



Learn, Achieve, Succeed

Parents / Carers
Information Booklet
RECEPTION
2025 - 2026

Sir Francis Hill Primary School

Bristol Drive, Lincoln LN6 7UE

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Booklet Updated: July 2025

Welcome to Reception 2025 – 2026

Meet the Reception Team

			
Mr Fish-Clark Grasshopper Class Teacher (job share)	Mrs Hempstead Grasshopper Class Teacher	Miss Coleman Dragonfly Class Teacher	Miss Barrans Ladybird Class Teacher

	
Mr Fish-Clark Assistant Head Teacher (Early Years & Key Stage 1)	Mr Fish-Clark Early Years Phase Leader

Contacting the Teaching Staff

If you wish to speak to a member of the teaching team, please use the email address below.

Team Email: reception@sfh.lincs.sch.uk

If you wish to contact a teacher directly or a member of the Senior Leadership Team, please contact the admin email address and mark our email "For the attention of..."

Admin Email: admin@sfh.lincs.sch.uk

Our Early Years Statement

At Sir Francis Hill Primary School Early Years, we work tirelessly to ensure children are happy in school and feel resilient, safe and secure. We will provide quality learning experiences that spark the children's interests and imagination. We build positive relationships with the child and their family and work together to help children fulfil their potential and prepare for the next step in their educational journey.

Our Reception Learning Environment

The Reception Unit at Sir Francis Hill Primary School consists of three indoor classrooms: the Grasshopper Classroom, Dragonfly Classroom, and Ladybird Classroom. These classrooms serve as the bases for the three Reception groups at the school. However, throughout the day, the spaces are opened up to create one large Reception Unit, and all the children have access to all three indoor spaces.

The three classrooms are centred around a secure outdoor courtyard area, which is accessible from all the classrooms. This outdoor space allows the children to engage in independent outdoor play and learning. It provides an opportunity for the children to explore and interact with their surroundings.

The school has a larger outdoor area where the children can further explore their environment and develop their physical, imaginative, and social play. This outdoor space offers more room for the children to engage in various activities and encourages their overall development.

Overall, the Reception Unit at Sir Francis Hill Primary School provides a combination of indoor and outdoor spaces that support the children's learning, play, and development.



Our Early Years Curriculum

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of their Reception year. At Sir Francis Hill Primary School, all children begin attending school full time at the start of the school year in which they turn five, this is called Reception. At the school we also have a Nursery where the children aged three and four years can attend.

Four guiding principles shape practice at Sir Francis Hill Primary School Early Years which are in line with the school's aspirational vision, aims and values.

These are:

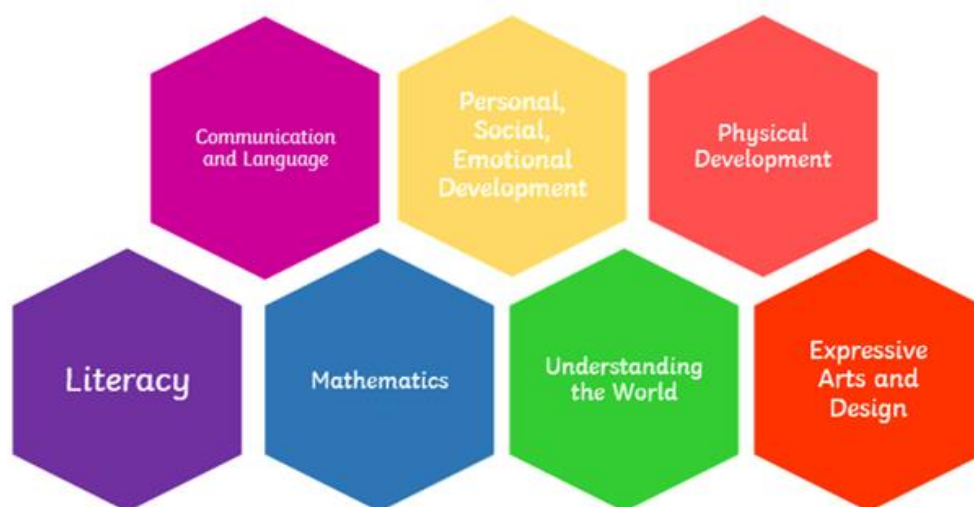
- Every child is a **Unique Child**; they are constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **Positive Relationships**. Children benefit from a strong partnership between practitioners and parents / carers.
- The Early Years classrooms and outdoor spaces are **Enabling Environments** for our children. With the support from adults, who respond to the children's individual interests and needs, we help the children to build the foundations for their future learning.
- Children **Learn and Develop** in different ways and at different rates.

Early Years Areas of Learning and Development

There are seven areas of learning and development in the EYFS curriculum that shape the educational programme at Sir Francis Hill Primary School. All areas of learning and development are important and interconnected. These areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. We offer the children a wide range of activities and experiences through the prime and specific areas of the EYFS curriculum.

- Prime Area – Communication and language, Physical development, Personal, social, and emotional development
- Specific Area – Literacy, Mathematics, Understanding the world, Expressive arts and design

None of these areas of learning and development can be delivered in isolation from the others. They are equally important and dependent on each other. All areas are delivered through a balance of adult-led and child-initiated activities. In each area there are Early Learning Goals that define the expectations for most children to reach by the end of the EYFS.



Our Reception Curriculum

At Sir Francis Hill Primary School, within our Early Years provision, we follow a theme-based curriculum. The curriculum is centred around inspirational learning activities that take place in both classroom and outdoor environments, allowing children to learn in a way that motivates and interests them. We aim to provide our children with challenges, giving them opportunities to solve problems, apply themselves creatively, and express their knowledge and understanding across the entire curriculum.

The Early Years programme is designed to enhance our nursery and reception children's skills and knowledge throughout the year through a series of topics. These topics are carefully crafted and sequenced to facilitate children's learning and development. They build on the children's existing knowledge in a systematic way, progressing and supporting them as they prepare to transition to the Key Stage 1 National Curriculum at the start of Year 1.

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
Reception						
	Let's Explore	Marvellous Machines	Long Ago	Ready Steady Grow	Animal Safari	On the Beach

Phonics and Reading

At Sir Francis Hill Primary School we aim to inspire children to become lifelong readers and to enjoy reading for pleasure, both in school and at home. We place great emphasis across the school on creating independent readers and writers, and to support us in this aim we teach our phonics through the Read, Write Inc scheme (the school's agreed phonics programme). Your child's phonics journey will have already started at home and Nursery in how they develop their listening and attention skills. In Reception we begin the formal teaching of the pure letter sounds and how to use those letter sounds to make and say words e.g. "**c-a-t** makes the word **cat**". Below are two links designed for parents/carers to help you support your child in the development of their phonics. Using this approach with your child will complement the learning taking place in school.

<https://www.ruthmiskin.com/parents/>

<https://home.oxfordowl.co.uk/reading/reading-schemes-oxford-levels/read-write-inc-phonics-guide/>

With reading, we want children to start to use their phonics to help them read but also foster that enjoyment of books. In Reception we run Reading Sessions to allow parents / carers the opportunity to come into school for 20 minutes and engage in reading for pleasure with their child. This is also a fantastic opportunity for parents / carers to come into the Reception classrooms and see their child interact with their peers and observe a little bit of school life. These sessions will begin once we feel the cohort of children are settled into school routines. When starting school, all children receive a Reception Reading Bear. This teddy bear will serve as their special reading partner at home.



Relationships Education

RSE (Relationships and Sex Education) is a statutory subject in schools. Relationships Education is compulsory in primary schools, while RSE is compulsory in secondary schools. As a subject, RSE teaches children and young adults about the various physical, social, and emotional aspects of growing up, relationships, and sexuality. Its aim is to provide pupils with the skills and knowledge they need to form safe and fulfilling relationships, take responsibility for their sexual health, and feel secure and happy in their sexuality. Additionally, it helps them to develop resilience, independence, and self-esteem.



As your child progresses through school, RSE plays a crucial role in preparing them for changes such as puberty, and the transition into secondary school and adult life. In schools, it can create a secure environment where pupils feel comfortable asking questions they might not wish to ask elsewhere. Through RSE, children learn to better understand their needs, respect the needs of others, and improve their overall confidence. In the Early Years, children are taught to stay safe, which includes understanding privacy in the toilets (one child in one cubicle) and recognising parts of the body that are private, using resources like the NSPCC PANTS materials.

<https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/pants-underwear-rule/>

Key Dates

Tuesday 2nd September and Wednesday 3rd September – Staff Training Days

Thursday 4th September – School reopens for pupils Start of Term 1

Thursday 23rd October – Last Day of Term 1

Monday 3rd November – Start of Term 2 – School reopens

Friday 19th December – End of Term 2 – School closes for the Christmas holidays

Monday 5th January – Staff Training Day

Tuesday 6th January – Start of Term 3 - School reopens for children

Friday 13th February – School closes – End of Term 3

Monday 23rd February – School Reopens for children

Thursday 2nd April – End of Term 4

Monday 20th April – Staff Training Day

Tuesday 21st April – Term 5 – Reopens for pupils

Monday 4th May – Bank Holiday – School closed

Friday 22nd May – School closes for end of Term 5

Monday 1st June – School Reopens Start of Term 6

Wednesday 22nd July – End of Term 6 – Summer Holiday

Trip, Visits and Events

We are currently developing our Early Years trip and visits offer, more information to follow.

School Dinners / Packed Lunch

Our well-balanced school meals are prepared on-site in our school kitchen. We have a 3-week cycle of menus; an example menu is below. Orders can be placed using the online School Grid system and must be pre-ordered or ordered before 8am each day. School Grid - <https://app.schoolgrid.co.uk/login.aspx?ReturnUrl=%2F>

Every child in Reception, Year 1 and Year 2 is offered a free school lunch. Food served at school must comply with the government's School Food Standards to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. Even though all children receive free school meals in infant years, if you are in receipt of certain benefits the school may be entitled to access additional funding called Pupil Premium. We encourage everyone to see if they qualify at www.lincolnshire.gov.uk/schools-and-education/free-school-meals. Should your child be dairy tolerant or have other dietary requirements please ensure you inform the school office.

Packed lunches should be brought in a named container with a plastic bottle/carton of drink, (no fizzy drinks). For safety reasons please do not send cans or glass bottles. We promote a healthy and balanced diet in school and ask that you provide a healthy lunch which doesn't contain an amount of food that is overwhelming for your child.

An example lunchbox might look like this:

- Sandwich/wrap
- Crisps/breadsticks
- At least one portion of fruit
- Fruit juice drink carton

We are a "Nut-Aware" school and aims to protect children who have allergies to nuts yet also help them, as they grow up, to take responsibility as to what foods they can eat and to be aware of where they may be put at risk. We do not allow nuts or nut products in school lunch boxes.

	Week 1 Weeks Starting:	Week 2 Weeks Starting:	Week 3 Weeks Starting:
DINNER TIMES	Pork Minestrone Pasta Bake Pizza Margherita (V) Jacket Potato Coronation Chicken (GF) Cheese Panini Garden Peas, Sweetcorn Peaches & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	Macaroni Cheese with BBQ pulled pork Pizza Margherita (V) Jacket Potato Tuna (GF)(V) Chicken Pasta Panini Garden Peas, Sweetcorn Cheese, breadsticks and grapes Fresh Fruit Selection (GF) Yoghurt (GF)	Bolognese Pasta Bake Pizza Margherita (V) Jacket Potato & Bean Chili (GF)(V) Tuna & Cheese Panini Garden Peas, Sweetcorn Pears & Cream Fresh Fruit Selection (GF) Yoghurt (GF)
PIZZA & PASTA	BBQ Chicken with cheese (GF) BBQ Quorn with cheese (V) Jacket Potato & Baked beans (GF)(V) Cheese Baguette Rice, Green Beans Sticky Toffee Pudding & Custard Fresh Fruit Selection (GF) Yoghurt (GF)	Beef Tacos Quorn Tacos (V) Jacket Potato & Cheese (GF) Ham Baguette Rice, Sweetcorn Baked Cheesecake Fresh Fruit Selection (GF) Yoghurt (GF)	Mild Chicken Korma Mild Quorn Korma (V) Jacket Potato & Ham & Coleslaw Egg Mayo Baguette Rice, Green Beans, Nian Chocolate cake & Custard Fresh Fruit Selection (GF) Yoghurt (GF)
AROUND THE WORLD	Roast Chicken Fillet Quorn Fillet (V) Jacket Potato & Cheese (GF)(V) Tuna Sandwich Roast Potatoes, Carrots, Swede, Savoy Cabbage, Gravy Vanilla Cake Fresh Fruit Selection (GF) Yoghurt (GF)	Roast Beef with Yorkshire Pudding Cauliflower & Broccoli Cheese Bake (V) Jacket Potato & Cheese (GF) Coronation Chicken Sandwich Roast Potatoes, Carrots, Green Beans, Gravy Chocolate Cake Fresh Fruit Selection (GF) Yoghurt (GF)	Roast Pork Cheese & Onion Pie (V) Jacket Potato & Baked Beans Cheese Sandwich Mashed Potatoes, Cauliflower, Broccoli, Gravy Biscuit Fresh Fruit Selection (GF) Yoghurt (GF)
WEDNESDAY ROAST	Beef Lasagne Lentil Lasagne (V) Jacket Potato & Tuna Mayonnaise (GF) Chicken & Bacon Panini Garlic Bread, Garden Peas, Celeriac, Salad Bar Rhubarb Crumble & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	All Day Sausage Breakfast All Day Omelette Breakfast (V) Jacket Potato & Cheese (GF)(V) Cheese Panini Toast, Baked Beans, Mushrooms, Salad Bar Apple Crumble & Cream Fresh Fruit Selection (GF) Yoghurt (GF)	Sausage Hot Dog Quorn Hot Dog (V) Jacket Potato & Cheese (GF)(V) Ham Panini Diced Potatoes & Salad Dairy Fruit Crunch & Cream Fresh Fruit Selection (GF) Yoghurt (GF)
SCHOOL FAVOURITES	Breaded Fish Fillet Crustless cheese & green beanflan (V) Jacket Potato & Ham (GF) Tuna Mayo wrap Chipped Potatoes, Baked Beans, Salad Bar Ice cream tubs Fresh Fruit Selection (GF) Yoghurt (GF)	Breaded Fish Fillet Mushroom & Gouda cheese tart (V) Jacket Potato & Beef Chilli (GF) BBQ Chicken wrap Chipped Potatoes, Garden Peas, Salad Bar Lemon Muffin Fresh Fruit Selection (GF) Yoghurt (GF)	Homemade Salmon Fishcakes Vegetable Cake (V) Jacket Potato & Chicken curry (GF)(V) Chicken Mayo Wrap Chipped Potatoes, Mushy peas, Salad Bar Vanilla Muffin Fresh Fruit Selection (GF) Yoghurt (GF)
FISHY FRIDAYS	V = Vegetarian GF = Gluten Free		

Snack Time and Drinks

All children at school are entitled to free school milk until they turn five. We organise class snack time, which includes milk, water, and fresh fruit and vegetables. The children can enjoy a piece of fruit and a drink socially with their friends. They will also have the responsibility of cleaning up after themselves and keeping the classroom tidy.

To ensure that your child remains hydrated throughout the day, we encourage them to bring a clearly labelled bottle of water every day. Please note that juice or flavoured water is not permitted.

Throughout the year in Reception, we also engage in baking, cooking, and food tasting activities linked to our learning experiences. Should your child be dairy intolerant or have other dietary requirements, please ensure that this information is detailed on your child's Admission Form.

Uniform and PE Kit

At Sir Francis Hill we believe that a school uniform promotes a sense of belonging and pride in our school, therefore, it is expected that all children will wear school uniform.

These are the uniform options for your child: –

- Grey or Black – Trousers, Shorts, Skirt or Pinafore Dress
- Royal Blue – Gingham Dress
- White – Shirt or Blouse
- White or Royal Blue – Polo Shirt
- Royal Blue – Sweatshirt, Jumper, or Cardigan
- Grey, White or Black – Tights or Socks

Sensible black shoes for all children. They must be black including black soles and be plain with no logos or designs. Boots are allowed but they must be black, flat with no heel and no higher than the ankle.



PE kits are to be worn in school on PE days instead of school uniforms, in reception this happens in the Spring Term. Parents and carers will be informed of which days this will apply. Indoor PE Kit the children will require:

- Royal Blue – Sir Francis Hill PE Top
- Black – Shorts
- Black – Indoor PE Plimsolls/Outdoor Trainers
- Tracksuits can be worn for outdoor PE lessons
- Sport Kit Bag
- SFH Hoodie

The following advice is given to ensure safety during PE lessons: -

- Jewellery is not allowed, and studs should be removed or taped.
- Long hair should be tied back.

Logo uniform items can be purchased from the following suppliers: -

<https://www.schooltrendsonline.com/uniform/SirFrancisHillCommunityLN67UE>

http://www.uniform-direct.com/acatalog/Sir_Francis_Hill_Community_Primary_School_.html

The school also runs a pre-owned uniform shop: -

<https://app.uniformdirect.co.uk/items/sir-francis-hill-primary-school>

Please ensure that every item of clothing is named, including PE Kit. Please also name bags and water bottles. It is very difficult to find the owners of unnamed items as many children have similar belongings.

We request that everyone comply with this expectation so that everyone attending our school is wearing appropriate, smart, and safe clothing. In the event of your child not wearing the correct uniform to school, will be spoken to, and he will be given alternate items to wear during that school day. Parents will also be notified by the class teacher. If the issue continues parents / carers will be contacted and asked to bring the correct clothing into school for the child to change into.

Our School Vision

Vision

We will empower everyone in our school community to live with **wisdom, kindness**, and to play a positive and purposeful role in an every-changing global **community**.

Mission

We will ensure that every child is able to **learn, achieve** and **succeed** to the very best of their ability and thereby reach their own potential.

Our School Values

Wisdom: To develop wisdom, aspiration, knowledge and skills. To enable discipline, confidence and delight in seeking wisdom and knowledge, and developing talents in all areas of life. To educate for coping wisely when things go wrong, opening horizons and guiding into ways of fulfilment.

Community: To educate for community and living well together. This involves a focus on safeguarding, positive relationships, participation in communities and the qualities of character that enable people to flourish together.

Kindness: To educate for kindness and respect: the basic principle of respect for the value and preciousness of each person, treating each person as a unique individual of inherent worth.

These three values are the pillars of virtue that drive all we do. They are qualities that we believe sustain a well-rounded life and a thriving society. We will support and facilitate the acquisition and strengthening of these virtues across our school community and beyond.



Wisdom



Community



Kindness

Our School Rules

At Sir Francis Hill Primary School, we use a restorative behaviour system. Our policy is based on the principles of mutual respect, self-control and regard for others. The aim is to create a safe, happy and secure environment in which children learn consideration and respect for others. In all of this, a strong emphasis is placed on fostering positive relationships between staff and pupils and on the co-operation and support of parents. Our rules in school are simple – **Ready, Respect and Safe**



Whole School Communication System

At Sir Francis Hill Primary School, we use a smart cloud-cloud system called Arbor to help us collect, store, and manage all the information we need in school, for example parent / carer's contact information, your child's date of birth, your home address, and emails. Parents / carers are encouraged to download the Arbor app which gives parents access to the parent portal. On this portal we can send communications (messages and emails), parents can track their child's attendance. We use the app to inform parents about behaviour incidents and records the children's house points.



School Policies

School policies cover every aspect of school life. On our school website you will find some of our most important policies for your reference. If you want to know more about our policies or more information, please ask the school office or checkout the school website www.sfh.lincs.sch.uk/policies/

Seesaw – Your Child's Online Learning Journal

At Sir Francis Hill Primary School our Early Years and Key Stage 1 classes use a communication tool called "Seesaw" (<http://seesaw.me>), a secure online journal where staff, parents/carers and children can document and reflect on what they are learning in class. In time, and with support, your child will be able to add the things we work on (including photos, videos, drawings and voice recordings) to their Seesaw journal and we can share them privately with you, and other family members, to view and comment on throughout the school year. School staff will use the journal to record and share the different experiences and activities your child enjoys in school. We will also use Seesaw as an opportunity to share home learning and activities you will be able to support your child with to consolidate their learning.



Signposting for Support

Here are some helplines and websites which might be of some use to you.



Lincolnshire Safeguarding

<https://www.lincolnshire.gov.uk/safeguarding>

Cost of Living Support

<https://www.lincoln.gov.uk/benefits/cost-living-support>

Universal Credit

<https://www.gov.uk/how-to-claim-universal-credit>

Apply for Free School Meals

<https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

There is also the Family Services Directory, an online guide to services and information on local organisations for parents, children and young people. Within this site, you will find a wealth of information about several issues, including Education, Health, Housing, Staying Safe and Emotional well-being. <https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page>

Our school website is full of useful links:

Pastoral / Emotional Support - <https://www.sfh.lincs.sch.uk/pastoral-emotional-support/>

Autism (ASD) - <https://www.sfh.lincs.sch.uk/autism-asd/>

ADHD - <https://www.sfh.lincs.sch.uk/adhd/>

Support your child with spelling and reading difficulties -

<https://www.sfh.lincs.sch.uk/supporting-your-child-with-spelling-and-reading-di/>

Meet the Senior Leadership Team

	
Mrs Hickerton Head Teacher	Mrs Scally Acting Head Teacher

		 Awaiting Image
Mr Fish-Clark Assistant Head Teacher Early Years & KS1	Mrs Garner Assistant Head Teacher KS2	Mrs Todd Business Manager

Meet the Inclusion Team

			
Miss Lacey SENCO / Inclusion Lead / DSL	Mrs Smith Safeguarding Lead / DDSL	Mrs Revill Welfare Officer	Mr Dennis Learning Mentor



If you have any questions or need support, please do not hesitate to contact the school or speak to your child's class teacher.

Checkout our school website –

www.sfh.lincs.sch.uk

