clearly labelled with your child's name and that you have completed a medicine form. All medicines must be handed in to the office by an adult.

### ***How will school let me know if it's closed due to snow?***

Whilst school is determined to stay open, severe weather such as snow can mean that it isn't safe for pupils and staff to be in school. On these rare occasions the school uses the Flintshire County Council Website to register a school closure as well as using the school website, twitter feed and the direct text messaging service.

### ***What should I expect at pupil progress evenings?***

Pupil progress evenings take place once per term – October, March & July. The October and March dates operate with evening appointments, available on first come first served basis. This is an opportunity to talk to the class teacher about how your child is getting on. It's a chance to ask any questions and share any concerns you may have. In July there is an opportunity to meet your child's new class teacher and see their new classroom, following their end of year report.

### ***How do I make an appointment for Pupil Progress Evening?***

Appointments are made through the Parents Evening System. You will receive an e-mail/text message informing when bookings are open and a link to the parent login page:-

<https://venedwardmorgan.parentseveningsystem.co.uk/>

Please ensure you keep your records up to date at school as you will need an e-mail address and your child's details to book any pupil progress evening appointments.

Any problems please do not hesitate to contact the office in school.

### ***When can I see my child's books, their targets and their progress?***

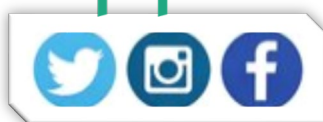
At the pupil progress evening you will have the opportunity to look through your child's books and discuss your child's interim report. However we understand that questions can arise regarding children's progress at any time during the year. We encourage parents to speak to class teachers at the end of the day or to ring the office to make an appointment to discuss any concerns further.

**TOP TIP!!** Never be afraid to ask if you don't know something – If you want to know something, the chances are, so do other parents.





ParentMail



## SCHOOL COMMUNICATION

Hello, we know how important it is for parents to feel well informed and in touch with the school. We have listened to what parents would like and tried hard to put in place lots of ways that school can communicate with parents to help you stay up to date. Below are just some of the ways we can communicate with you and we are always open to further suggestions. Here at VEM School we try to communicate with our parents / carers in a simple and easy to use method, saving on paper and making accessing information regarding events and activities at the school as easy as clicking a couple of buttons.

We also have an online system to enable parents / carers to pay for School Meals, Trips, Fun Club etc. via their bank or cards.

For you to login / register on these apps / systems the school requires an up to date Mobile number and E-Mail address from at least one parent / carer in the family.

**TOP TIP!!** Keeping your child's school records up to date with the latest telephone numbers and e-mail addresses, makes contacting you or giving you the latest news very easy. So, please pass your current Mobile and E-Mail address on to Mrs Clarke in the office and remember to update any changes when they occur.

## School Website

Our School website is a source of information. Find it here: -

<http://www.vemschool.co.uk/>

Here you will be able to view our calendar, read news, find our latest newsletters, see what the choices are for school dinners and several documents and other information.

## **Newsletters**

Newsletters are sent out regularly via our website, Ourschoolsapp and email. The newsletter highlights events that are happening during the term as well as listing important dates, such as class assemblies and trips.

## **School Gateway**

School Gateway is a great way to pay for all those trips and other school events etc with just a few clicks on your phone. Also, you can Pre-Order your Meals through this App, allowing you to order your Child's School Meals in advance. PLEASE NOTE School Meals CANNOT be ordered on the day, they MUST be ordered in ADVANCE.

To activate your School Gateway account, it is quick and easy to do. All you need is your email address and mobile number that school holds on record for you.

- Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

- Visit the website: <https://login.schoolgateway.com/o/auth/register> and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.

**TOP TIP!!** Please ensure you have enabled push notifications for this APP; as vital messages relating to consents and payments may be missed if disabled. Also, check regularly the messages section of School Gateway found at the bottom of the home page for messages relating to your child's payments or consents.

## **Our Schools App**

Our Schools App is a great source of information, with its calendar and regular news articles, you can keep informed on what is going on.

Just download OurSchoolsApp from your app store on your smartphone (Android or iPhone).



You will be sent reminders of upcoming events, and when changes are made to items already placed on the calendar as well as new entries. You can also find contact details on the app as well as links (under Info) to other important places such as Breakfast /FUN Club Booking System; AmaSing After School Booking Page etc. You can view recent Newsletters / Letters under the Documents section of the App.

## **Parentmail**

Through Parentmail we can send text and emails to all parents as a quick way to remind or inform you of anything that may be urgently happening.

**TOP TIP!!** Due to General Data Protection Regulations (GDPR) it is your responsibility to keep your details up to date on Parentmail.

## **Parents Evening System**

This is our new Progress Evening, Breakfast Club, Fun Club and After School Activity Booking system. It is easy to use and all you need to do is enter your details, e-mail address, and child's name and date of birth to book yourself on any sessions, and book a slot for Progress Evenings.

If you are unable to access this booking system for any reason, please do not hesitate to see Mrs Clarke in the office who will check details for you and your child are correct.

<https://venedwardmorgan.schoolcloud.co.uk/>

## **Social Media Platforms Twitter, Facebook, Instagram**

Twitter @venedwardmorgan

Facebook <https://www.facebook.com/profile.php?id=100091057683282>

Instagram [https://instagram.com/venerable\\_edward\\_morgan?igshid=NTc4MTIwNjQzYQ==](https://instagram.com/venerable_edward_morgan?igshid=NTc4MTIwNjQzYQ==)

**TOP TIP!!** Please give school consent to use photos and/or first name of your child on these platforms. As all these platforms are public pages due to General Data Protection Regulations (GDPR) we cannot place your child's photo and/or first name on any of these platforms without your permission. You also have the right to remove this permission at any time but must be done in writing either by e-mail to [emmail@hwbcymru.net](mailto:emmail@hwbcymru.net) or by letter.

Should you be unable to access any of these sites / apps or require help with registering then please do not hesitate to contact Mrs Clarke in the office. If you have any suggestions to improving these sites please let us know and if they are within our parameters, we will do our best to get this actioned.

### **Letters from school**

Sometimes especially when a reply is needed, you will still receive paper communication from school. Letters will be given out in class for things like trips, and health forms for Residential Trips. Most of our information is supported via our website and Ourschoolsapp. Payment for trips can be paid for through the School Gateway where you can confirm your consent and inform us of any special medical, dietary needs as well as any emergency contact appropriate for the day of the trip.

**TOP TIP!!** Go through your child's bag daily to see what is lurking inside! Also, check our website and school app regularly in case things have changed!

