Welcome to Reception
2026-2027

Class Teachers:

Reception RLC: Mrs Conlon (Assistant Head for EYFS)
Reception RCB: Miss Bergin (Mon, Tue, Thu, Fri) / Mrs Williams (Wed)

Information for the parents & carers of children in Reception

The following information has been designed to hopefully answer any questions you may have before your child starts in Reception in September. Transition and change can be a potentially anxious time for families but by working together we know that this will enable you to feel confident that our priority is to provide a consistent and supportive environment where your child can feel safe, secure and happy.

Communication
Communication between parents/carers and the school is very important as this is the best way to ensure the right support is in place for your child. We know how busy it can be at the start and end of a day but if you need to speak to the class teacher we are always happy to make time for either a face to face conversation or a phone call. If you need to send an email to school, please consider if a face to face conversation would be more appropriate first.

How to send an email to school

There are three email addresses that all parents must send their email to.

- For emails to class teachers, please email parentinbox@brookburn.manchester.sch.uk
- For emails to members of the school office or the Senior Leadership Team, please email admin@brookburn.manchester.sch.uk
- For emails to the SENDCo, please email senco@brookburn.manchester.sch.uk

Alternatively, please ring the school on 0161 881 8880 to arrange an appointment. If you ever require an urgent response, please call the school office and a member of the team will get back to you as soon as possible.

Please note that all our communication will be via Parentmail. Any payments that you need to make are to be made through Parentpay. If you are new to the school, you will receive information on how to log in to these in September. It is vital that you log in to these, please speak to the school office if you have any issues.

Start and end of the day:
The doors will open at 8:50am and close at 9am. There is always a learning activity ready in the class at 8:50am so the earlier the children arrive the better.
School finishes at 3:20pm and a member of staff will hand over each child to you. Please inform a member of staff or the office if there are any changes to who will be collecting at the end of the day.

Uniform:
- Grey or black trousers/ shorts, skirts/ pinafore dresses
- White or red polo shirt or shirt
- Red school sweatshirt/jumper, cardigan
- Red checked summer dresses (when the weather is warm)
- Red, black or grey tights
- Black, sensible shoes (no added colours or heels, open-toed shoes or sandals)

Please note: No jewellery, no tags or key chains on books bags or school bags.

Branded uniform can be purchased at Little Angels on Wilbraham Road or online at Your School Uniform. Alternatively, individual badges can be purchased at the school office.
Second hand uniform is available via PTA volunteers.

Independent learning is crucial in Reception and in order for the children to be able to dress and undress themselves and it is essential to **always provide Velcro or slip on shoes**.

As your child will be accessing the outdoor area everyday, you will also need to provide your child with a pair of wellington boots to keep in school. A puddle suit is also recommended for den days. Please note that wellies are not suitable to wear during the day.

As children may have toileting accidents or get wet playing outside, please bring a change of clothes that can be left in a bag on their peg, including a top, trousers or spare skirt, spare socks and underwear.

Please ensure all items of uniform are clearly labelled/marked with your child's name.

PE: On PE days, your child will come to school already in their PE kit. This consists of a white t-shirt, black shorts or black jogging bottoms/ leggings and trainers. Their school jumper or cardigan can be worn on colder days.

Healthy Snacks
Children in Reception have a daily snack of fruit or veg provided for free by the government, so you don't need to send in any additional snacks.

Please provide your child with a water bottle to use within school and your child will have access to drinking water throughout the day. Your child will be given a snack of fruit each day. You can also sign your child up to receive a carton of milk (www.coolmilk.com/register). This is free for under 5s.

Please note that all Reception children are entitled to a free school lunch.

Medical Conditions and Allergies

If your child has a medical condition or allergy, it is important that we know about it so that we can support them in school. You can do this by completing a 'Information about a Child's Medical Condition Form' which can be obtained from the school office of downloaded from the school website. If your child needs medication in school (i.e. inhaler, adrenaline injector pen), please speak to the school office. You can find m ore information on our website: https://brookburn.manchester.sch.uk/parents-carers/medicines/

Celebrations

Celebrating children's birthdays is highly important to us and we know they will have been counting down for weeks. It's a Brookburn tradition that children can wear their own clothes on their birthdays if they would like to. If your child wants to bring snacks in for their class to celebrate this, then please can it be a small healthy snack. Alternatively, you may want to buy a book for the class library that the class can read on your child's birthday.

Attendance and Punctuality

We all know how important it is that our children are in school so that they can learn, spend time with their friends and feel part of the school community. We understand that there are times when your child may be ill or there might be something happening that might make it harder for them to come to school. Whatever the reason, it is important that you let us know so that we can offer any support that might be needed.

If your child is ill, please call the school so we know why they are absent. If we do not hear from you and your child is absent, a member of the admin team will call to check that everything is ok. This is to ensure that we know that all children are safe. We will always talk to you if we are becoming worried about a child's absences from school.

Mobile Phones:

Parents/carers are encouraged to refrain from using their mobile phones at drop-off and pick-up times in the playground to model Brookburn's phone-free environment.

Issues/Concerns:

If you have any worries about your child then please speak with your child's class teacher or Mrs Conlon who is the Assistant Head for Early Years. We are always here to listen and offer support.

Thank you as always for your support. It makes all the difference. It is only working together with you that we can enable each child to achieve their very best.

We look forward to working with you.

Mrs Conlon, Miss Bergin and Mrs Williams