

Welcome to Reception

Our school motto

Believe Achieve Succeed



Essential information

2026-2027



Nurturing Growth - Inspiring Minds



Welcome to the Early Years Foundation Stage

This booklet is designed to give you some useful information about the Early Years (Reception) at Millbrook. Hopefully, it will answer some of the questions you may have regarding the activities your child will be involved in during this important stage of their education.

At Millbrook, we trust that we will be able to work together to give your child every opportunity to experience a happy and successful time with us. We believe in good communication at all times between home and school to ensure continuity and to give your child the best possible experiences to support their learning and development. Starting school is a big step for you and your child; we aim to make it as smooth as possible by providing a stimulating and engaging learning environment where we expect high standards of work, effort and behaviour and which supports your child to **believe, achieve and succeed**.

At Millbrook, all children will be encouraged to make the extra effort needed to be the best that they can be in a supportive and child-friendly way. Children thrive when they feel happy and secure. They respond well to praise and encouragement and our core school values of kindness and responsibility underpin this. Together, we will do all we can to help them enjoy these special years.

Yours Sincerely,

F Charlton

Faye Charlton

Head of School





Staff

Our leadership team at Millbrook come from a variety of backgrounds and have a wealth of experience.

Steven Rose - Executive Headteacher (Charlton and Millbrook Primary Schools)

Faye Charlton – Head of School

Ruth Burbank - Deputy Head and Attendance Lead

Kate Randell – Assistant Head (Teaching, Learning & Assessment)

Sam Lindsay– Assistant Head (Inclusion and SENDCo)

Elise Keymer – Early Years Lead (Nursery & Reception)

Reception Teachers



Beavers

Mrs Jackman (Monday-Friday)

Mrs Jacques (Wednesday-Friday)

Teachers

Otters

Mrs Brooks (Monday-Friday)

Teacher

Teaching Assistants

There are a number of teaching assistants that support the Reception Teachers. You will receive a handout with all the staff that will be working in your child's class on the transition morning.

What does the school day look like?

School sessions are as follows:

8.30am	Gates open
8.35am	Classroom doors open and teacher welcomes the children into class.
8.50am	Registration
8:55am	Morning session
11:45am	Lunch
12.45pm	Afternoon session
3.00pm	End of school day – parents wait outside the classrooms. Please be patient while we send your child out to you.

Dropping-off and Collecting Children

At Millbrook, we are keen to encourage parents and carers to come into the playground, where senior staff may be found for an informal chat. We hope to build up a close relationship between home and school and are committed to forming positive links with all parents and carers.

We would kindly ask that parents speak to staff about any issues or concerns at the end of the school day to avoid a late start to lessons. Our staff are always happy to help and are ready to listen.

If for any reason parents find that they will be delayed, or if another person will be collecting a child, it would be helpful if the Office are informed as soon as you are able to, in order that a message can be passed on. For safeguarding reasons, we use a password system when another person is collecting your child.

There is no supervision for children before 8:35am when the school gates are opened. As such, the school is unable to take responsibility for children who arrive before this time.

We also ask that parents leave the playground promptly in the mornings as the gates are locked for site security at 8.50am. Any child who arrives after this time needs to come in via the main office and sign in.

When collecting children at the end of the day, parents are asked to wait on the playground. Please note that the play equipment should not be used before and after school.

Late Arrivals

Punctuality is expected but it is better to arrive late than miss school. Late arrivals should report to the School Office.

Safeguarding

Safeguarding is always at the forefront of our minds. Our setting has a range of features that help us to keep your children safe. Doors, fences, gates, locks, electrical installations etc have all been configured from the outset with children in mind.

Hot school dinners



Hot school dinners are **free** for all children from Reception to Year 2. Dinners can be booked in advance using our MCAS which enables you to look at our weekly menu and choose meals with your child. To see a sample of our dinner menu, please a copy on the website.

- School lunches start from the **first full week** and the menu will be available on MCAS to book from the 3rd September 2026.

Packed Lunches



Alongside our “healthy Schools” mark, the Early Years Curriculum focusses on children eating and understanding a healthy diet. Food has a huge impact on children’s concentration and energy levels so a balanced lunchbox is key! Items such as bread, rice and pasta keep them fuller for longer. Fresh pieces of fruit or carrot/cucumber batons count towards their 5 a day too! If you are stuck for new or different ideas, visit the NHS website below as they have great ideas for lunchboxes.

www.nhs.uk/change4life/recipes/healthier-lunchboxes

Snack time

School is provided with a range of fresh fruit each week which the children can eat if they are hungry during the day. We also provide fresh drinking water and milk on our snack table.

Drinks bottles

An exciting part of starting school for children is getting new items such as drinks bottles and lunchboxes. Please make sure they have their name on as we often have children with the same design!

Drinks bottles must contain water, no fizzy or sugary drinks please.

Uniform



Please refer to the list below for all uniform items. All items with a **school Logo** need to be ordered from www.pmgsschoolwear.co.uk.

While logo uniforms are encouraged we do not mind if you have plain jumpers, polo tops and cardigans as we understand uniform can become expensive.

Millbrook logo navy V-neck jumper (or plain navy jumper)

Millbrook logo navy cardigan (or plain navy cardigan)

Millbrook logo navy polo-shirt (or plain navy polo-shirt)

Grey trousers, skirts, shorts or pinafore dresses. Shorts must be school shorts. Skirts must be of a suitable length (i.e. knee length)

Plain, dark tights. Plain dark or white socks.

Blue and white check dresses for the summer months

Dark school shoes (black, brown or navy) during the winter months. Smart black, brown or navy boots may be worn in very cold or wet weather

A watch and one pair of small stud earrings may be worn. No other jewellery is allowed. Earrings must be covered or removed for PE lessons.

PE kit is an essential part of school uniform and must be provided. Your child will wear their P.E kit to school on the days that it is needed.

Our PE kit is:

Plain black or navy shorts (leggings/Jogging bottoms for winter)

MBK Sport navy t-shirt (ordered from PMG website)

Trainers for outdoor PE (only needed from May to July)

Children can bring a dark, plain tracksuit top and bottoms for the colder months – school jumpers are not to be worn for PE lessons.

How can you help at home?

Your child's education does not begin on the day he or she begins school. It begins at home and you are their first teachers. Education is a partnership between home and school and the two should complement each other. Your home is where much valuable learning takes place through a variety of everyday experiences. Just think how much your child has achieved since being a tiny baby!

Preparing your child for school

Here are some suggestions that can help you to prepare your child for school.

Read lots of stories! Talk to them about what is happening in the story, ask them to tell you what they think is going to happen in the end, ask them their favourite part. Encourage their independence by getting them to put on shoes, coats, use a knife and fork by themselves.

Get them to practise writing their name. This could be using magnetic letters or copying over the top of your writing.

Spot numbers of personal significance – this can be “their” number (their age), their house number or any other numbers that may be important.

Spot letters – look for the letters that are in their name in books or signs.

Use playdough and scissors and encourage your child to do mark making activities – using these will help to develop the muscles in their hands ready for writing.

Talk – ask your child about what they are looking forward to about school, talk about things you have done and ask them what they would like to do tomorrow. This helps children to reflect on events and make short term plans.

The night before

Encourage your child to help get their uniform ready

Read a story about starting school

Have an early night

In the morning

Try not to rush

Have a good breakfast

Talk about things they would like to do at school and the friends they will see.

We look forward to seeing you in September 😊