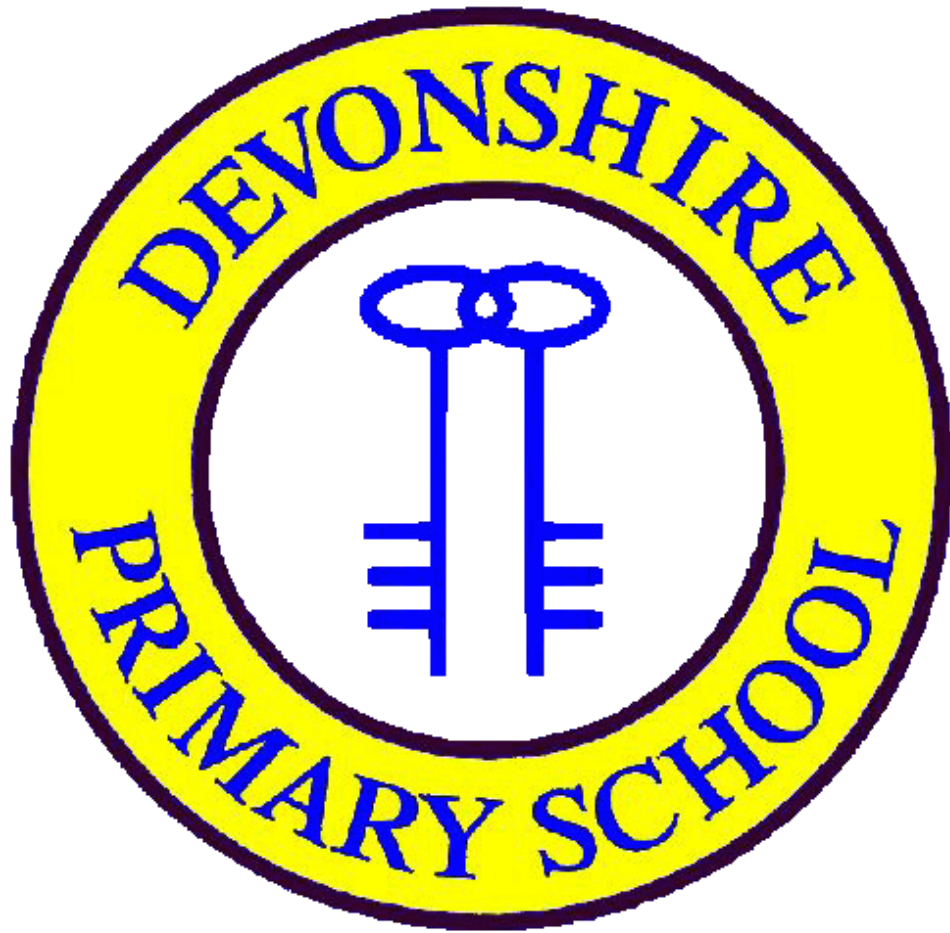


# Welcome to



## Reception 2026-27

Telephone number: 020 8643 1174

Email: office @ Devonshire.sutton.sch.uk

[www.devonshireprimary.org](http://www.devonshireprimary.org)



Devonshire Primary School, Sutton



@devonshiresm2

## WELCOME TO DEVONSHIRE



*This booklet aims to provide an introduction to the school and includes information which we hope will be of use to you.*

### Aims

At Devonshire, our vision is for us all to be:

*“**Determined** to be lifelong learners & to be the best that we can be.*

***Positive** in our outlook, showing pride in all that we do.*

***Supportive** of everyone in the school community.”*

The aim of our teaching is to give every child the best possible start in life and to help children develop lively, inquiring minds and a love of learning, together with a sense of self-respect and respect for others. The curriculum is challenging but structured so that children succeed rather than fail in school.

We also aim to establish positive links between home and school and welcome parental involvement.

### Class names

All our Key Stage 1 (KS1) classes at Devonshire are named after birds. The names of our Reception classes are;

Robins Class:



Sparrows Class:



Swans Class:



You will find out your child's class and teacher at the Introduction Meeting in July

### Devonshire Parent and Staff Association (Registered Charity)

When your child joins the school, you automatically become a member of the 'Devonshire Parent and Staff Association' (PSA). Each year there are social and fundraising events. New parents are warmly encouraged to get in touch with the PSA by email: [psa@devonshireprimaryschool.co.uk](mailto:psa@devonshireprimaryschool.co.uk).

Funds raised by the PSA have enabled the school to purchase a whole range of additional items including the playground climbing frames and books for classrooms.

## WELCOME TO RECEPTION



**This is what your classroom looks like! This is where you will play and do your learning!!**



**This area is called the Resource Room. All 3 Reception classes can play in here together.**



**This is the outdoor area for Reception. All 3 classes can play in here together.**

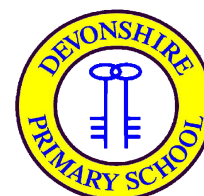


**These are the toilets that you will use.**



**This is the hall where you eat your lunch! Will you be a packed lunch or school dinner?!**

## Starting School



### Introduction Meeting

We are delighted that in September we will be admitting 90 children into our Reception Year. The children will be split into 3 equal classes of 30 – Sparrows, Swans, and Robins. To enable this very important transition time to run as smoothly as possible for everybody, we warmly invite the parents and carers of our new children to a very important meeting which will be held on **Wednesday 1<sup>st</sup> July 2026 at 6.30pm**. At this meeting we will outline what lies ahead for your children and you will get the opportunity to meet the Reception staff. There will also be brief presentations about the A-Z Club, School Nursing Service and the importance of regular attendance. Our caterer Caterlink will be providing samples of some of the school dinners that will be available to your children for you to try.

**Please note that this meeting is for adults only. You will need to make child-care arrangements for your son/daughter. We hope to see as many of you as possible at this meeting.**

### Stay and Play sessions

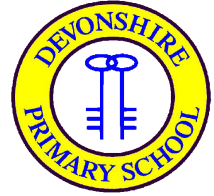
We will invite you and your child to a 'Stay and Play' session on either on **Thursday 2<sup>nd</sup> or Friday 3<sup>rd</sup> July 2026 from 9am to 9.45am**. We will let you know at the Introduction Meeting which stay and play session you will be joining. This gives both yourselves and your child the opportunity to come into school, see life in the classroom and to meet other children and their parents/carers who will be starting with them. You will also have the chance to meet the staff who will be working with your children who can answer any questions you may have and show you where to bring your child on their first day and where to meet them at the end of the day.

**The children don't need to wear their uniform to this session – save it for their first full day at school!**

### Home visits

Every child is offered a short home visit at the beginning of the Autumn term **on either Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September 2026**. These visits allow you and your child to get to know the teacher and/or teaching assistant. They also give us the opportunity to discuss information about the school with you and for you to ask questions. We will also talk about any specific needs your child might have. We will let you know at the Introduction Meeting when your home visit will be.

## Things to work on before your child starts school



It would be really helpful if you could ensure that your child can do the following things before they start school;

- Put his / her coat on independently and use a zip
- Turn clothes the right way round and dress without help – practise putting on their uniform to get used to wearing it
- Manage the toilet independently and wash hands
- Use a knife, fork and spoon
- Open wrappers and packaging
- Use a water drinking bottle and drink water
- Make his/her needs known and ask an adult for help
- Share toys with others and take turns
- Tidy toys away
- Recognise and write his / her name
- Enjoy listening to stories
- Count from 0 to 10 and recognise some numbers
- Hold a pencil correctly
- Trace patterns and colour in pictures
- Follow instructions
- Be happy to be away from parents / carers and understand that they will be back soon

It is also very important to establish a good bedtime routine before your child starts school and it would be useful if your child starts to eat their meals/snacks at the times they will when they are at school:

- Mid-morning snack (fruit) and milk: 10am – 10.30am
- Lunch: 12pm

## Settling In Times

To enable the children to settle happily into school we start them in smaller groups and for shorter times, decided by their age.



Your child will either start with us at Devonshire on Monday 7<sup>th</sup>, Tuesday 8<sup>th</sup> or Wednesday 9<sup>th</sup> September. This will be from 8.45 am until 1.30pm.

Further details will be provided at the meeting on **Wednesday 1<sup>st</sup> July 2026 at 6.30pm**

From Thursday 10<sup>th</sup> September, we hope that all children will be able to stay for the entire day (8.45am – 3.15pm) but this is at the teacher's discretion. If the teacher feels that a longer settling in period is required, this will be discussed with you.

**The gate is open from 8.35am and all children are expected to be in school, ready to learn, by 8.45am.**

**Please ensure that you check your child's starting dates and times carefully.**

## The School Day: Reception Classes

### **8.35am School gates open**

Reception children enter school through the Reception/Year 1 door located just to the right-hand side of the main school door. Please wait with your child until the door is opened. A class teacher/teaching assistant will meet and welcome your child. We encourage all children to enter school independently from their first day if possible. There will be a row of cones on the floor and we respectfully ask you to say good bye to your child here and not cross the cones. This is to keep the children safe and to ensure a clear pathway for the children to the door. We understand that some children may need more support when separating from their parents/ carers in the morning and we will work with you and your child to ease any separation anxiety.

### **8.45am School gate is locked and school begins**

If you are late, your child must enter school via the main entrance where you will be required to sign them in at the school office.

### **9am - 12pm Learning in and outside the classroom**

### **12pm – 1pm Reception children’s Lunch time**

The children go into the KS1 lunch hall and afterwards have free time in the playground. Our team of Playworkers will supervise the children during this time.

### **3.15pm School ends for Reception children**

At the end of the day, Reception children are collected at 3.15pm from the rear of their classrooms in the playground. Entrance to the playground is via the gate by the School PSA Shed which is opened at 3.10pm. Once you have collected your child, please follow the one way system around the back of the school. We ask that you leave the school site promptly as our after-school activity clubs cannot start until the school site is clear.

Children will not be allowed to leave their class until the teacher has seen the child’s parent or carer. Please be at the gate on time as it can be very unsettling for a young child if you are late.

**It is important that you provide your password to anyone that collects your child on your behalf, if they are not known to the school. There is no need for you to inform the school office if someone else is collecting your child, so long as they have the password.**

**If you are delayed collecting your child on time, then please call the school office. In some instances, it may be necessary for your child to go to the A-Z Club where you will be expected to pay the relevant fee.**

Scooters can be kept in the scooter racks situated beside the Reception/Year 1 door.

**It is a school rule that children may not ride their scooter through the gate or on the school site for the safety of everyone.**

On your child's first day at school, please bring;

- Devonshire book bag– this should be brought into school every day (no rucksacks please, as there is limited space in the classrooms for these)
- Water bottle (named) – please fill this with water only
- Lunch box (named) – only if your child is not having a school dinner
- A change of clothes to leave at school (in a named plastic bag please)
- Coat

**Please ensure that all items are clearly labelled with your child's name and class**

To avoid any unnecessary upset, we ask that toys are left at home in case they get lost.

### **Personal Information**

We use a digital platform called Applicaa Admissions+ to ensure we have all the information we need to know about your child before they start school. The link is emailed to you and the information must be provided before your child starts school.

Please ensure that you inform the school office if any information changes.

### **Communicating with staff**

We are always happy to talk to you after school so please feel free to ask us anything you are unsure of or need further details of. We do ask, however, that if you need to speak to us, you wait for all the children in the class to be sent safely to their parents and carers first. We will then be able to give you our full attention.

### **Communicating with families**

We use a system called Arbor to send texts and emails home or in app messages. Please ensure you regularly check your email address for messages from school. Some families have found it helpful to create a new email address specifically for school communications.

### **Parent Consultations**

Parent consultations take place during the Autumn and Spring terms when you will be able to discuss your child's progress with the class teacher. You will receive a written report at the end of the Summer Term.

### **Birthdays**

We will celebrate your child's birthday in school however please do not send cake, sweets or other gifts for your child's class, as we are unable to give these out.

## School dinners

All of our meals are prepared and cooked each day by our dedicated Devonshire in-house catering team from Caterlink. The catering team work hard to ensure they are serving healthy meals that the children will enjoy. Children with specific dietary requirements and/or religious/lifestyle choices are given a coloured lanyard/band to wear at lunchtimes to ensure they are served the correct dinner.



Each day we offer a choice of two main meals; one of which will be a vegetarian option. We also serve jacket potatoes with a choice of filling, bread, fresh fruit and yoghurts every day. You can see a copy of the current dinner menu on our school website which changes at February half term.

Every child in primary school is entitled to a free school meal each day funded by the government.

Current Menu is updated termly and is available on our website;

<https://www.devonshireprimary.org/page/?title=Food+%26amp%3B+Drink+in+School&pid=89>

## Packed Lunches

If your child brings a packed lunch, please ensure that your child's name is marked clearly on the packed lunch box and drinks bottle. As we promote healthy eating, please do not include sweets and chocolate bars or food that is meant to be served hot, e.g. chips, burgers, fish fingers. Cans, fizzy drinks and sweets are not allowed and will be removed and returned to you at the end of the day. Please try to make the lunch healthy and balanced. It is very helpful if your child is able to open their lunchbox and unwrap items in their lunchbox independently. A school dinner will be provided if the packed lunch is not suitable.



**Devonshire Primary is a nut free school as some of our children have a severe allergy to nuts. Therefore never include nuts or spreads such as Nutella in your child's packed lunch. Please check the ingredients on pre-packed items.**

## Fruit

All children in KS1 are entitled to a free piece of fruit or vegetable at morning playtime through the 'National School Fruit Scheme'.

## Milk

Milk is available every day for children who wish to receive it. Children under the age of 5 receive free milk, funded by the UK Government's Nursery Milk Scheme. Please email [reception@devonshire.sutton.sch.uk](mailto:reception@devonshire.sutton.sch.uk) if you would like your child to receive milk.

## School Uniform

The children at Devonshire are very proud of their school uniform. We believe that children who take care and a pride in the way that they look also take care and a pride in their work.

### Suppliers

We have two suppliers for the sale of school uniform items that demonstrate the best quality and value for money:

- Your School Uniform- order [online](#) or by post
- Cladish in Wallington - 29 - 31 Woodcote Road, Wallington (Tel: 020 8669 9992) - order [online](#) or by post or in person.

Uniform items, such as trousers, dresses, shirts, blouses etc are standard items which can be purchased in most department stores and supermarket chains. Trousers/shorts must be plain dark grey school uniform trousers/shorts (denim material or denim style material is not acceptable).

The school has a limited supply of good quality pre-loved uniform. If you would be interested in finding out more about this please complete the form at the bottom of the page at this link <https://www.devonshireprimary.org/page/?title=Uniform&pid=101>

### Uniform List

**Please ensure that all items are clearly labelled with your child's name**

- Devonshire Book bag
- Royal blue crew neck sweatshirt, jumper or cardigan with the school logo embroidered on to it if possible.
- White air-tex polo shirt (no ties)
- Grey shorts, long trousers, skirt or pinafore dress. Blue checked or striped dresses can be worn in the summer term and up to October half term.
- White, Grey or Black socks/tights

**Please ensure that shoes have a Velcro fastener or easy buckles rather than laces.**

**School shoes should be black.**

**Young children also find elasticated trousers much easier to manage.**

### P.E. Kit

- Drawstring Bag to keep your child's P.E. kit in
- Royal blue shorts
- Blue/Black/Dark Grey tracksuit trousers for winter
- Gold T-shirt
- Black plimsolls/trainers

Once the children are able to dress/undress themselves, P.E. kit will be worn to school on P.E. days. We will write to you to inform you when this change is happening.

### **Coats and Shoes**

Please ensure your child always has a jacket or coat and appropriate footwear in school every day as they will be participating in activities outdoors whatever the weather!

### **Jewellery/Nail Varnish**

Jewellery is not allowed in school with the exception of stud earrings. Any earrings worn to school must be removed or covered in tape during P.E. sessions. Please also do not allow your child to come to school wearing nail varnish.

### **Long Hair**

Long hair must always be tied back and large hair accessories, such as bows, are not permitted.

### **Lost Property**

If your child has misplaced an item of clothing, the lost property can be found in the reception area outside the main school office. Any items that have not been claimed at the end of every half term are recycled.

### **Own Clothes Days**

We occasionally have days when children are encouraged to wear their own clothes (not football shirts) to school instead of their school uniform, normally in exchange for a small donation for charity. Please ensure you name all the clothing your child wears to school.

### **The School Year**

The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. We divide the year in to 3 terms: Autumn, Spring and Summer. Each term has 2 half terms. At the end of every term school finishes early at 1.20pm for children in Reception and KS1 and 1.30pm for children in KS2.

### **Payments**

Devonshire is a cashless school. We use an online system called Arbor where payments for workshops, school trips etc. can be made.

### **Sunscreen**

We are a sun safe school. Please apply sunscreen to your child before school and if required, we will facilitate your child using sun screen during the school day. Please ensure your child wears a named sunhat on sunny days.

## **A - Z Club (Breakfast and After School Child Care)**

We are very proud of our A - Z Club at Devonshire Primary School which provides wrap around care for children from 7.30am until the start of school and after school until 6pm. This is a not for profit chargeable service and pre-booking is required.



The A-Z Club offers a fun and safe environment packed with things to do. The club is based in the Junior Hall. When weather permits, we use the playground and playing field. Water is available throughout the session. Breakfast is served between 7.35am and 8.00am and a healthy, nutritious meal is served between 4pm and 4.45pm.

A-Z Club is managed by Nicki Setter who holds an NVQ 3 qualification in childcare and has many years of experience working with children. If you would like to find out more we are holding 2 open afternoons at 3.45pm on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> July 2025. Please contact the school office on 020 8643 1174 to book a place on one of the open afternoons.

## **Early Years Foundation Stage Curriculum (EYFS)**

The EYFS sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the right foundation for good future progress through school and life.

*(Statutory Framework for the EYFS Nov 2024)*

Further information on our curriculum is available on the school website

<https://www.devonshireprimary.org/page/?title=Curriculum&pid=38>

## **Safety**

Please **DO NOT** drive into the school grounds or wait in the car parking area. These spaces are reserved for staff only. There are separate pedestrian entrances for the children. Please use these and **NOT** the main vehicular entrance. Cars and children do not mix.

## **Parking**

Devonshire Avenue can get very congested at specific times of the day. We promote "Walking to School" but if you do have to bring your car under no circumstances are you permitted to park in our neighbour's car parks, e.g. Devonshire House. These car parks are private property and must not be parked in, no matter how tempting it is. We work hard to develop and maintain good relationships with our neighbours, please help us maintain these. Similarly please do not allow your children to play in the residential gardens or sit on walls.

**Please be aware that there is no parking in Devonshire Avenue between 10am and 11am.**



### **Absence**

If your child is unable to attend school as they are unwell you **MUST** inform the school office on the first day of absence. Please either email the school stating your child's name, class and reason for absence to [attendance@devonshire.sutton.sch.uk](mailto:attendance@devonshire.sutton.sch.uk), telephone the school on 020 8643 1174 and leave a message on the absence line with the same information or complete the form at <https://www.devonshireprimary.org/page/?title=Absence+from+School&pid=84>

### **Medical Appointments**

We request that routine appointments for doctors, dentist etc are made outside of school hours where possible. If this cannot be avoided then please inform the school as soon as you have made the appointment so that we can ensure your child is ready at the appropriate time. Please always try and avoid lunchtime collections.

### **Attendance**

We believe our pupils will only achieve their full potential if they attend school regularly and punctually. At Devonshire, we expect all pupils to aim for a minimum of 96% attendance and punctuality. Individual pupil records prove that this is achievable. If your child's attendance falls below 92% we will contact you and, if there is no improvement, you may be referred to the local authority's Attendance Officer.

### **Holidays**

Your child is not entitled to holiday during term time. From September 2013, amendments to The Education (Pupil Registration) (England) Regulations 2006 made it clear that headteachers may not grant leave of absence during term time unless there are exceptional circumstances. Any leave taken without the headteacher's authorisation may lead to legal action in line with the school's Attendance Policy. By way of example we do not authorise leave if relatives/friends are getting married or if you wish to visit family who live abroad. If a relative is unwell and you wish to go and spend time with them, we will require a letter from a medical professional confirming the diagnosis and confirming that your visit is urgently required.

*We value the support of parents and carers and look forward to building a strong working relationship with you and your child over the forthcoming year.*

*We hope your child has a very happy time here at Devonshire.*



## **IMPORTANT 2026 DATES TO REMEMBER**

- Introduction Meeting  
Wednesday 1<sup>st</sup> July at 6.30pm (adults only)
- A – Z Club Open afternoon  
Thursday 2<sup>nd</sup> & Friday 3<sup>rd</sup> July at 3.45pm  
Please call the school office on 020 8643 1174 to reserve a place
- Stay and Play Session  
Thursday 2<sup>nd</sup> July or Friday 3<sup>rd</sup> July from 9am to 9.45am
- Home Visit  
Either Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup> September
- Starting Times – you will be emailed regarding starting times