

# Burleigh Primary School

## Early Years Foundation Stage (EYFS) Transition Information Booklet



**EYFS Reception  
September 2025  
for parents/carers**

# Welcome



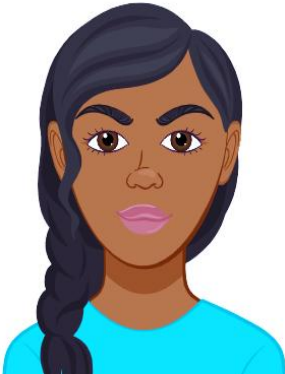
To all parents and carers, we welcome you and your child to our Reception classes at Burleigh. This information booklet will provide the following information:

- Classes and class teachers
- Settling your child
- Coming into School
- The indoor and outdoor environments
- School lunches/Snacktime
- School uniform
- What to bring
- Attendance
- Curriculum

# Classes and Class teachers



At Burleigh Primary School, we have two Reception classes.



**Miss Osejindu**

**RMO**



**Mrs Martin**

**RMM**



**Mrs Marino**

**RMM**

# Settling your child



Our aim is to ensure that your child is happy and settled at school. To support us in this, please drop your child off at the classroom door from their very first day.

## At home you could help your child by:

- ❖ Reading books on a regular basis
- ❖ Singing nursery rhymes
- ❖ Encouraging them to dress/undress themselves and eat with a knife and fork independently
- ❖ Recognising and responding to their name (peg/tray)
- ❖ Playing I-Spy/Simon Says games
- ❖ Counting forwards to 20 and backwards
- ❖ Encourage your child to use the toilet independently
- ❖ Taking turns and sharing with others
- ❖ Hand strengthening games/activities
- ❖ Encourage your child **to practise sitting properly** with legs crossed, and on a chair
- ❖ Encourage them **to listen carefully to stories and talk** about the characters in the book.



**Stay and Play sessions -**  
**July 2025**



We encourage you to bring your child to any of the following stay and play sessions to enable them to become familiar with their new teachers and classes. The children will have the opportunity to explore and play in their new classrooms as well as interact with their new classmates:

**Tuesday 1st July, 3.45pm - 4.30pm**

**Thursday 3rd July, 3.45pm - 4.30pm**

**Tuesday 8th July, 3.45pm - 4.30pm**

# Starting Reception

## Timetable



<b>Timetable of start and finish times from Week 1-3</b>	
<b>Wednesday 3 – Monday 8 September 2025</b>	Home visits
<b>Tuesday 9 September 2025</b>	First 10 children per class - youngest Morning only (pick up at 11.30am)
<b>Wednesday 10 September 2025</b>	Next 10 children per class (20) Morning only (pick up at 11.30am)
<b>Thursday 11 September 2025</b>	Final 10 children per class (30) Morning only (pick up at 11.30am)
<b>Friday 12 September 2025</b>	Everyone for morning and lunch (pick up at 1.30pm)
<b>Monday 15 September 2025</b>	First full day for all children (pick up from 3.15pm henceforth)

# Tell us about your child...



It is important for us to know your child's likes, dislikes and interests to ensure we plan and prepare for their learning and development.

Please think about having the answers to the following questions ready for when you meet your child's class teacher:

- What does your child like or not like to do at home?
- Do they have any favourite toys?
- Do they attend any clubs or activities?
- Is there anything we can further support your child with?
- What are their favourite TV shows/programmes?



# Independence



Children will be encouraged to find their own name and hang their coat up themselves and put their bag on their peg at the start of our day together.

Please help your child to learn how to dress and undress independently as well as use the toilet by themselves. Please encourage them to learn how to take their coats, cardigans and jumpers on and off as well as put on shoes or aprons.



# Coming into School



In the morning, when you come to school you will stand outside the gate for your classroom with your parents/carers until the main door opens at **8.40am**. We close the gate at 8.50am to start the school day with registration.



Children also self-register using our 'Who's here today?' board.



# The School Day



In the first couple of weeks of Reception, we will focus on settling the children into their new classrooms. In the weeks to come, we will begin following a timetable that resembles these activities:

Time	Session
8:40 - 9:00	Self-registration Fine motor and handwriting activities
9:05 - 9:30	Morning song/Days of the week song Brain break
9:30	Phonics
10.00	CHIL/Freeflow play Snack time
11:25:11:50	Maths
11:50 - 1:00	Lunch Outdoor Play
1:00 - 1.30	Topic/PE*/Jigsaw
1:30-2:45	CHIL/Freeflow play
2:45-3:15	Story time Nursery rhymes
3:15	Home time

# TOPICS FOR THE YEAR



We cover the following topics:

- **Autumn Term:**

All About Me

My Family

Seasons

Festivals/Celebrations

- **Spring Term:**

Traditional Tales

Space

Growing

Festivals/Celebrations

- **Summer Term:**

Animals

Dinosaurs

Transport

Superheroes/Pirates

Holidays



## Snacks

Fruit, vegetables milk and water are available at school. There is no need to provide a snack for your child. Please advise staff of any allergies your child may have. If you would like milk to be given to your child, please let the office know. Please do provide a labelled water bottle for your child to use everyday at school.



### PE\*

PE Sessions will take place every week on Thursday. Please refer to page 27 of this booklet to view the uniform for PE each Thursday. Please ensure that all PE kits (and uniform) are named. All children are expected to participate in PE if they are well enough to be in school (except in the case of injury). PE kits should be worn to school on PE days only.



# The Indoor and Outdoor environments



Our classrooms are set up with different areas for the children to access and play with during Child Initiated Learning (CHIL) time. Whilst in Reception, your child will be able to participate in a variety of activities. These will include:

- Painting, drawing, cutting and sticking
- Modelling with malleable materials and building with construction materials
- Baking, creative activities, messy play, and sensory play
- Outdoor play, water, sand, mud kitchen
- Exploring books and role play
- Teaching sessions and adult led activities

Please show your child the pictures below so they can familiarise themselves with their new classrooms over the summer holidays and just before the start of school:

# RMM







# RMO







**Shared Reception Area**



Children will have also access to outdoor playground where activities will be set up for independent and adult-led activities.







# School lunches



There is a choice of hot and cold food, including hot meat and vegetarian dishes, for lunch. There is also a choice of dessert dishes, including fresh fruit, yoghurt. Provision is made for vegetarians. Hertfordshire Council currently provides healthy meals free of charge to all pupils up to age of 7 years old. **Please order a school lunch for your child if you wish to via the School Grid website.** Please order your child's school lunch before 8.30am each morning on <https://app.schoolgrid.co.uk> . You can order in advance too. Pictures of the food options are ready available on: <https://www.hcl.co.uk/primary-menu-images> . If your child has an allergy or a food intolerance or a no pork preference for example you will need a special menu. The kitchen will not feed you until this is done. Please can you log onto the HCL website <https://specialmenu.hcl.co.uk/> and fill in the form - you will need a photo of your child. It should take no longer than 5 minutes



If you prefer to provide a packed lunch from home, we encourage a healthy balanced lunch with each of their 5 a day.

# School Uniform



All children are expected to wear neat, clean school uniform and this should be clearly named.

## School Uniform for Reception Children

- Burleigh School embroidered white polo shirt
- Burleigh School embroidered jumper / cardigan
- Grey trousers, skirt or pinafore
- Black shoes
- White or grey socks

## PE Uniform for Reception Children

- Burleigh School embroidered yellow T-shirt
- Navy blue shorts
- Plimsolls
- Burleigh fleece or Burleigh hoodie
- Dark blue jogging bottoms
- Plain black trainers

Long hair should be tied up with school colour accessories, no alic bands or big bows or large clips please. Children are not permitted to wear nail varnish or wear tattoo stickers. Only small plain stud earrings

may be worn and should be removed on PE days. There are further details about the school uniform policy on the Burleigh website. Burleigh embroidered **school jumper**/cardigan and t-shirts/polos can be on the 'My Clothing' website <https://myclothing.com/collections/burleigh-primary-school-reception-29270>.



## Health and Safety

For Health & Safety reasons, we discourage the wearing of hooped earrings, bracelets, necklaces and watches.



Please let us know if your child has a medical condition and requires any medication. Those with asthmas and severe allergies must have an inhaler or epipen kept at school as well as home. If your child needs prescribed medication during the school day then the medication with the named label from the chemist on it needs to be handed in at the front office of the school and you will be asked to fill out a form.

If your child is prone to toileting accidents, please kindly provide a drawstring bag or any other bag with spare clothes e.g. underwear, socks, polo shirt, trouser, jumper. Wellington boots for outdoor play, wet weather and mud are permitted.



A decorative border of yellow stars surrounds the entire page. The stars are arranged in a rectangular frame, with a single row of stars along the top and bottom edges, and vertical columns of stars along the left and right edges. The stars are small and evenly spaced.

## Attendance

The school staff, alongside the Local Authority, firmly believes that all pupils benefit from regular school attendance. We know that every day lost to education can have a serious impact on children's attainment and overall progress in school. As a staff we do all we can to encourage parents and carers to ensure that the children in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

## Reporting Absence

It is very important that your child attends school every day if possible and that they are dropped off and collected punctually.

If your child is absent from school for any reason then you must inform the school on the first day of absence by either:-

- telephoning the school office on
- [01992 622159](tel:01992622159) stating your child's name, class and reason for absence and then send a note on their return to explain the absence; or
- emailing the school office email account: [admin@burleigh.herts.sch.uk](mailto:admin@burleigh.herts.sch.uk) stating your child's name, class and reason for absence.



## **Leave of Absence**

The school holiday dates are published a year in advance and parents/carers are expected to book their family holidays during those times. Leave of absence will not be granted for holidays to be taken in term time.

In exceptional circumstances when leave in term time is unavoidable, a leave of absence request form must be completed as soon as possible once the dates of the proposed period of absence are known. The Leave of Absence Request Form can be obtained from the school office or downloaded below.

No parent/carer can demand leave of absence for their child as a right. If leave is taken, without prior authorisation, the child's absence will be recorded as unauthorised in the school register.

The Head Teacher will decide whether or not to authorise the absence having decided whether or not the circumstances are exceptional. Should absence be taken without the Head Teacher's authorisation, parents may receive a fine or be referred to welfare services.



## **Contact**

We wish you and your child a safe and happy summer holiday and look forward to seeing you in September!

**For more information please visit our school website or contact:**

**Telephone - [01992 622159](tel:01992622159)**

**Email - [admin@burleigh.herts.sch.uk](mailto:admin@burleigh.herts.sch.uk)**

## **Address**

Burleigh Primary School

Blindmans Lane

Cheshunt

Waltham Cross, Hertfordshire


EN8 9DP

Office opening hours: Monday - Friday  
8.30am - 4.00pm

(37.5 hours weekly - Term time only)

## **Website**

**<https://www.burleighschool.co.uk/>**



We hope your  
child has a  
wonderful year  
with us!