

WATLING STREET PRIMARY SCHOOL

FOUNDATION STAGE HANDBOOK FOR FAMILIES



RECEPTION TIMES

9.00 am to 3.15 pm

Doors Open at 8.50am

NURSERY TIMES

8.50 am to 11.50 am

or

12.15 pm to 3.15 pm

INFORMATION ABOUT THE FOUNDATION STAGE UNIT

Starting school is an exciting time for your child. S/he will meet lots of new people and be taking part in some activities for the first time. The Unit is a safe and happy place to explore new skills and new experiences.

As families, there are many ways in which you can help your children to prepare for those first few weeks in our school:

- ☺ Talk about going to school, listen to your child and answer their questions about school. They will probably want to know how they will be getting to school, what they will do when they get there and who will be collecting them.
- ☺ Initially your children may need you to stay with them, but please encourage them to come in to school on their own as soon as possible – we will ensure they are well looked after.
- ☺ Encourage personal independence by practising personal hygiene skills ie:

- wiping and blowing noses
- going to the toilet followed by washing & drying hands
- tidying up games and toys after playing with them
- sharing with other children
- changing into T-shirt and shorts

At school children are expected to sit and listen to each other or the teacher, and to take part in activities which involve sharing and taking turns. Please begin to develop your child's concentration span by playing simple memory games, board games etc. When they have started school, encourage your children to talk about what they have learnt during the day focusing on the positive. Appropriate behaviour is necessary, please be prepared to support the school's behaviour policy.

MOST IMPORTANT OF ALL PLEASE SHARE BOOKS WITH YOUR CHILDREN!

This can be achieved through looking at pictures, talking about stories, sharing opinions, talking about characters and reading together.



LEARNING IN THE UNIT

Within the EYFS there are 7 areas of learning. There are 3 Prime Areas, which as the name suggests are considered the most important and are needed as foundations for other learning to take place. There are also 4 specific Areas of Learning.

Prime Areas

Personal, Social and Emotional Development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Physical Development involves providing opportunities for young children to be active and interactive, and to develop their coordination, control and movement. Children will also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

Communication and language development involves giving children opportunities to speak and listen in a range of situations and to develop their confidence and skills in expressing themselves.

Specific Areas

Literacy development involves encouraging children to read and write, both through listening to others reading, and being encouraged to begin to read and write themselves. (Children will be given access to a wider range of reading materials—books, poems and other written materials, to ignite their interest.)

Mathematics development involves providing children with opportunities to practise and improve their skills in counting numbers, calculating simple addition and subtraction problems and to describe shapes, space and measures.

Understanding of the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive Arts and Design involves supporting children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play and design and technology.

Reading

Pupils at our school are taught to read and write using a phonics scheme called Read Write Inc. Your child will only receive a reading scheme book from school when they have reached the required level within the scheme. This means that your child may not be given a reading book until much later in the year. However, children will be given a library book each week to be shared at home.

Child initiated Learning

Each day, as well as activities organised by the teacher, children have the opportunity to select activities. This gives them the chance to move around the classroom or outdoor area and focus on an element of work in which they are most interested, it also encourages independence.

Snacks

During the session children will have a free piece of fruit and a drink (this is part of their personal and social development). All nursery children and reception children are eligible for free milk until their 5th birthday. Children pay for milk after their 5th birthday at a cost of 20p per day.

We are part of the National Fruit Scheme, so please let staff know if your child has an allergy to, or a bad reaction to any fruit. All Early Years pupils receive free fruit daily.

Uniform

We encourage all children to wear school uniform, PLEASE write their name on all clothes and shoes. Pupils in Nursery do not need a P.E. kit.

The following information will give you an idea of what life is like in the Unit. Some of the information is probably more relevant to children in Reception, but most of it applies to all children.

Admission Arrangements

During September, children are admitted to the Unit in small groups. This allows children to get to know the staff and the staff to get to know the children. Your child's start date will be given to you during their induction meeting.

Initially, families should be prepared for someone to stay and make sure that the child is settled. Please be guided by the staff about when to leave your children, they have had lots of experience and will be able to give you the best advice. It can be traumatic when you leave your little ones, but their tears usually disappear before yours! Rest assured that we will contact you if there is any cause for concern.

Arriving at School, Absence and Holidays during Term Time

Please ensure that your children arrive at school on time. Lateness can cause more disruption to a class and children can become quite distressed if they have to come into the classroom later than the other children.

We have to keep records of absence and lateness and report them to Walsall Education. The Education Welfare Officer will visit you if there is a concern about persistent absence or lateness. Always telephone the school before 10am on the first day of absence and keep us advised of the situation. No holiday during school time will be authorised. All unauthorised absences are reported to the Education Welfare Officer who will work with families whose children do not attend school.

School begins for Nursery at 8.50 am and for Reception at 9am (Door will open at 8.50am). Children arriving at afternoon nursery at 12.15pm should go straight into the unit. Please encourage your children to enter school on their own as soon as possible. Get them used to saying goodbye to you outside the Unit. By the end of the Autumn term we expect all children to be coming into school on their own, unless there is a specific issue.

Collecting children at the end of the Nursery Session or the school day

Please wait outside the Unit for your children. The staff will only hand children over to adults they recognise, and so if you have to change from your usual routine please let the staff know. We would rather risk your annoyance for not handing your children to someone we don't recognise than risk their safety.

The school telephone number is 01543 452320, please let us know if you are unexpectedly delayed and will be late for your child. If we do not know what has happened to you and 30 minutes have passed, we have to involve Social Services, so it is vital that you contact us. Children become distressed very quickly if we are unable to give them reasons and re-assurances for a delay in collecting them.

Waters Before and After School club

The club is run for children from reception upwards. It is run by Mrs D Whitehead and Mrs M Gibson. Please make contact with them if you want to book a place for your children. 24 hours notice is needed if you wish to book a place for your child.

8.00 am - 9.00 am

3.15 pm - 5.10 pm

Parking your Vehicle

Please do not park your vehicle in the school car park or the school drive during the school day. For their own safety children should always be taught to use the pedestrian entrance. If you have a disabled sticker, please see the Headteacher or school office staff to make special arrangements.

Health and Safety

For Health and Safety reasons dogs and other animals are not allowed on the school site. Carers with guide dogs should make arrangements with the Headteacher.

Smoking

For the health and safety of everyone **no smoking** is allowed anywhere on the school premises including the playground and the field. The Governors have designated the school a non-smoking site. Please note that this policy operates at all times including sports days, concerts and parent teacher consultations.

Assessments

During the year both Nursery and Reception children are assessed. We have a family/teacher consultation day each term and the assessment will be discussed with you. Either you or the teacher can initiate meetings at any other times during the year if a particular aspect of learning or behaviour needs to be discussed – but, please make appointments as the teachers are not able to leave their classes.

Assessment is a continuous process throughout the year. Children are unaware that they are being assessed, but the outcomes will help us to plan their activities and monitor their progress.

Keeping in Touch

The school sends out newsletters to keep you in touch with events and news. Please take time to read them. Copies of all recent letters can be found in the school office or on the school website at www.watling-st.walsall.sch.uk. A text system is also used to inform families of events. Please ensure we have your up to date mobile phone number.

Special Days

We sometimes have special days, such as our annual Victorian Day, when the children are given the opportunity to dress up and join in special activities. We sometimes hold charity days and any donations for these causes are very welcome. Please encourage your child to join in with the fun.

Educational Visits

We make as much use as we can of our close environment and we also invite visitors to complete specialist activities with the children. Sometimes we organise visits to places beyond our close area, and ask you for a contribution towards the cost.

Photographs

The school photographer comes in twice a year, at the start of the school year to take individual photographs, and towards the end of the year to take class photographs. You are given the opportunity to purchase photographs. If you have a particular issue about your child being photographed, please put it in writing and make an arrangement with the Headteacher to discuss the matter. All families will be given a photographic consent form which should be completed and returned to the school office.

What do the Children Wear for School?

Please get your children into the habit of wearing school uniform right from the very beginning.

Sweatshirt, jumper or cardigan	Red
Trousers or skirt	Grey or black
Blouse, polo shirt or shirt	White
Optional red and white check summer dress	
Flat heeled shoes	

Children in Reception will require a PE Kit.

Black PE shorts
Red PE T-shirt
Black plimsolls

Please label all of your children's clothes and shoes, if they are lost they can then be returned to their owner when found.

Uniform can be ordered from the School Office, a small amount of stock is kept. Uniform is also available to order online from Brigade Clothing and Tesco.

Please ensure that your children wear suitable shoes for school. Fashion shoes, high heels, sling-backs, clogs, jellies, etc. are not suitable for school.

Some children have the odd toilet "accident" now and then. Please put spare clothing, especially underwear, in their bag. This is likely to be more necessary in Nursery. The staff may have to contact you if your son or daughter becomes distressed at such times. Please be aware that the school does not have nappy changing facilities.

Jewellery should **NOT** be worn to school, and we do not accept any responsibility for any which is lost or causes injury to the wearer. Young, active children are hindered by wearing jewellery. If your child has pierced ears please make sure that s/he does not wear earrings on PE days. If you are considering having your child's ears pierced please be aware that until the earrings can be removed they will be unable to take part in any PE lessons, sports days etc.

Valuables

Children should be dissuaded from bringing valuable items to school as we are unable to take responsibility for loss or damage to these items.

Assemblies

Assemblies, which are of a broadly Christian nature, take place daily. As the year progresses Reception children will begin to attend whole school assemblies. If any parent wishes to withdraw their child from assembly or RE lessons for religious reasons they should see the Headteacher.

PAWS

PAWS is a group of parents who organise fund raising activities for our school. If you are interested in helping them please contact the school. They have a notice board in to playground to keep you informed of their activities. Everyone is very welcome.

Water

Children are encouraged to drink water during the day so that they remain hydrated. Water is supplied in the EYFS unit.

Security Arrangements

At our school we do our best to ensure the safety of all pupils and staff, security measures are therefore tight. Families of children in the Unit are initially allowed into the building but should encourage their children to enter independently as soon as possible.

Please be assured that we do all we can to make your child's school life happy and successful. Please work in partnership with us to give your children the best chance in life. If you have any questions please do not hesitate to contact us.

WATLING STREET PRIMARY SCHOOL HOME/SCHOOL AGREEMENT

	As a pupil I will do my best to:	As parent(s) I/we will do our best to:	As a school we will do our best to:
Being ready for school	Always wear full school uniform Bring my PE kit and other equipment for school	Send my/our child to school in full school uniform Make sure my/our child has PE kit and other equipment	Insist that school uniform is worn at all times Tell your child when s/he needs PE kit and other equipment
Attendance/punctuality	Attend school every day on time	Make sure my/our child attends school on time every day Inform the school as soon as possible on the first day of any absence	Encourage and reward good attendance and punctuality
Class and homework	Listen to my teacher and work hard Respect the right of other children to learn Have pride in my work Tell my family I have homework Do my homework and hand it in on time Ask for help if I need it	Take an interest in my/our child's school work Encourage my/our child to always work to the best of their ability Encourage my/our child to do her/his homework Encourage and support my/our child to read a wide variety of material	Provide well planned lessons Provide a broad and balanced curriculum Set appropriate work and mark it consistently Regularly set homework Encourage your child to read a wide range of material Regularly assess your child's progress
Behaviour	Behave well in and outside of school and follow the code of conduct Be polite to other children and adults	Encourage my/our child to have a high standard of behaviour at all times Support the School's behaviour policy	Encourage high standards of behaviour at all times Implement the School's behaviour policy
Pastoral Support	Let my teacher and family know if I have any worries that affect my work Talk to a school buddy if I am upset	Let the school know if there are any problems likely to affect my/our child's learning Let the school know if my/our child is upset or worried	Listen and respond quickly to any concerns Inform families as soon as possible of anything which may disrupt the normal class routine
Links with school	Take all letters home to my family Complete any sanctions set by my teachers Discuss my school day with my family telling them the good things that have happened to me Discuss what I have done in class with my family and try to summarise what I have learnt Talk to my family if I have any worries	Attend parent teacher consultations Read letters from school and reply if necessary Support the school if sanctions become necessary	Hold termly parent teacher consultations Provide a written report annually on your child's progress, attendance and punctuality Provide a curriculum map at the beginning of every school year Set annual targets in maths and literacy Inform families of any concerns as soon as possible
Life of the school	Find out what opportunities are open to me	Support school events	Inform families of school events

<p>Pupil's Signature:</p> <p>Parent/Guardian's Signature:</p> <p>Signed on behalf of the school:</p> <p>Date:</p>	<p>Comments & Observations (Including reasons given for signing or not signing the agreement):</p>
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PHOTOGRAPHY AND VIDEO CONSENT FORM

PLEASE COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S TEACHER

Name of Child: Class:

Name of Parent/Guardian:

The school confirms that it shall only use photographic images of your child in line with its code of practice in order to demonstrate or promote activities relating to the school's curricula and extra-curricula provision.

A copy of the school's Code of Practice is printed on the reverse of this form. Copies of the school's policy on photographic and video images is available in the school office (there may be a charge for photocopying).

Please indicate in the relevant boxes whether or not you give your consent for photographic images of your child being used.

	Agree to the use of image
In materials aimed at the school community, eg special books, displays of work, school council board, sports days etc.	YES/NO
At school productions, where photographs are for individual families personal use (school policy allows photographs/videos to be taken, if you do not give consent you may withdraw your child from any production)	YES/NO
On the school web site without child's name (available on the internet)	YES/NO
In LEA materials	YES/NO
On the LEA web site (available on the internet)	YES/NO
In any media coverage of the school	YES/NO
On pupil's data file (SIMs – this is a secure system and not internet based)	YES/NO

**It is important to return all forms, whether agreeing to the use of images or not.
You may withdraw your consent at any time by writing to the Headteacher.**

This code of conduct specifies the manner in which Watling Street Primary School will utilise photographic images of pupils:

We will:

- not use images of pupils without the written consent of a parent/guardian (form overleaf)
- primarily use photographs of children as part of a group.
- not in future publications continue to use images of which we receive a parent(s) or carers (s) written objections (form overleaf or letter to Headteacher)
- not reveal with the image personal details, such as a pupil's name, age, home address or telephone number unless permission has been granted (see form below).
- ensure photographs are destroyed once they are no longer required
- not save images to the school computer system with the exception of a pupil's data file in the management information system (SIMs), and only then if permission is given by parents/carers

This is not an exhaustive list and it may be necessary to add future criteria from time to time.

The instructions you give on this form will be used throughout your child's time at this school, unless we receive written confirmation of change.

I understand that any photographs or video recordings made by my family are for personal use and will not be used by or sold onto a second party.

Signature: Date:
.....

I give permission for my child's photograph and name to be used in newspaper articles.

Name of child: _____ Class _____

Name you would like used in any newspaper article: _____

Signed: _____ Date: _____
