

West Felton Early Years Foundation Stage Unit



Welcome pack and
Information for
Parents

Thank you for showing an interest in our Early Years Foundation Stage (EYFS) Unit. We hope that the information in this pack is useful and answers any questions you may have. Please feel free to ask if you have any other questions.

Early Years Unit

The Early Years Unit is made up of a mixture of Reception aged children and Nursery aged children. We work over two well-resourced classrooms and a large outdoor area.

Reception Children: Aged 4 -5 and will turn 5 during the academic year beginning in September.

Nursery aged children – Aged 2, 3 and 4. Children can join the EYFS unit from their 2nd birthday. However, their universal 15 hours funded 'free' hours will not commence until the start of the term after their 3rd birthday. (Please see the table below to see when your child's place will be funded.)

Some 3 and 4 year old children may be entitled to 30 hrs of Extended Entitlement funded sessions if their parents work. We also offer funded (free) '24U' sessions which some parents of two year olds are entitled to, depending upon circumstances, in the term following their child's 2nd birthday.

| Child's birthday is between | Funded place commences ('24U' for some 2 year olds, Universal 15 hrs for all 3 yr olds or Extended entitlement 30 hrs for some 3 year olds). |
|---|---|
| 1 st January and 31 st March | Funded place from the start of the Summer term (April) |
| 1 st April and 31 st August | Funded place from the start of the Autumn term (September) |
| 1 st September and 31 st December | Funded place from the start of the Spring term (January) |

Staffing

The unit is staffed full time by:

Miss Sue Miller – Early Years Teacher and Assistant Headteacher within school.

Mrs Cara Davies – Higher Level Teaching assistant- Level 5

Miss Emma Lloyd - NVQ Level 3 Early Years and Childcare.

Miss Georgia Parry – NVQ Level 3 Teaching assistant

Miss Sarah Roberts – NNEB Teaching assistant

Miss Katie Harrison – SEN Teaching assistant/ Lunchtime assistant

Miss Jess Watkin – SEN Teaching assistant

There are always staff who are fully trained in paediatric first aid present.

Funded places and paying for additional sessions for Nursery aged children

All children, aged 3+, are entitled to 15 hours of Universal Nursery education per week. We try to be flexible in offering parents sessions which suit them best. Some parents may wish to send children for fewer sessions, but we suggest a minimum of 2 sessions a week.

These session structures are also relevant to those parents claiming '24U' sessions for their two year olds.

Within each tiny Acorn there lies the potential for a mighty Oak to thrive and grow.

Where parents are entitled to 30 hrs (Extended Entitlement funding) for their three and four year olds we offer 5 days. Our day runs from 8.55 until 3.25.

We also offer parents the option to pay for additional sessions in Nursery beyond their funding entitlement.

| | | |
|---|------------------|----------|
| Morning Session 8.50 – 11.55 – | 3 hour session : | £14.85 |
| Morning and lunch hour 8.50- 1 pm | 4 hour session: | £19.80 * |
| Afternoon session including lunch session 11.55- 3.25 | 3 ½ hour session | £17.35 * |
| Full day 8.50 – 3.25 | 6 ½ hour session | £32.20 * |

*An additional charge of £2.50 may be applied if you order a hot school meal.

It is also possible to pay for an additional hour for lunch session in addition to a morning session covered by nursery funding.

Each term we will send out forms to parents to book/ amend their funded sessions and where applicable express an interest in additional charged sessions.

If you wish to amend any of your additional paid sessions we ask that you give us 2 weeks' notice wherever possible.

Payment of fees for additional sessions

We ask that parents pay for any additional sessions they book at the beginning of that week. However, if it is easier for parents we also accept payments ½ termly or monthly in advance.

Payment can be made through our online payment and booking system or via HMRC Childcare vouchers or other company childcare vouchers.

If your child is absent for any paid session, due to illness, we will credit the paid session to the following week.

Please note that missed 'funded' sessions cannot be credited to a later date.

Please note that a Nursery place in our EYFS unit does not guarantee a Reception/ School place as these admissions are dealt with by the Admissions team at Shropshire County Council.

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Our Provision

Throughout the day the children access provision across the entire EYFS unit. This comprises of two buildings and a large outdoor area. The Acorn classroom and Catkins classroom are linked by a covered walkway. The outdoor area consists of a large hard surface area, a canopy and covered walkway which offer 'teaching' spaces and also a fenced garden area overlooking the school field. All seven areas of learning are promoted across the entire unit.

Children will eat their lunch in the Catkins building and be supported by at least two members of staff during this time.

The School Day

Acorn class opens at 8:50am. We ask children who are due in to have arrived by 9am. Nursery children staying for just the morning session will be brought to the School office/ front playground by a member of staff for collection at 12 noon.

If children are staying for lunch they will be brought through to the school office/ front playground by a member of staff for collection at 1pm.

Nursery children staying all day can be collected at 3.25pm from the EYFS unit.

Throughout the day there are a number of small group activities which we tailor to meet the needs of each child. The luxury of having two classroom spaces offers staff ample opportunity to provide activities which address the children's needs, regardless of their age or level of development. It also offers quieter spaces to allow our youngest Nursery children to have quiet time and naps if required.

We also offer Breakfast and After School care for Reception aged children upward. This runs from 8am and until 5.30pm.

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Dinner time

Children in Reception are entitled to a free school meal each day. Unfortunately, this government funding does not extend to Nursery aged children. The cost of a hot school meal for Nursery aged children is £2.50 per day. Meals are ordered and paid for via our school ParentApp at least the night before.

As an alternative, a packed lunch may be brought from home. This should be in a suitable lunch box, with the child's name clearly on the outside. As a 'Healthy school' we ask that lunchboxes do not contain sweets, chocolate bars or fizzy drinks. No glass bottles please.

All Reception and Nursery children, regardless of whether they are having a hot school dinner or a packed lunch will eat together in the Catkins area and be supported by at least three members of staff.

Some Nursery aged children may be entitled to a free school dinner if their parents are in receipt of certain benefits. If you think this may be the case for you please ask a member of staff for a relevant form.

Following their lunch the children will then be supervised during playtime within the EYFS unit until the end of the lunch break.

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Snack time

Children under 5 are entitled to free milk daily. We encourage children to have milk however, if you do not wish your child to have it please let a member of staff know.

Free fruit is provided daily so children do not need to bring a snack to school with them. Please let a member of staff know if your child has any food allergies.

We also encourage children to drink water when they are thirsty so please ensure children have a named water bottle in school.

End of the day

The doors are opened at 3.25. Children are sent out to parents/ carers once we have seen that you are present. Please ensure that we are informed if someone other than yourself will be collecting your child. Please tell a member of staff as you drop off your child or telephone the school office during the day.

In the registration forms accompanying this pack you will find a section where you can name a few people who we are permitted to collect your child, i.e. Auntie Jill etc.

If someone tries to collect your child and they are not on the 'permitted list' or we have not been told by yourself that they will be collecting your child that day then we will not let your child leave the premises until we have spoken to you on the telephone.

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If your child is going to be absent from the Unit.

All absences should be explained on the first day of absence either by completing the absence form on ParentApp or by calling the office. Please note if your child has been sick or had diarrhoea it is school policy to have 48 hours away from school. This type of illness spreads so quickly and easily among children and staff!

If a nursery aged child is absent for a session paid for by parents then the payment for this session will be credited to the following week.

Accompanying this pack is an emergency contact form. On this form you are required to give the names of contacts which may be called upon if your child is ill or has an accident. It is very important that this contact information is kept up to date. In the interest of your child please keep the school informed of any changes. Updates can be made via the school ParentApp.

Absence for reasons other than illness.

If you wish to take your Nursery aged child on holiday we ask that you let staff know prior to the holiday.

Please note that you will be asked to fill in a 'Leave of absence' form if you wish to take your Reception aged child out of school and this will need to be authorised by Mrs. Hughes. We also ask that wherever possible medical appointments be booked outside school times.

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Medical Needs

Early Years Staff are not permitted to administer medicines. However, staff can observe children taking required medicine in a pre-measured dose/ syringe. Please note that any medicine will need to be handed to a member of staff and the relevant medicine permission form on the ParentApp completed.

Sun cream

We use the outdoor learning environment all year around. We want children to be able to access the area safely during the warmer weather. We ask that parents apply sun cream in the morning. If you wish to send in sun cream then staff will assist children to reapply their sun cream at lunch time. All sun cream needs to be labelled with your child's name. We also ask that children are sent with a sun hat.

During the colder months we ask that children have a suitably warm coat, gloves, hat and scarf as we go outside whatever the weather.

Uniform

Whilst uniform for the nursery children is not compulsory we would prefer if children wore a Royal blue sweatshirt and dark coloured jogging bottoms or other dark trousers with an elasticated waist for ease when using the toilet, particularly if recently toilet trained. Having a school jumper will help children to feel part of the group and also prevents children's 'best' clothes from getting covered in paint, mud, glitter and glue!

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There is no obligation for the sweatshirt to have the school logo, however, these are available if you wish from our uniform supplier. www.schoolshopdirect.co.uk
We ask that children are sent in suitable clothing for the weather and also suitable shoes.

Please note that it is expected that all Reception children wear our school uniform as below.

ALL ITEMS TO BE NAMED PLEASE

Winter

- Grey trousers/skirts
- Black sensible shoes
- Pale blue polo shirt
- Royal blue cardigan/pullover/sweatshirt
- White/grey or royal blue socks/tights

Summer

- Blue/white checked/striped gingham dress
- Grey shorts/ trousers/ skirts
- Blue/black shoes or sensible sandals

It would be beneficial if children also had a book bag to keep all those important letters in and also to encourage the children to be independent. These are also available from www.schoolshopdirect.co.uk

PE kit.

P.E sessions take place weekly. (Currently Wednesday afternoon (for Reception) and Monday afternoons for both Nursery and Reception) We ask that children bring a named P.E kit. This can be left on their peg if required.

- Navy PE shorts or jogging bottoms,
- White or pale blue T-shirt

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- Pumps (please check regularly to ensure they fit).

Forest schools kit

We regularly use the outdoors area for our learning activities. This includes sessions in our wildlife area. Whilst we provide children with wellingtons and waterproofs we ask that children are provided with a change of clothes which help to keep the children warm and that you do not mind getting muddy or wet, i.e. a old pair of trousers/jogging bottoms, an old t-shirt and jumper and spare socks. We would also appreciate it if this Forest schools kit also contained old gloves, hat and scarf during the colder months. We will inform you when Forest School sessions are due to take place.



Toileting

If your child has recently been toilet trained it may be useful to send a spare change of clothes for children in case they have an accident, particularly if they are likely to become engrossed in their play! Having their own clothes to change into can make children feel less embarrassed about such accidents. If your child has frequent toileting accidents we will work with parents to develop strategies for children to become fully toilet trained.

We have changing facilities for those children wearing nappies. We ask parents to supply nappies, wipes and any creams for their child.

Books

Children are welcome to borrow story books from our book corner. These are for children to share at home with you. Sharing stories together, even from a young age, is proven to aid children's language skills and reading progress.

Once your child is ready (usually as they begin Reception) they will begin to bring home a reading book that they can read to you. Regular opportunities for children to read at home has a marked impact upon the progress children make. We suggest children should read at home at least 3 times a week in the Reception year.

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Early Years Curriculum:

The EYFS is a framework for children's development from birth to the end of the Reception year of Primary School. There are four themes of the EYFS which underpin all that we do;

A unique child

Every child is a competent learner from birth and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong and independent from a base of loving and secure relationships with parents and carers.

Enabling environments

The environment plays a key role in supporting and extending children's development and learning.

Learning and Developing

Children develop and learn in different ways and at different rates and all areas of learning and development are important.



These themes are used to underpin the learning and development that your child will take part in during their time in the EYFS. Children learn in a variety of ways: watching others, talking, asking questions, listening, exploring and investigating.

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The EYFS is made up of the seven areas of learning:

Three Prime Areas

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development



Successful developments in the three prime areas is critical for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning

Four Specific Areas

1. Literacy
2. Mathematics
3. Understanding of the World
4. Expressive Arts and Design

Our curriculum is centred around children's play. Children have the opportunity to play in isolation or within a group. Play is a vital part of young children's learning. Through play, children explore ideas, feelings and relationships. Play helps to promote risk taking, allows them to make mistakes and try things out without them failing. Quality play promotes confidence and well-being. Young children are active learners.

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Early learning includes:

1. Exploring, investigating, problem solving.
2. Representing and communicating ideas and feelings.
3. Creating imaginary worlds and stories.
4. Interacting and exchanging ideas with others.
5. Talking and discussing, puzzling and reflecting.
6. Watching and listening, repeating and practising.



We believe it is important to extend the children's joy, imagination and excitement of the world around them. Encouraging them to explore real and imaginary worlds and form positive social relationships.

We encourage children to explore their environment in a wide range of activities to support their learning through play both inside and outside in all weathers.

We ensure there is a balance of child led, adult led and open-ended activities for children to participate in. Each child has their own learning journey and their learning is personalised and tailored to their individual interests and needs.

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Children will be assigned to a group and a member of staff who is their 'key person'. Your child will work in this group during adult focused session and group times. The key person will help your child to settle into the Early Years Unit quickly and support children's development and learning by making them feel safe to explore and try new things.

Most importantly we strive to ensure our children are happy and enjoy school, and from this it is hoped that they will thrive and grow to reach their full potential.



Assessing children's development

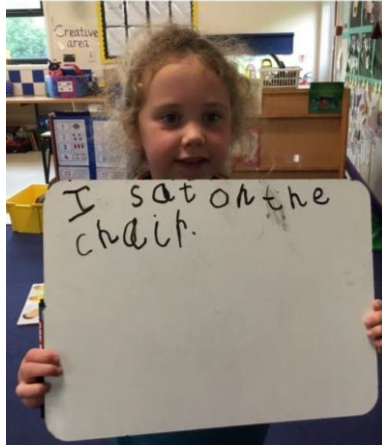
Children are observed continually during their time in the Early Years Foundation Stage. This takes place through informal observations, photographs and focused observations of their skills. These are collated in your child's 'Seesaw journal'- an electronic learning journey. Parents can log in to their child's electronic 'Seesaw journal' from home using a secure unique log in and password. This gives parents the opportunities to view their child's learning and also add comments. Parents can also 'upload' photographs of their child's achievements at home, i.e. learning to ride a bike etc.

We use the observations to plan the next steps in the children's learning. Over time we build up a picture of your child's development and at the end of the Early Years Foundation Stage a 'profile' is completed which summarises your child's level of development.

We will meet with parents twice a year to discuss your child's development and send home a detailed report at the end of the academic year.

However, we are always here to discuss any worries or concerns you may have about your child's development at any time.

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Learning at home and Parents as partners.

We also recognise that children do not finish learning at 3:25pm! We want to work in partnership with you to enhance and support your child. We also recognise that your child's first and most important teacher was you, and that you know your children better than anyone else.

We encourage all parents to make use of 'Seesaw', our online journal, as a way to share in your child's learning experiences. We find this information invaluable as we use it towards planning children's next steps in the Early Years Foundation Stage.



How can you help your child?

- ☐ Mark all your child's clothes clearly with their name.
- ☐ Send in some spare clothes to be put on their peg in case of accidents. Send in a sufficient supply of nappies/ wipes if your child wears nappies.
- ☐ Ensure your child's shoes are easy for them to get on and off.
- ☐ Help your child to settle in the morning by showing them their peg and encouraging them to put their coat on it independently.
- ☐ Dress your child appropriately for the weather conditions e.g. that your child has a coat, gloves and hat on wet and cold days and sun hat on warm days.
- ☐ Do your best to get your child to and from the Early Years unit on time as a few minutes can seem a long time to a young child.
- ☐ Tell your child who is collecting them each day.

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- ☐ Understand if your child comes home with grubby clothes as play is as important to children as formal learning.
- ☐ Ensure that if your child is bringing their own lunch to school there is not too much for them to eat. A large amount of food can be overwhelming for small children.

Settling in

Settling into a new environment is always difficult, no matter how young or old you are. We appreciate that you are probably feeling a little worried about the first few times you leave your child. But there are lots of things you can do to help your child settle quickly with us and feel happy and secure.

If you feel your child would benefit from a settling in session we can offer a settling in session for your child and a parent/ carer for an afternoon session prior to your child joining us for their first session. Please speak to Miss. Miller to arrange a settling in session at a convenient time.

How can you help before your child starts school?

Encourage your child to:

- ☐ dress and undress themselves – e.g. put their coat and hat on and put their shoes on.
- ☐ tell an adult if they need the toilet and use the toilet alone, or encourage children to tell an adult if their nappy needs changing.
- ☐ wash and dry their own hands after using the toilet and before eating.
- ☐ try to wipe or blow their own nose.
- ☐ respect their own and other people's property by looking after and tidying away toys and books.
- ☐ say "Please", "Thank-you", "Pardon", and "Sorry".
- ☐ sit and listen for a few minutes, i.e. to a story.
- ☐ try to use knife, fork and spoon correctly.

Others things you can do:

- ☐ Let your child wear his/her uniform before the first day.
- ☐ Prepare children for their first day by talking and showing them the way to school and discussing all the exciting things that they will do there!

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During the first few days

- ☐ Try to look confident and happy when you drop off your child. Your child will pick up on your emotions: if you appear upset, your child will respond to this.
- ☐ When you arrive please help your child to hang up their coat and bag.
- ☐ Aim to make a clean 'break' when you leave your child – try not to linger and go back to them if there are tears. Your child may cry, but in most cases this only carries on for a few minutes after you have gone. We promise that we will contact you if we cannot settle your child within a reasonable amount of time. We also send updates on Seesaw of their day. This is very reassuring for many parents.
- ☐ Please feel free to give us a call to check that your child has calmed down and is enjoying themselves.
- ☐ Your child will be given a key person who keeps a close eye on them. We will tell you who your child's key worker is. Please look out for this person as a point of contact when you drop off your child.
- ☐ Remember that starting in a new environment can be a tiring experience. Your child may seem more tired than usual in the first few days or weeks. Don't worry, this is perfectly normal.

Practical tips once your child has started school/nursery:

- ☐ Understand that some children want to tell you all about their day as soon as you pick them up, so make time for your child after school if she/he needs it, or as soon as you get home if you work. Some children, however, like time by themselves before they want company.
- ☐ Listen, but don't ask too many questions. Children will talk when they are ready. Bedtime is usually a good time to listen. Use prompts to help you understand their day e.g. 'What did you learn today?' 'Who did you play with?' Some children will just say I played and that's fine too.
- ☐ Children often say they are 'starving' after a long day at nursery or school. A healthy snack straight after can make all the difference especially during the first few weeks as they might be too tired to want to eat by dinnertime.

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- ☐ Be flexible in the early days of nursery and Reception. Children may be tired and grumpy for a while until they settle in and get into a new routine.
- ☐ After school try to keep to routines that allow time to rest and for free play. Try not to plan too many after school activities or have too many things to do on the way home, e.g. shopping.
- ☐ New learning takes a long time and children learn at different rates. Don't expect too much too soon. You can help best by encouraging, taking an interest and talking to your child's teacher.

We look forward to working in partnership with you to provide the best possible start for your child's education. If you have any further questions or queries please do not hesitate to ask.

The Early Years Team

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