



St Andrew's
Church of England Primary School

New Starters Information

RECEPTION



VISION

With God's love, we live, learn
and grow together

VALUES

Love, Courage
and Friendship

Our Team

Miss Mann

Executive Headteacher

Mrs Statham

Head of School

Miss Jones

Assistant Head

Miss Malone

SENCo

Miss Mann

Reception teacher

Miss Emmerson

Reception teacher

Mrs Bryant

Office Manager

Ms Law

Welfare Assistant



Starting Reception

- Starting Reception is a big step for both children and parents/carers and we will support you to ensure that this is a positive transition.
- Come and Play sessions before the summer give the children a chance to meet the staff and visit the setting. It also provides a great talk point during the summer before your child starts school.
- Children will begin Reception in a staggered start. This helps children get used to a new routine, settle into their class and to make new friends.



Come and Play

Thursday 4th June 9:15 - 10:15 a.m.

Friday 12th June 1:00 - 2:00 p.m.

Friday 26th June 1:00 - 2:00 p.m.

Thursday 2nd July 9:15 - 10:15 a.m.

- Can book to attend a maximum of two sessions
- Chance to meet with the staff and ask any questions
- Childminder/grandparent can attend instead of a parent (no younger siblings)
- Please try to attend if at all possible.



Start Dates

Group 1 Thursday 3rd September

Group 2 Friday 4th September

Group 3 Monday 7th September

Attend part time until 12:45 p.m.

Go home after having lunch at home

Monday 14th September start attending full time



Drop Off & Pick Up

Mornings

- 'Soft start' school gates open at 8:45 a.m. and all children are expected to be in class by 8:55 a.m. for registration
- Drop off at the doors

Home time gates open at 3:25 p.m

- Collect from classroom back doors
- Children wait together and they called one by one



Visits

Two options

Home visit in the Summer term

School visit in the Summer term

Important opportunity to meet with school staff

Please book using the online links



Home visit

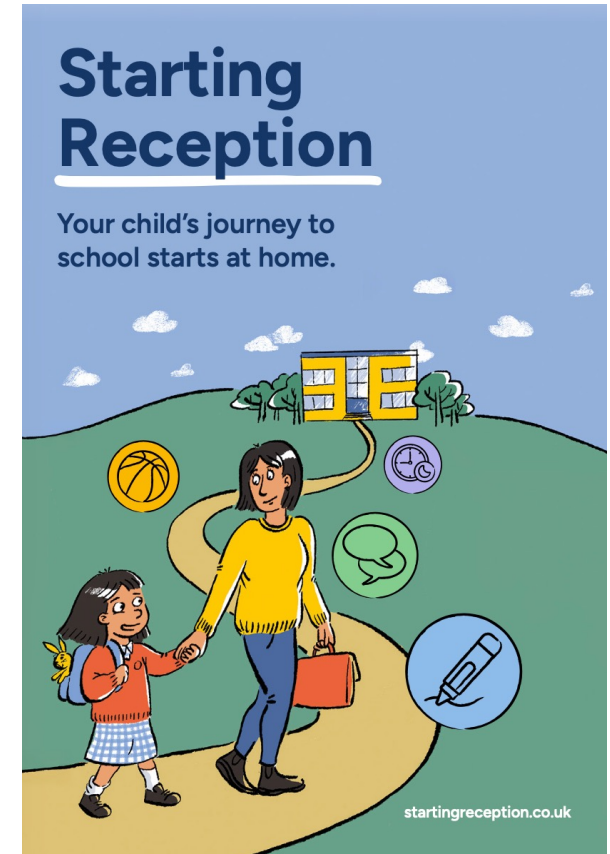


School visit



Preparing for starting Reception

- Use the toilet independently
- Wash hands properly
- Put on and fasten a coat
- Use a knife and fork
- Take jumper and shoes & socks on and off
- Talk to an adult about their needs
- Our staff are always on hand to help the children



At the start we will be working on ...

- Making friends
- Saying 'goodbye' at drop off with a smile
- Learning the daily routines and classroom expectations
- Building relationships with adults in the school
- Building confidence with new experiences such as lunchtime



A typical morning

- Arrive and welcome then registration
- Collective Worship
- Reading groups
- Whole class carpet session: story-based activity
- Variety of activities self selected by the children
- Focus activity with a teacher
- Free flow inside and garden area
- Phonics session
- Lunchtime: supported by our team of Play Leaders



Lunchtime

- Reception staff team stay with children in lunch hall for first few sessions.
- Team of Play Leaders who supervise the children at lunchtime.
- Y6 children Games Makers who help in the hall and outside playing games.

Staggered introduction to lunchtime play:

- Start in YR garden area
- Move to sharing the playground/field with Key Stage 1



Lunch

- Everyone is entitled to school lunches as part of the Universal Free School meals offer. You can also provide a packed lunch if you prefer.
- Children can change from packed lunch to school dinner or vice-versa at half term. We are a bit more relaxed with this rule in the first few weeks.
- We have children with severe allergies we are a nut free school.
- School lunches are booked in advance

Snack

















- Children in YR, Y1 and Y2 are entitled to free fruit.
- Every child needs to bring a water bottle each day.



Sample Menu

Spring / Summer Menu Week 3 6th April, 27th April, 18th May, 8th June, 29th June, 20th July, 31st Aug, 21st Sept, 12th Oct 2026



| WEEK THREE | FAVOURITES MONDAY | WORLD TUESDAY | ROAST WEDNESDAY | PLANET PIZZA THURSDAY | FISH FRIDAY |
|--|--|---|--|--|--|
| Main Meal Option | Burger with Potato Wedges  | Sweet & Sour Chicken with Yellow Rice  | Roast Chicken, Gravy, Stuffing & Roast Potatoes | Margherita Pizza with Pasta Salad  | Fish Fingers & Chips  |
| Vegetarian Option | Vegetable Burger with Potato Wedges  | Sweet & Sour Vegetables with Yellow Rice ^{VG}  | Quorn Grill, Gravy, Stuffing & Roast Potatoes  | Pasta and Cauliflower Cheese Bake  | Vegetable Fingers & Chips ^{VG} |
| Vegetables | Sweetcorn & Baked Beans  | Broccoli, Cauliflower & Carrots  | Seasonal Greens, Carrots & Salad  | Broccoli, Sweetcorn & Coleslaw  | Garden Peas & Baked Beans  |
| Baked Jacket Potatoes, Sandwiches & Pasta | Pasta with Cheese or Tomato & Basil Sauce ^{VG} | Freshly Made Sandwich with Cheddar, Tuna Mayonnaise | Freshly Made Sandwich with Cheddar, Tuna Mayonnaise | Freshly Made Sandwich with Cheddar, Tuna Mayonnaise | Jacket Potato with Beans ^{VG} Cheesy Beans, Tuna Mayo or Cheese  |
| Dessert | Chocolate Cookie ^{VG} | Pineapple Upside Down Cake & Custard  | Orange Jelly ^{VG} | Chocolate & Apple Cake  | Iced Sponge Cake with Sprinkles |

Available Daily: Pick & Mix Selection, Salad, Fresh Bread, Fresh Fruit & Yoghurt



Our school kitchen caters for children with food allergies. There is some additional paperwork to complete.

A typical afternoon

- Registration
- Whole class carpet session: Maths
- Focus activity with a teacher
- Variety of activities self selected
- Free flow inside and garden area
- Tidy up time
- Singing and storytime
- Home time



Class Organisation

We have two classes RB and RW

RB (Reception Blue)

RW (Reception White)

Friendship preferences

We will try to place children with their named friends wherever possible.



Uniform & Equipment

- Uniform list in pack and on school website.
- For PE children wear a polo shirt in their house team colour.
- Label everything **please**.
- A handheld book bag not a backpack.
- No toys.
- Logo items available from Smiths Schoolwear.

PE

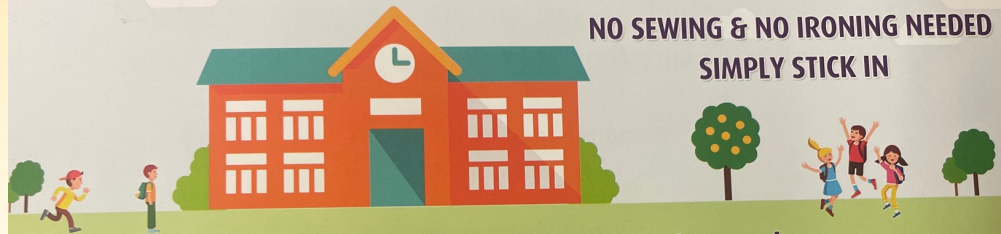
- Children come into school wearing their PE kit.
- Weekly session led by school staff & sports coaches



Name Labels

STIKINS® Name Labels

NO SEWING & NO IRONING NEEDED
SIMPLY STICK IN



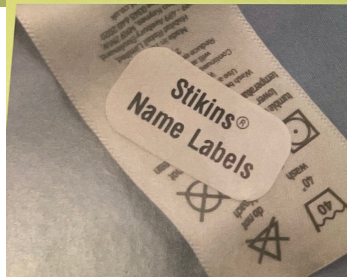
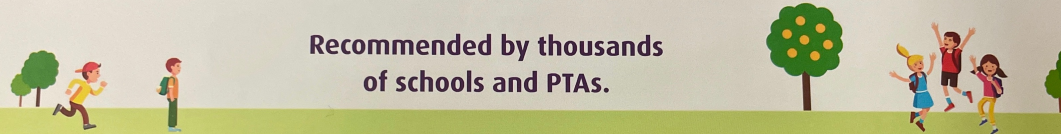
Parents can label everything with Stikins®, saving time and money.



Avoid The Lost Property Box

Every day in school, possessions are swapped or misplaced.
Stikins® make sure they are returned easily to your child.

Recommended by thousands
of schools and PTAs.



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Millions of Stikins® washed
every week in UK homes.

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you order to earn 30%
commission for school.

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Perfect Name Labels Sent Out Same Day



If Your Child Is Unwell

- If your child is unwell during the school day we will contact you to collect your child.
- Please make sure contact details are kept up to date.
- In all cases absence please leave a phone message.
- If your child has a medical appointment during school hours, please let us have a copy of the appointment letter. Please ensure routine appointments are made outside of school hours.



Governing Body

- Annual Maintenance contribution £35 per child
- This money helps to ensure that the buildings are kept in good condition.

Please complete the Gift Aid form in your pack.

This year will be able to claim approximately £2,500 from HMRC in Gift Aid contributions.



Our PTA

Dedicated team of parents who fundraise for our school

Examples of events across the year:

- Family Bingo Night
- Quiz Night for parents
- Disco for children
- Christmas Fayre
- Cake sales
- Freeze Pop Fridays



Welcome to St Andrew's PTA



PTA COMMITTEE 2026

Co-chairs: Katherine O'Donnell (Yr 2) and Charlotte Simms (Yr 2 & 5)
Treasurer: Scott Rutherford (Yr 1)
Secretary: Jules Edwards (R & Yr 3)

Other core members: Selin Gursoy, Elena Hawkins, Rupert Thacker, Felicity Callaghan, Suliat Abimbola, Natalie Lowen, Laura Crisell, Lucy Webster and Rachael Elms.



WHO WE ARE

As a parent, carer or relative of St. Andrew's Church of England primary school YOU are automatically a member of the PTA! We all have a role to play in supporting our school, and together we can create an active, inclusive community in which our children can learn and thrive. Our PTA is a registered charity (297053). A committee of parent volunteers is elected to lead the charity with the support from the school's leadership team. We'd love to welcome new members: please get in touch if you'd like to learn what's involved.

WHAT WE DO

We aim to celebrate and build our vibrant community through fun and engaging events that create lasting memories for the children and bring us all together. Events like our circus, disco, quiz night, family bingo and summer fayre promote social cohesion and provide enjoyable experiences for the children that help them to engage positively with the school and their learning.

We have recently raised:

- £1146 from our glow in the garden disco
- £314 from funky hair day and
- £4915 from our christmas fayre!

CONTACT US

✉ chairstandrewsppta@gmail.com
📷 [@standrewspptaenfield](https://www.instagram.com/standrewspptaenfield)

PTA Summer Event

Come and join us
for our Festival on
the Field

Saturday 27th June
1-5 p.m.



Breakfast Club run by St. Andrew's school



- Breakfast Club 7:45 a.m. onwards (flexible drop off)
- After School Club runs until 5:45 p.m. (flexible pick up)
- Book regular sessions
- Payment beforehand – for half a term
- Start as soon as they are settled



After School - Club @ St. Andrews run by J&L Out of School



- After School Club runs until 6:00 p.m. (flexible pick up)
- Book regular sessions
- Invoiced monthly
- Start as soon as they are settled



Breakfast & After School Clubs

- We hold back some places for Reception new starters
- Places allocated on a first come, first served basis
- Complete online form to register interest

- Breakfast Club Form opens at 9:30 a.m. Monday 8th June
- After School Club Form open at 10 a.m. Monday 8th June

Breakfast Club run by St. Andrew's
School September 2026



After School Club -
Club@St.Andrew's run by J&L Out
of Schools September 2026



Communication

- Website including calendar of key events
- Arbor – SMS, email and online payments
- School newsletters on our website
- Tapestry online photo-based system
- Open door policy



Website

www.standrewsenf.co.uk

Admissions>New Starters

News>Newsletters

Curriculum>EYFS



To Follow

Letter will be sent before the end of term
with information about:

- Start date
- Classteacher
- Class (RB or RW)
- House team siblings will be in the same house



Information Pack



Please complete the forms and return as soon as possible.

Your child will not be able to start in Reception unless these forms have been completed and returned to the school office.

If you have any queries, please phone or email the school office.





St Andrew's
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**We look forward to welcoming you and
your child to our
Reception classes**

