



2026/27



Parent Information for Early Years

Welcome to Addison Primary School

Welcome to Early Years! We are really looking forward to getting to know you and your child, and hope that you will enjoy your time in at Addison.

Your child's first day

Settling into a new class can be easy for some children, while others may find the transition more challenging. To help those who may be feeling a little anxious, parents have the option of collecting their child at 12:00 pm for an early finish during the first week of term.

Clothing

Children in Early Years wear school uniform. Addison School uniform consists of:

- Addison sweatshirt
- Addison polo shirt or t-shirt
- White shirt
- Grey/black skirt or trousers/shorts
- Blue checked summer dress

All of the Addison clothing can be ordered from <https://www.stitchdesign.co.uk>

If your child comes to school in non-uniform you will be asked to ensure that this does not happen again. Please make sure your child:

- Has their name written on any of their clothing items
- Can deal with his/her clothing when they need to go to the toilet
- Has a loop in their jacket so that it can be hung up easily
- Your child does not wear jewellery
- Has two changes of clothes on their peg for little accidents or after messy play

Head Teacher

Mr D Mc Garrigle

I would like to extend a very warm welcome to you and your family as you begin your journey with us here at Addison Primary School. Whether your child is joining us for the first time or is moving into a new phase of their school life, we are delighted to have you as part of our school community.

Our Parent Information booklet has been carefully put together to provide you with key details about life at Addison. It includes important information about our routines, values, policies, key dates, and the many ways we work in partnership with parents and carers to support each child's learning and well-being.



We understand that starting or moving schools can be both exciting and a little daunting, and we hope this booklet answers many of the questions you may have. If you require further information or would like clarification on any points, please do not hesitate to contact us – we are here to help.

At Addison Primary School we are proud of our nurturing environment, high expectations, and strong sense of community. We aim to provide every child with the best possible start to their educational journey and to foster a lifelong love of learning. Thank you for choosing Addison. We look forward to working closely with you and your child in the years ahead.

Pupil Well-being & PSHE

PSHE (Personal, Social, Health and Economic) education encompasses all areas of our curriculum. It is our intention at Addison Primary school to provide a PSHE curriculum that is accessible to all and that will equip our children with the knowledge, skills and emotions needed to play an active role in society.

We believe that a meaningful PSHE curriculum is the key to our children becoming confident, respectful, resilient, high achieving, tolerant and responsible members of society. The aims of PSHE education at Addison are to:

- Provide children with the knowledge and skills they need to live healthy, safe, responsible and balanced lives
- Ensure all children become positive and active members of society
- Inspire children to understand our core values and become advocates of them
- Give children confidence to address moral, social and cultural issues
- For our pupils to be resilient, have positive relationships and lead a mentally and physically fit and healthy lifestyle, recognising the lifelong benefits to themselves

Assistant Headteacher

Mrs E Shehu

For the past 18 years, I have been proud to be part of the Addison Primary School community, with responsibility for Behaviour and Learning. I am passionate about creating a safe, inclusive and nurturing environment where every child feels valued, respected and inspired to achieve their very best. I strive to promote high expectations, positive relationships and a love of learning, believing that children thrive when they feel happy, confident and supported. Every child deserves to feel a sense of belonging and to be encouraged to reach their full potential in all aspects of school life.



My aim is to ensure that every pupil at Addison develops the confidence, resilience and independence needed to succeed both in school and beyond. I am committed to fostering a culture where positive behaviour, mutual respect and a genuine love of learning enable every child to flourish. By working collaboratively with our dedicated staff, parents and carers, we create an environment where children feel empowered to embrace challenges, celebrate their achievements and become kind, responsible members of our school community.

Assistant Headteacher

Mrs T Amin

It is a privilege to drive the development of our curriculum, keeping our promise to deliver an engaging, ambitious, and inclusive education for every child. We believe that every pupil deserves the opportunity to thrive academically, socially and emotionally and our curriculum is carefully designed to support this at every stage of their learning journey.



Our curriculum develops children's understanding of themselves, others and the world around them. We aim for every child to become a confident reader, writer and mathematician, while also fostering creativity, resilience, curiosity, empathy and independence. We know that academic success and personal development go hand in hand and children achieve their best when they are challenged, inspired and supported within a nurturing environment.

We are particularly proud of the strong partnerships we have established with families, external organisations, schools, universities and specialist providers. These collaborations enrich our curriculum through music, drama, sport, homework clubs and aspiration projects, giving pupils opportunities to discover new talents, build confidence and develop essential life skills.

Organisation and day-to-day items

Miss Premji

My name is Miss Premji. I am the Office Manager and one of the Designated Safeguarding Officers here at the school. I have over 6 years of experience supporting the school to run smoothly. My current job as the Office Manager, I take care of the day-to-day running of the school office, making sure everything goes smoothly and everyone is supported. I am very passionate about creating a safe, friendly, and organised space for all of our students, staff, and families. I am available Monday to Friday, 8:00am to 4:00pm, so please feel free to get in touch if you have any questions or you need any support — I am here to help!



Miss Bray

My name is Miss Bray and my primary areas of responsibility include admissions, attendance and medical. If your child requires any medication you will need to fill in and sign a permission form. We can only give prescribed medicines to children. Never give the medicine directly to children to keep with them.



Pupil absences/Lates

If your child is not coming in to school, or is coming in late, we need to know by 8:55am. If your child arrives to school after 8:55am, they will need to be signed in through our late gate door on Addison Gardens. If you do not call school, we will have to call you. Please phone: 7603 5333.

Late collection

At the end of the school day, pupils are dismissed at 3:00pm for Reception and 3:10pm for Y1-6.

If a pupil has not been collected by 3:20pm, we assess the situation and our options are:

1. Review the information given by parents and wait; or
2. Inform social services

Uniform

You need to use the online service to purchase school uniform. Parents need to register by adding their personal details and using the school postcode: W14 0DT

www.stitchdesign.co.uk

Parent Pay

Parent pay is Addison's online paying system. Using this system, parents can pay for the following items: Trips, Clubs, Breakfast club and Playcentre. We do not accept cash payments so if you do not have login details please come and see us we will assist.

Curriculum

The children in Early Years will follow the Early Years Foundation Stage Framework. The curriculum is divided into 7 areas which are split into two categories: The Prime Areas (3) and the Specific Areas (4).

The Prime Area

The prime areas lay the foundations upon which all further learning can develop. The prime areas are also extremely important for 'igniting children's curiosity and enthusiasm for learning, forming relationships and thriving', as stated in the statutory framework for the early years foundation stage. The three prime areas are:

Communication and Language	Physical Development	Personal, Social and Emotional Development
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The Specific Areas

Early years settings must also support children's learning and development in the specific areas. The four specific areas are intended to also strengthen learning and development within the prime areas, hence why the 7 areas are seen as being interconnected. The four specific areas are:

• Literacy • Mathematics	• Understanding the World • Expressive Arts and Design
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Here you will find some more detailed information about each of the 7 areas of learning and development in the [Statutory framework for the early years foundation stage \(New EYFS 2021\)](#).

Early Learning Goals

Throughout the early years, practitioners must help children work towards the early learning goals by supporting their learning and development in the 7 different areas. These early learning goals are defined in the statutory framework for the early years foundation stage as: ***'the knowledge, skills and understanding children should have at the end of the academic year in which they turn five'***.

In the final school term within the year in which a child turns five, the attainment of each individual child is measured against the early learning goals. This information is documented and this is known as the EYFS Profile (EYFSP). Each child's level of development is assessed using teacher judgment and their knowledge of that individual child against the early learning goals. Teachers are responsible for deciding whether the child is meeting expected levels of development, or if a child is not yet reaching expected levels (known as 'emerging').

Phonics

The phonics programme we are following is, 'Read, Write, Inc.' by Ruth Miskin. If you would like to know more about this programme see the following weblink:

www.ruthmiskinliteracy.com

Reading books and Homework (Reception only)

To help develop your child's interest in books and enjoyment of reading, we encourage the children to choose a book to take home and read together with their parent. Books will be available to change once a week and we ask that you return your book every Monday. Please ensure you have an Addison book bag to protect the book. We hope you enjoy reading these books with your children.

Your child will also take home a book bag that is consistent with their phonic knowledge which they will need to read to you every evening.

Homework will be given out on a Monday and should be returned by Friday. This allows children to complete a small amount each day, helping them to practise and consolidate the skills being taught in class.

PE, Sport & Games

We aim for all Addison children to take-part in physical activities each week. We provide high-quality P.E. to develop children's physical competence and confidence and their ability to perform in a range of sport, dance and challenging activities. Through this work, we are also promoting positive attitudes towards healthy active lifestyles.

Children must wear PE kit, this includes: navy blue shorts/navy blue jogging bottoms and a white T-Shirt, trainers or plimsolls. No labelled sports clothes should be worn e.g. Adidas etc...

It is parents responsibility to ensure that children are properly equipped for PE every week. The children are able to wear their PE kit to school on their PE days. Outdoor games take place whatever the weather, except very heavy rain.

Birthdays

Birthdays are a special time for all children. In the Early Years we celebrate birthdays by singing Happy Birthday If parents/carers wish to provide cupcakes or party bags for their child's peers, these can be handed out at the Reception gate at the end of the school day. Please note that we are a nut-free school and are unable to accept any food items containing nuts.

Drink/Snack time

Please bring in a named reusable plastic bottle of water each day for your child (no glass bottles/flavoured water or juice). Fresh fruit and semi-skinned milk is provided for the children to eat during mid-morning snack time. We are a healthy school and encourage the children to become more aware of foods that are healthy.

Rewarding Good Behaviour

Good behaviour promotes good learning leading to successful children. All children are expected to behave very well at all times. Our values underpin our behaviour. Developing a sense of mutual respect for others, honesty and a willingness to take responsibility for your own actions underpins our approach to behaviour. Our school Golden Rule is:

‘To Be Kind and Always Try My Best’.

Values-based Approach

We are a values-based school and we seek to promote an educational philosophy based on valuing self, others and the environment through the consideration of an ethical values vocabulary (principles that guide behaviour), as the basis of good educational practice. This approach enables adults to give time for reflective practices that empowers individuals to be effective learners and good citizens.

Developing a sense of mutual respect for others, honesty and a willingness to take responsibility for your own actions underpins our approach to behaviour. There are 5 values at Addison (Responsibility, Friendship Perseverance, Honesty & Respect). We focus on one value every half term. Each value has a number of reflection points which enables us to share and understand a common values vocabulary.

2026/27	Value
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Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Honesty
Summer 1	Respect
Summer 2	Revision of the 5 values

To make these values more accessible to our pupils we have created avatars for each value. We completed a school project to design what each character looks like and the names have been selected by our pupils.

Addison Values



As well as following a values-based approach, we have a number of different systems to successfully manage and promote good behaviour.

We use a simple 'traffic-light' system in class. All children begin the day on, 'Green'. If pupils work hard and demonstrate the Addison Values they will be moved up to the star. However, if children behave inappropriately, they move to 'Orange' or 'Red' on our traffic light system. At 'Orange', children have the opportunity to change their behaviour before a sanction follows and so they return to 'Green'. However, if poor choices continue to be made, then it may be that the child is then moved to, 'Red'. Reaching Red means the class teacher may ask to speak to parents or a senior leader.

Wow Moments

We really enjoy celebrating the children's successes both at school and at home. Every Monday we will send home a wow moment slip for parents/carers to share with us at school something their child has achieved that week e.g. getting themselves dressed in under 10 minutes or helping to set the table for dinner.

School Meals

The Mayor of London introduced a policy that all primary age children in the capital's state-funded schools receive free school meals – this continues for 2026-27. Info at:

<https://www.lbhf.gov.uk/benefits/student-benefits-and-grants>

At Addison, we ask parents to select a half-termly meal pattern - either packed lunch or school meals for the half-term.

Lunches & Healthy Eating

If your child would prefer a packed lunch, then please send them into school with one as usual. Please do not include fizzy drinks, crisps or chocolate. We are a healthy school and as such cannot permit these items. We would like to remind parents that Addison is a Nut Free school.

Breakfast Club & Play Centre

A link is sent each fortnight for parents to select their preferred days for the coming 2-week period. Please email r.parveen@addison.lbhf.sch.uk Booking overview:

- Bookings must be made 2-weeks in advance via the Google link
- Bookings cannot be accepted after the deadline. This is due to staffing and the school needing to plan for the pupil numbers received
- Please ensure you only book days that your child will be going as you will be charged for the days you sign up for, even if your child does not attend

IMPORTANT – If the fortnightly link is not completed - Please do not try to rearrange by contacting the school office – Office staff do not have responsibility for these areas.

School day/times

The Reception gate on Addison Gardens opens at 8:30am. There will always be a familiar face at the door welcoming your child into school and someone to remind them where to hang up their coat. It is important that your child is at school by 8:45am.

Absence

If your child is absent from school please could you phone the school office before 9am on the first day of absence. Also if you are going to be late in the morning please let the office know before 9am. We attempt to maintain an excellent record of attendance at Addison. We know that excellent attendance is directly linked to success and achievement at school. Term time holidays are not permitted.

When You Need to See Us

Please do contact us at any time when you have a concern or wish to tell us about something which you think will affect your child's learning, even if it appears to be minor. The 'little' difficulties are easy to deal with – please don't let them become major concerns. If you wish to talk about your child please approach the class teacher or teaching assistant either on the gate or go to the Main Office and arrange to see the teacher.

Alternatively, contact us via our email at: eyfslearningsupport@addison.lbhf.sch.uk

