

Huish Episcopi Primary School  
Reception - Cocklemoor Information Pack  
September 2026



## Transition and visits

<p>Pop-by and see the Reception class</p> <p>28, 29 or 30 April</p>	<p>You and your child/children will be asked to meet at the top gate at 9am. We will visit the classroom, and Miss Chadbourne, the Head Teacher, will be available to answer any questions regarding the transition process. The visit will last about 30 minutes.</p>
<p>Stay and play session</p> <p>18, 19 or 20 May</p>	<p>The school will contact you to make an appointment for one of these dates. Come to the top gate by the staff carpark at 14:00. The children will be welcomed by some of the staff who will be looking after them in September and they can play in their new classroom and playground. We will bring them back to the top gate at 15:00.</p>
<p>Parent Information meeting</p> <p>4 June</p>	<p>Come and meet the school staff and find out all about the first year at school. Please bring your child/children with you so they have another opportunity to experience their new school. We will meet at the top gate at 16:30.</p>
<p>Move-up morning</p> <p>1 July</p>	<p>Local schools in this area have their 'move-up' day on 1 July. This is an important day for our new Reception children as they meet their new teacher and see what a morning in Reception feels like. Please bring your child to the small playground at 08:40 and return to the top gate at 12:00. All children must have a water bottle filled with water and a sun hat.</p>
<p>Home visit</p>	<p>We will contact you with a time and date when the Reception Teacher, and another member of staff, can visit your child at home. Visits will take place in July and September. We are limited with availability so please contact us if you have limited options.</p>



## The first days and weeks

<p>Monday 7 September – Friday 11 September</p>	<ul style="list-style-type: none"> <li>• Please arrive at school at 08:40 and meet in front of the Reception playground.</li> <li>• Your child should wear their school uniform and have a water filled bottle and sun hat. Please apply sun cream before coming to school.</li> <li>• We will provide a snack for the children to eat mid-morning.</li> <li>• The school gate closes at 08:50 and parents and carers leave the site.</li> <li>• Please collect your child from the top gate at 12:00.</li> </ul> <p>You will receive an email from the office with details of how to register on Schoolcomms to book your child's meals.</p>
<p>Monday 14 September - Friday 18 September</p>	<ul style="list-style-type: none"> <li>• Your child will have their lunch with us this week. Please collect your child at 13:00 from the top gate. All children in Reception, Year 1 and 2 are entitled to a free lunch. You will be able to book meals in advance once you are registered on the Schoolcomms app in September.</li> <li>• All parents or carers will receive a brief phone call from the Reception Teacher within the first two weeks to let you know how your child is settling.</li> </ul>
<p>Monday 21 September onwards</p>	<ul style="list-style-type: none"> <li>• This is the first full week. Please collect your child at 15:30 from the top gate.</li> <li>• Please change your child's book on the book trolley at morning drop-off.</li> <li>• Please look at HEPSNews (emailed to you every Friday) for your child's PE day. They need to bring in their PE kit on this day and take it home. PE takes place during the afternoons.</li> </ul>

School opens are 08:40-08:50. Usual collection is from 15:30.

The School Office is open between 08:30-16:00 for calls or to book appointments.

01458 250673 or [office@HEPS.ppat365.org](mailto:office@HEPS.ppat365.org)



## Communication

Between now and 22 July	From Monday 7 September	Website, HEPSNews, Bluesky app, safeguarding
<ul style="list-style-type: none"> <li>• The School Office is your main point of contact.</li> <li>• Mrs Katy Pimblett will help you with any questions or queries and can pass on information to any other member of staff.</li> <li>• Mrs Pimblett will send you information about SchoolComms which is the online platform where you order meals, book clubs and childcare.</li> <li>• Please call 01458 250673 or email <a href="mailto:office@HEPS.ppat365.org">office@HEPS.ppat365.org</a> where we will be pleased to answer your questions.</li> </ul>	<ul style="list-style-type: none"> <li>• The Reception Teacher will be available most mornings between 08:40-08:50 and should be your first point of contact for all classroom-based questions.</li> <li>• Please use the pupil's planner book for any messages for and from classroom staff. Please check this every day after school as it may contain urgent information. Class staff check the planners every morning.</li> <li>• Miss Chadbourne will be available during most drop off and collection times for any whole school questions you may have.</li> </ul>	<ul style="list-style-type: none"> <li>• Our website has a great deal of information. Most letters are emailed home.</li> <li>• Our HEPSNews is sent out on Fridays and keeps you updated with clubs, dates which have changed, and events. Please read this every week to keep up to date.</li> <li>• Every class will post on Bluesky. This is a very easy way of seeing and understanding what your child is experiencing during the day. Download the App and look for our school.</li> <li>• Miss Chadbourne is the Designated Safeguarding Lead. Mrs Monk and Miss Bentley are the Deputy Designated Safeguarding Leads.</li> </ul>



## Before and after school

### Early Birds (breakfast club childcare)

- Early Birds opens at 07:30 every school morning.
- Please ring the bell at the top gate so staff can welcome children in.
- Children have a healthy breakfast and some time for some activities with their friends. Staff take the Reception children to their class at the end of the session.
- Spaces are limited and must be pre-booked on Schoolcomms. Details of how you can access this will be sent to you by the end of the summer term. All parents will be notified at the same time when booking opens for September.

### Busy Bees (after school childcare)

- Busy Bees opens when school finishes every afternoon until 18:00.
- Children have a snack and a drink. They have time to read before they undertake a variety of activities. Children have full access to all school facilities.
- Children are collected from the top gate.
- Spaces must be pre-booked on Schoolcomms. Details of how you can access this will be sent to you by the end of the summer term.

(Please note that due to the finish time for the first two weeks of school for Reception children, Busy Bees will only be available from Monday 21 September.)

## Charges 2026 – 2027

<p>Breakfast Club Early Birds charge</p> <ul style="list-style-type: none"> <li>• 8:00 – 8:50: £4.00</li> <li>• 7:30 – 8:50: £5.25</li> </ul> <p>Pupil Premium rate Early Birds</p> <ul style="list-style-type: none"> <li>• 8:00 – 8:50: £3.00</li> <li>• 7:30 – 8:50: £4.00</li> </ul>	<p>After School Club Busy Bees Charges</p> <ul style="list-style-type: none"> <li>• 15:30 – 16:30: £4.00</li> <li>• 15:30 – 17:30: £8.00</li> <li>• 15:30 – 18:00: £9.25</li> <li>• 16:30 – 17:30: £4.00</li> <li>• 16:30 – 18:00: £5.25</li> </ul> <p>Pupil Premium rate Busy Bees</p> <ul style="list-style-type: none"> <li>• 15:30 – 16:30: £3.00</li> <li>• 15:30 – 17:30: £6.00</li> <li>• 15:30 – 18:00: £7.00</li> <li>• 16:30 – 17:30: £3.00</li> <li>• 16:30 – 18:00: £4.00</li> </ul>
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## Activity clubs

- We are very proud to say that all our after-school clubs are free of charge.
  - Reception children may join a club after the Christmas break.
- Club places are limited and will be confirmed before the end of each term.

## Uniform

We have the same options and requirements for all children with the exception of the tie:

- Navy blue jumper/cardigan/sweatshirt (no hoods please)
  - White polo shirt or white shirt
  - Grey trousers, shorts (for the summer term), skirt, or pinafore dress; blue and white check dress in hotter weather
  - Black/grey/navy/white socks or tights
  - Black flat school shoes which can be polished (no canvas or trainers).
  - Year 6: a tie worn with a white shirt
  - PE kit is black daps/plimsolls/pumps/trainers, black shorts and a navy t-shirt.
- Free second hand uniform is available at school, especially in small sizes. We strongly encourage all parents to help us recycle uniform. We will have a selection of this uniform at the information evening meeting.
- We do not recommend a particular uniform brand. We do not have uniform with a logo.
- No toys, pencil cases or equipment need to be brought into school. The book bags supplied by the school should be used every day. PE kit should be brought in on the day it is needed in a small drawstring bag.
- No trainers are to be worn.
- Long hair must be tied back. Long fringes must be clipped away from the face. Extreme hairstyles, accessories or hair dye are not permitted.
- No nail varnish or body art
- Stud earrings and watches may be worn; no other jewellery please. Earrings must be removed or covered for sport and other activity sessions.

Please label all items which come into school.



## General

- Attendance is crucially important each and every day including before and after school holidays. If your child is absent, please let the School Office know by 09:00, or earlier if possible.  
If children are only a little under the weather, we encourage them to attend where they can. If they become too unwell during the day, we will contact you to administer Calpol or ask you to collect them.
- Punctuality is very important. The gate closes at 08:50 as learning starts at 08:55.  
If you are going to be late collecting your child, please telephone the School Office so we can place your child in Busy Bees, for which you will be charged.
- We kindly ask that all staff are addressed by their title and surname when in school or when discussing school matters. This applies even if you know the member of staff out of school.
- We love seeing children wear their uniform with pride and within the guidelines. If there are any concerns, these will always be discussed sensitively with you and your child.
- The car park by the top gate is for staff only during term time. Parents and carers are kindly asked not to use this area unless they have permission.
- If you have any concerns, please do get in touch. A courteous email or phone call is always appreciated and helps us resolve things quickly and constructively together.
- We really value your support in encouraging children to begin writing their name and simple words. Please use correct upper and lower case letters, as this helps avoid confusion later. We also encourage the use of a tripod grip.  
Thank you for your help with these matters.



## What do you mean?

Here are some general information and specific terms which will help you understand how the school works. We have introduced this section following recommendations from parents. If you have any questions or think we can improve further, please don't hesitate to contact the School Office – we are happy to help wherever we can.

**Poor weather at drop off** – Children will be asked to come into the school gates without parents or carers. Children will go directly into their classroom where school staff are waiting to greet them. Our youngest children will be accompanied when walking to their classroom until they are happy to do so alone.

**INSET** – This is a non-school day for children but a training and development day for staff. The school is likely to look open but we cannot accept children on these days. There are generally 5 of these each year.

**House** – Your child will be allocated to a house team – red, blue, green or yellow so they can earn house points towards a common goal. The information for your child will be noted on their planner. There are children from each team in all classes.

**Sparkle jar** – All children are expected to read five days a week as a minimum and every day for Year 6, including in the holidays. When they read this number of times, their name is placed in the sparkle jar for their class. At the end of each half term, three names are pulled out of the sparkle jar. Those children are able to choose a book of their choice as their reward and prize.

**Homework** – Most children will only have reading homework. Reading should be 20mins at home each day, at least five times a week, including in the holidays. Spellings will be sent home for most children to practise if you wish. Some children may have additional homework as they may need reinforcement in particular areas. Year 2 and Year 6 will have homework to familiarise themselves with SATs testing.

**Celebration assembly and poetry recitals** – These will be advertised to parents in HEPNews. Parents, family and carers of a specific class are invited into the hall to see their child present their class assembly. The gates close for entry at 15:00 so please don't be late as we are not able to see you waiting.

**HEPS** – A familiar way to refer to Huish Episcopi Primary School.

**Bags** – Book bags must be used by Reception and Year 1 as there is limited storage space in these classrooms. PE bags are brought into school on PE day which is listed on the newsletter each week. PE bags should be a fabric drawstring type.

**SchoolComms** – This is the app system which is used for admin tasks between home and school. It will contain lunch ordering, club booking, trip information and payment, parents evening bookings etc. This cannot be accessed until the first day of school as it relies on children being registered which is a statutory requirement from the government. Initial ordering will be through the School Office as will all other help.

**Email and online** – All emails should come and go through the School Office. To ensure our staff's wellbeing, email addresses pertaining to individual staff members are not given out.

We strongly discourage social media postings of a negative nature about children, other parents, staff and school.

**Reporting** – Parents will receive three written reports over the school year. The summary reports at the end of the autumn and spring term will be handed out at the parents' evenings. The full school report is sent home with children at the end of the summer term.

**Behaviour** – We believe that the best way to encourage excellent behaviour is for home and school to work together. If there has been an incident during the day, parents will usually be informed of this at pick up on the playground. Where this isn't possible, there may be a phone call home or an email.




**Planners** – This is a small booklet which is handed out to children in their first week of school. These must come into school every day with your child's reading book with a note about their reading. The planner will have an example of how to complete the reading pages. It will also have lots of useful information including term dates, spellings, contact details, uniform requirements etc.








## So, what do I need to do next?




Action	When?
Expect a call from the school to book the Stay and Play session. Your child needs a named water filled bottle, a sun hat and to have had sun cream applied before they attend.	Week commencing 04/05/26
Go through the school ready list with your child (next page). If you need help or guidance with anything, please contact your current childcare provider or the School Office to speak to a member of staff.	
Take a look at our Bluesky page - <a href="#">Huish Episcopi Primary School (@h-e-p-s.bsky.social) — Bluesky</a>	
Ensure any change of details are notified to the School Office.	
Attend the new intake meeting.	04/06/26 16:30
Read these documents from the new intake meeting: <ul style="list-style-type: none"> <li>• School term dates</li> <li>• An example menu</li> <li>• Privacy notice</li> <li>• Planner example</li> </ul>	
Bring your child to the move up morning on Wednesday 1 July with a named water-filled bottle, sun hat, and sun cream already applied.	01/07/26, 08:40
Complete these forms and return them to the school: <ul style="list-style-type: none"> <li>• Pupil registration form (be sure to include allergies and medical issues)</li> <li>• Milk form</li> <li>• Application form for Free School Meals</li> <li>• Consent for images</li> </ul>	Before 03/07/26
Look out for the menu sent by email and choose your child's meals for the second week of term onwards.	Week commencing 06/07/26
Log into ParentPay Schoolcomms and book Early Birds and Busy Bee sessions for childcare if needed.	After 03/09/26
<p>We are very much looking forward to welcoming you and your child into our school</p>	

# Getting Ready for School Checklist

I can...	I can...	I can...
recognise my name <input type="checkbox"/>	hold my pencil carefully <input type="checkbox"/>	put on my socks <input type="checkbox"/>
write the first letter <input type="checkbox"/>	draw a face <input type="checkbox"/> 	find my shoes <input type="checkbox"/>
copy my name <input type="checkbox"/>	colour in carefully <input type="checkbox"/>	put on my shoes <input type="checkbox"/>
write my name <input type="checkbox"/> 	name the colours I use <input type="checkbox"/>	fasten my shoes <input type="checkbox"/> 

I can...	I can...	I can...
count from 1 to 10 <input type="checkbox"/>	sing simple rhymes <input type="checkbox"/>	find my coat <input type="checkbox"/>
recognise some numbers <input type="checkbox"/>	sing and clap to a song <input type="checkbox"/>	put my arms into my coat <input type="checkbox"/>
recognise spot patterns on a dice <input type="checkbox"/>	tap a beat <input type="checkbox"/> 	zip up my coat <input type="checkbox"/>
recognise some common 2D shapes <input type="checkbox"/> 	move to music <input type="checkbox"/>	fasten buttons on my clothes <input type="checkbox"/> 

I can...	I can...	I can...
eat with a knife and fork <input type="checkbox"/>	tidy away my toys <input type="checkbox"/>	say please when I ask <input type="checkbox"/>
pour myself a drink <input type="checkbox"/>	clear away things I've used <input type="checkbox"/>	say thank you when I get <input type="checkbox"/>
taste different foods <input type="checkbox"/>	put my clothes away <input type="checkbox"/>	ask to go to the toilet <input type="checkbox"/>
wash my hands before and after meals <input type="checkbox"/> 	help at home <input type="checkbox"/> 	take turns talking in a group <input type="checkbox"/> 

I can...	I can...	I can...
wash my hands <input type="checkbox"/> 	walk up and down stairs using the handrail <input type="checkbox"/>	cut along a line <input type="checkbox"/>
dry my hands <input type="checkbox"/>	hold hands on the street <input type="checkbox"/>	cut 'snips' into paper <input type="checkbox"/>
go to the toilet when I need to <input type="checkbox"/>	take turns when playing <input type="checkbox"/>	cut out a shape <input type="checkbox"/>
wipe/clean myself when I've been to the toilet <input type="checkbox"/>	share toys with a friend <input type="checkbox"/> 	cut out shapes to make a picture <input type="checkbox"/> 

Take a photo of this page so you always have our contact details to hand:

Huish Episcopi Primary School, North Street, Langport, TA10 9RW

Tel: 01458 250673

Huish Episcopi Primary School (@h-e-p-s.bsky.social) — Bluesky

Gates open: 08:40-08:50

Collection: 15:30

Club collection: 16:30

Early Birds 08:00-08:40

Busy Bees 15:30-17:30

Class: Cocklemoor

Year group: Reception

Stage: EYFS

Your notes: