



A Guide for Reception Parents



September 2026



Be ready. Be respectful. Be safe.

OUR GOLDEN RULES





Dear Parents and Carers

Welcome to Shiphay Learning Academy

This pack is designed to provide you with information about our school and some tips on how we can work together to support and encourage your child.

The information enclosed is only part of the extensive range of support materials we produce for parents and carers. These are all available on our website www.shiphay.com and from the school office.

Please feel confident that we are happy to talk to you about anything regarding your child. Teachers are always available after school for a quick chat, or if a longer discussion is necessary, an appointment can be made so that you have their undivided attention. I am also happy to see parents any day. An appointment is not always necessary, and I will be happy to see you if I am free. If I am not available, please ring Chantal Bailey, the school Office Manager, to arrange an appointment, or you can email me klee@rivieraet.co.uk.

Occasionally, it may be more appropriate to talk initially with the Deputy Headteacher, Assistant Headteacher or Team Leader, and an appointment will be arranged.

We are a caring and friendly school, very much at the heart of the community. We all work very hard to foster good relationships with all, particularly parents and carers. Please support your child and the school and become an active partner in our special community.

Kind regards



Kate Lee
Headteacher

Welcome Weeks for New Reception Children September 2026

Starting school is a big and exciting step for children and their families.

We are committed to making this a positive experience for everyone. The key component to achieving success is in allowing time to develop relationships between all adults and children. To achieve this aim, we have developed our “Welcome Week” to support children as they transition into their new classes. These are designed for children to settle in a high-enjoyment low-stress atmosphere.

This is how ‘Welcome Week’ works

- Children arrive for their session and are greeted by the staff.
- Children hang their bags and coats on their named pegs.
- Children will then sit on the carpet and join in with songs/rhymes.
- Children will spend their sessions in carefully planned, self-directed activities, and the role of adults will be to spend all their time talking to children, getting to know them, observing how they play, how they get on with others and their confidence and energy levels.
- In small groups and with the support of adults, the children will have opportunities to practise class routines and find their way around their new learning environment.

Some children starting school are very young, but age is not the only factor. All children are different, and we recognise that some are independent and confident by the age of three, while others are not yet so by the age of five. So, we employ great flexibility based on the needs of the child. If you think your child may be in need of an enhanced transition or a reduced timetable to support them, please make contact with our SENDCO, Kat Waterson (kwaterson@rivieraet.co.uk) to discuss this.

Reception children will start on Monday 7th September

In order to support a smooth transition, there will be a slight change to the normal drop-off and collection times. This will allow them to arrive when it is quieter and give them more time for those all-important first-day-of-school photos.

On Friday 4th September, your child is welcome to join us between 2.00 and 3.00 pm for a short visit to help them prepare for their first day at school. They will have the chance to re-familiarise themselves with the environment and staff.

Monday 7th September drop-off: Please bring your child to the Early Years playground between 8.45 and 9.00 am.

Monday 7th September pick up: Please collect your child from the Early Years playground between 3.00 and 3.15 pm. If you have older siblings in school, you are welcome to wait on the top playground until their school day ends.

Drop off and collection from Tuesday 8th September onwards:

Drop off - 8.35 - 8.45 am

Collection - 3.15 pm

First Day

- Arrive between 8.45 and 9.00 am and come to the Early Years playground, where a member of staff will be waiting to welcome you.

- You will be able to say goodbye on the playground, and the children will go into class with a member of staff.
- The staff will be available to support the children and you.
- Children do not need any equipment except a named water bottle filled with water (nothing else, please) and a coat (you never know when a shower might come). No PE kit is necessary to begin with.
- We are very happy for you to take photos or a video of this special day, but we ask that these are kept for personal use. Please do not share on social media.
- At the end of the day, please come to the Early Years playground to collect your child at 3.00 pm.

Ordering School Lunches in the first week of term:

All pupils in Reception are entitled to a free school lunch through the Universal Infant Free School Meals scheme. During the first week of term, you will be given a login to our school booking and payment system, Parent Pay, which is used for booking lunches. Until you have your login organised, you will be able to order lunch using the Google Form that will be sent out.

Booking Breakfast Hub and After-School Hub in the first week of term:

Bookings for the Hub are usually made via ParentPay, and we ask parents to do this at least two weeks in advance. If you would like to book places in The Hub for the first week of term before you have a ParentPay login, please let Mrs Bailey (our school Office Manager) know by emailing shiphayadmin@rivieraet.co.uk

Other Important Information

- Parent volunteers are always very welcome in school. If you wish to be part of our volunteer team, please speak with one of the teachers after the first half-term.
- Communication is all-important. Talk to teachers about anything you want to know; nothing is too small, and we do not want anyone to have any concerns left unaddressed.
- FOSS (Friends of Shiphay School) is our PTA group. They are a dedicated group who work really hard to raise money for school and also to offer a huge range of opportunities for the children. If you'd like to find out more about getting involved, please email foss@rivieraet.co.uk

There are a few skills that children really need when starting school. These are on our '*Ready, Steady School*' poster that you will be given at the welcome meeting.

Please help us by:

- Making sure everything is clearly labelled with your child's name. Please ensure bags, lunch boxes, water bottles and all items of school uniform are clearly labelled.
- Making regular use of Seesaw and Phonics Bug to support learning at home. More guidance for this will be given at the welcome meeting and through the website.
- Talking to us if you have any concerns or if your child talks to you about anything that is concerning them.

Uniform

The information below gives you the details about our uniform expectations and policy. There is no requirement for pupils to wear uniforms with the school logo. If you wish to purchase items with the Shiphay logo, these are available from our online uniform shop, hosted by Price Buckland. Details are available on the website: <https://www.shiphay.com/school-uniform>



Shiphay Learning Academy: Uniform Expectations

Uniform is important to support the children's sense of belonging and pride in their school. We expect children to wear correct uniform including PE kit. Full details can be found on the school website [HERE](#). Our uniform has been designed to be affordable. Whilst Shiphay logo items can be purchased from [Price and Buckland](#), there is no expectation for any pupil to wear items with the Shiphay logo. Alternatives can be purchased from a range of local suppliers.

Uniform:

- Red jacket or round-necked sweatshirt
- Navy blue polo shirt with plain collar
- Charcoal grey trousers, tailored shorts, box-pleated skirt, skirt or pinafore
- Red and white gingham dress / culotte dress
- Black, grey or white socks (short or knee length)
- Black, red or grey tights
- Black school shoes with fastening or plain black trainers (no logos or brightly coloured soles please)

Summer:

- White socks can be worn with black/white sandals
- Red knitted cardigan can be worn over Summer dress

PE Kit: (children to come dressed in PE kit on PE days)

- Plain black shorts (no commercial logos please)
- Plain round-necked T-shirt - Team Colour
- Trainers or plimsols
- Black leggings or plain black jogging bottoms can be worn in the colder months
- School sweatshirt to be worn over PE Kit - no sports tops, football tops, hoodies or other non-uniform items please.



Hair Accessories:

- Long hair should be tied back at all times
- Small bows, hair clips, plain hair bands, narrow Alice bands and small "scrunchies" are permitted. These should be in school colours: red, grey, navy or black

Jewellery:

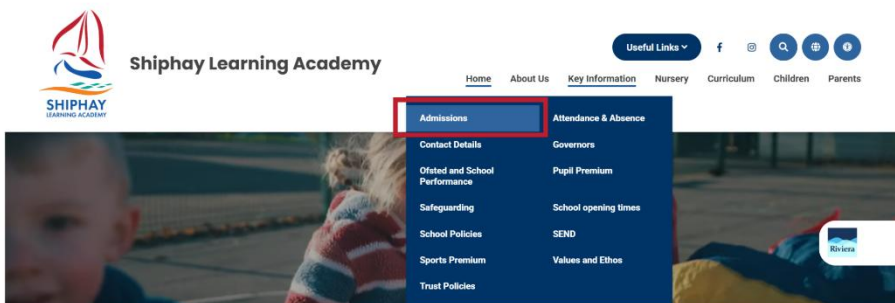
- One stud earring may be worn in each ear
- Watches may be worn
- Smart watches that can take photos are not permitted
- All earring and watches must be removed for PE

Make Up:

- Make up, including nail varnish and tattoos, is not part of uniform and must not be worn.

Pupils joining Reception will not need a PE kit until later in the year.

Parents in Partnership



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Admissions



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Your child's journey

Starting Reception: Your child's journey to school starts at home

We understand that all children develop at their own pace, and that we're all learning from birth. When it's time to start school, some children will need more help than others. There are key skills* that schools expect children to be learning before their first day. Practising these will make your child's journey to Reception as positive as possible. If your child is already at nursery, in pre-school, or with a childminder, those professionals will work with you and your child to help get them ready. There's lots you can do at home to build your child's confidence and independence, helping them feel emotionally and practically prepared to start school.



In This Section

Starting Reception

In This Section

Growing independence: further guidance

Building relationships & communicating: further guidance

Physical development: further guidance

Healthy routines: further guidance



Ready, Steady, School!

Here are some helpful skills that your child can build before they start school. Use this sheet with your child so they can colour in their progress!

