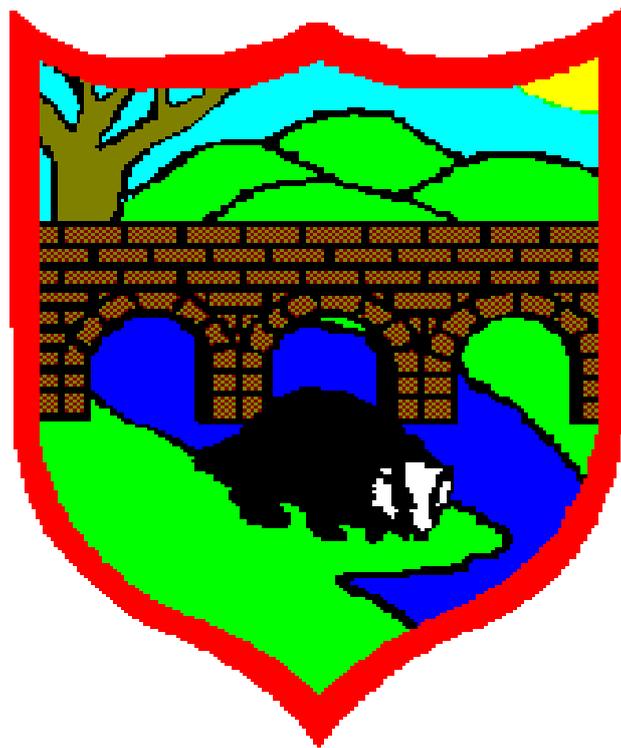


Broughton Primary School



Foundation Stage Booklet

2014 - 2015



FROM HOME TO SCHOOL

Your child's first few months at Broughton Primary School.

Your child is about to begin their school life at Broughton Primary School and we sincerely hope that their time with us will be both happy and successful.

This brochure aims to give you a few ideas on how to prepare your child for school and to tell you a few things about life in the Foundation Stage Unit.



Nursery and Reception children are in our Early Years Foundation Stage. Nursery children are in Class 1, Reception children are in Class 2. Children can start in the Nursery the term after their third birthday and remain in the Foundation Stage until the September following their fifth birthday, when they will move into the Year 1 class – Class 3.

The Reception class is run by a teacher (Miss Ford) and two teaching assistants, Amanda Cockton and Georgia Forster. Miss Ford will oversee the work throughout the Foundation Unit.

The Nursery is run by a teacher (Mrs Wynne) who works alongside two teaching assistants, Mrs Martha Greenbank and Georgia Forster.

All of the children will be following the new Early Years Foundation Stage Framework that is now the statutory for young children, from September 2012.

Activities in the unit for all of the children will be based on a termly or half termly theme and they will work according to their ability. The Reception children will be working mainly with Miss Ford and will experience more formal activities than the Nursery aged children. All children will have experience of each of the seven areas of learning throughout the week with Reception children doing mainly literacy and numeracy activities in the mornings.

Nursery children attend the morning session (09:00 – 12:00 p.m.) Reception children will, as ever, be involved in main school life. This will include assembly time, morning and afternoon playtimes, P.E. in the hall and lunch times.

Children in Early Years may work together at times, for example sharing a big book in Literacy or playing simple maths games in Numeracy. This helps children become familiar with all the staff and children in the Early Years.

The staff

Miss Ford is the key carer for the reception children. She is an experienced teacher with many years of experience in both Early years and KS1.

Mrs Wynne is the key carer for the Nursery aged children. She has worked in Early Years classrooms for many years and is also a qualified teacher.

Throughout the year we will be welcoming parents, friends, students and other helpers to work alongside us in the unit (all Criminal Record Bureau

checked). For the first few weeks, until a routine and relationships are established, it is likely that only main staff will be working in the unit.

Other staff in school include:-

Mrs. K. Shankland	Head Teacher
Mrs. A. Bewsher	Class 6 (Year 6)
Miss. E. O'Donnell	Class 5 (Year 5)
Mrs E. Strong	Class 4 (Year 3 & 4)
Mrs. K. Wilson	Class 3 (Year 1 & 2)
Mrs. A. Jefferson	Special Needs
Mrs. J. Palmer	Special Needs (1 afternoon/week)
Mr. S. Strachan	Music teacher

Mrs. Davis	Senior Teaching Assistant
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Miss Holliday	Senior Teaching Assistant/OOSC Play Leader
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Mrs. Bell	Classroom Assistant
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Mrs. S. Bryden	Administrator
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Mrs. Graham	Cleaner
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We also have our cook, kitchen team and mid-day supervisors and governors.

The Foundation Stage Unit

The Unit was purpose built in 1997 as a nursery and in 2008 two safe, enclosed outside areas were added to further enhance the outdoor curriculum. We have our own entrance and all doors can be made secure from inside. We have our own telephone in case of emergency.

The room is arranged into areas to accommodate the range of activities that go on, for example role play, art and craft. It has its own kitchen and toilets for the children which are easily accessed without leaving the unit. The main door is accessible to wheelchair users.

Following a flood in the unit over Christmas holidays of 2010 the room has been re-designed and a wall removed resulting in a very light and open classroom.

LIFE IN SCHOOL

PRIOR TO STARTING SCHOOL

Your child's first few weeks at school are a big step for both you and your child. We hope that it will be a positive and fulfilling time for both of you.

Leaving Mum or Dad can be very stressful for children especially if they are not used to it. There may be times when you are both anxious. There are some steps you can take to ensure such times are few.

If your child has not spent much time away from you try to leave him/her with a trusted friend or relative once or twice a week before he/she starts school.

Talk about what might happen in school, walk past school, etc. Read books about starting school.

Your child may not want to talk about school - do not force him/her, they will share their thoughts with you, if and when they are ready. Above all, make these conversations **fun**.

This booklet and our home visits, for new nursery starters, are designed to reassure you and your child about starting school. However, if there are still concerns, doubts or worries, do not hesitate to let us know.

YOUR FIRST FEW WEEKS

Settling in.

As at any time during the year, but especially during the first few weeks, do stay and settle your child. There will be activities you can share - read a book, play a game - until you, your child and the teacher feel your child is able to stay alone. Occasionally, although not usually in the first few days, it is best to leave promptly. Tears are usually swift to dry but if there were any persistent worries we would contact you immediately.

It is vital that your child is happy whilst at school - he/she is less likely to learn if they are unhappy.

Your child's day.

Nursery children will attend five sessions of nursery per week. From 09:00 - 12:00. Reception children, after a settling in period, attend from 9.00 – 3.15 p.m.

Nursery children are also able to have a school lunch if they wish and remain in the unit every day until 1:00 p.m. at a cost of £4.00/day.

Please try to be prompt. Children may get very anxious if they are persistently the last to be collected. If anyone, other than yourself, is to collect your child from school please let us know for obvious security reasons.

Please do not bring cars into the school playground, this is a real safety issue for small children who cannot be seen by drivers.

WHO ELSE MAY YOU SEE IN FOUNDATION STAGE?

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Nurse The School Nurse, Mrs. Anne Park may call into school. She is based at the clinic at the Cottage Hospital, Cockermouth, Tel:- 01900 822226. If your child is to have any medical checks you will be invited and encouraged to attend.

Health Visitors The Health Visitors may also drop in from time to time, but in the meantime can be contacted through your doctor's surgery.

Speech Therapist If your child has any specific language difficulties we will discuss these with you. Quite often the Speech and Language Therapist becomes involved - either at the Cottage Hospital or in school. All referrals will of course be discussed with you first.

Students There may, at times, be students/young people on work experience in to help. A list of all 'helpers' will be displayed on the notice board in our cloakroom area.

Specialist Teachers These will be in school to support children with specific needs and to guide teachers in how best to meet their needs.

HEALTH & SAFETY

In line with the school's Health & Safety policy we have a first aid kit and an accident book in the unit. If your child does have a minor accident at school one of the staff will see you after school or telephone you at home immediately, depending on the nature of the accident. Any 'bumps' will be recorded in the accident book and in the case of bumps to the head a slip will be sent home noting the time that the bump occurred. This puts us all in the picture should a follow up visit to hospital be required.

Medicine

For insurance reasons, we are not allowed to administer any medicine either prescribed or 'Calpol'.

If your child is poorly, the best place for them is at home.

CHILDREN WITH SPECIAL EDUCATION NEEDS

The term 'Special Educational Needs' is used in its broadest sense - it defines children with learning difficulties but also the more able child in the context of Broughton School”.

Special Needs Policy

The school has a comprehensive Special Needs policy which applies to all children in the school. A full copy may be seen on request. It outlines how children with Special Educational Needs are identified and assessed, their access to the curriculum and how parents, outside agencies and all staff liaise together to provide the best possible education. It is appreciated, however, that every child has its own needs and these will be catered for.

The school has a named Director for Special Needs – Mr. Darren Cookson. His main duties are liaison with the Special Needs Teacher, Mrs. A. Jefferson and to be familiar with the Code of Practice and its effectiveness in school.

HOME VISITS

Prior to your child starting nursery you will receive a home visit from Mrs. Wynne and Mrs. Greenbank. If your child is in Reception and new to our school you will receive a home visit from Miss Ford. It will be a brief visit which allows you and your child to see and to chat to us and for us to put faces to names. This is an opportunity for you to tell us about any concerns you have. It is an informal visit but on their first few days in nursery children often like the security of having met us before. Dates and times of the visit will be sent to you in advance. At this time parents will be asked to complete a variety of forms. Please return them to school promptly.

ARRANGEMENTS FOR PARENT/TEACHER CONTACT

Before your child starts at Broughton Primary School you will have been the most important educators.

We would like to enter into that partnership in the exciting process of educating your child.

We would like parents and friends to regard school as a welcoming place and would value any knowledge of your child's character, ability, worries or skills that you feel would help to 'settle' your child in school.

Please feel free to take the opportunity for an informal 'chat' at the beginning or end of the session. If you would like a more lengthy chat or a more formal appointment then please see Miss Ford or Mrs. Wynne and we will arrange a time as soon as possible.

We do appreciate that school may be a worrying, as well as an exciting place for parents and children so do not hesitate to see us should you wish - no matter how unimportant you may feel the issue is.

REPORTING TO PARENTS

Early in the school year you will be invited to a phonics evening when you can find out how early reading skills are taught in Early Years. There are also other opportunities during the school year where parents of Reception children are invited to have a more formal meeting with the teacher. In line with the school's record keeping policy, Records of Achievement are kept in all curriculum areas and will be available for discussion.

During the parents afternoon/evenings Reception parents will have an appointment to view and discuss their child's progress. In the summer term, all parents of Reception children and children reaching the end of their time in Nursery will receive a brief written report outlining their child's achievements. You will then be welcome to discuss this if necessary.

There are however numerous opportunities to come and watch your child in school:-

- MacMillan coffee morning
- class assemblies
- a Christmas presentation

and other occasions in the Foundation Stage Unit.

PRACTICALITIES

Toilet training

Children are expected to be fully toilet trained before entering nursery.

If there are problems with this please let us know. For example, if there have been medical problems we are flexible. Often, however, children become engrossed in an activity and forget to ask to go to the toilet. If your child does have an accident, do not worry, we will deal with it sensitively. However, we do not have the facilities to deal with children who accidentally soil themselves. In the unlikely event of this happening we will contact you to collect your child from school.

Clothing

Spare clothes. Please provide a spare change of clothes for your child.

These can hang in a bag provided for you on your child's allocated peg in the cloakroom. Much of our curriculum takes place outside, so please do not put clothes on your child that need to be kept clean! Please bear in mind we will be going outside in ALL weathers!

Footwear

As we have a full outdoor curriculum and two very good outside areas your child will need a pair of Wellington boots – fully named please. School will provide waterproof over trousers for damp days.

Naming

Could you please ensure **all** clothes and shoes are named. This, as I am sure you will appreciate, can be a nightmare!! There are name tags available for purchase.

Uniform

Uniform is not compulsory but sweatshirts, polo shirts, fleeces and jackets can be ordered from Mrs. Bryden in the office. Book bags are available for Reception children from Mrs. Bryden at a cost of £3.50. We also have a supply of good quality nearly-new uniforms for sale through our 'swap shop'. Please ask for further information.

Break times - Fruit and drinks

Reception and Nursery children are entitled to free school milk. All children will receive fresh fruit daily and will have their own water bottle, that is sterilised daily, to which they have free access throughout the day.

Absence

If your child is unwell or unable to attend school, please either telephone or notify us in writing. If you do not contact school, we will contact you. This is in line with current child protection advice and is for the safety of your child.

Parking

**Please do not bring your car into the school grounds at any time.
Children are coming and going throughout the school day.**

Playtimes

Reception children go out in the morning with years 1 to 6. They may join class 3 and 4 for some afternoon playtimes. Nursery children use the outside areas throughout the day but not during morning play.

FOR RECEPTION CHILDREN ONLY

LIFE IN CLASS 1

P.E. – on a Monday and a Thursday

We have PE twice each week, covering game skills, gymnastics and dance. Please encourage your child to dress and undress him/herself at home. We expect children to try themselves, but obviously always help if needed. It will be helpful if you put easily managed clothes on your child on the days we have PE

- A bag will be provided by school for P.E kit (shorts and T shirt with names on please) which can be hung on your child's peg in the cloakroom.
- P.E. kit can be purchased through school. Please see Mrs. Bryden in the office.
- Jewellery should not be worn for PE for reasons of safety. Please ensure that your child does not wear earrings on P.E days.
- Pumps are not needed except on sports day and in the summer term.

Please ensure that your child's clothing is clearly marked with their name.

PLAYTIMES

- The children have all been out to play with the whole school on several occasions already and have settled well to this new experience.
- All Reception children are linked to a Year 6 'Buddy' who will help them to settle in at play times and lunch times.
- However for the first few days I will be outside to supervise playtimes until the children are confident with their new surroundings and friends.
- There are always three members of staff on duty at all times.
- Fresh water is provided daily in individual labelled drinking bottles.
- Fresh fruit is provided daily.

Children will be encouraged to use the toilets either on their way out to play or on their return but will obviously be allowed to go to the toilet throughout the day when needed. Going to the toilet can be worrying for a child. Accidents do happen. Please do not worry about this.

DINNER TIMES



School dinners are served in the school hall. Children have a daily choice of menu and go into lunch on a class rota basis. This academic year sees the start of free school dinners for all Reception children.

The Children may sometimes bring home books to share. They may also bring home word or number games too. When your child is ready to begin reading she/he will bring home a special reading comment book. The aim of this book is for us to share in the process of reading. I will write in the book each time your child reads to me and you are also free to write in it to let me know of achievements or difficulties your child may experience.

Both the diary and your child's reading books can be kept in the red reading folders that are available from the office at a cost of £3.50

Children will learn to write using the attached script. If you wish to practise at home then please make sure all the letters are formed accurately as on the sheets. Please encourage but don't pressurise your child to write. It will only put them off. They are all individuals and will learn to write when they are ready. Please can you help your child to return any books or homework that is sent home on time, as they can be upset if they are the only one to have no work or book to share with the staff.

Please, if you do work at home with your child, take care to make sure it is **FUN!**

CURRICULUM 2012

From September 2012 the Nursery and Reception children will begin working on the Early Years Foundation Stage Framework. This is a Curriculum framework for the early years of education - The Foundation Stage.

There are seven areas of learning.

❖ **Personal, Social and Emotional Development.**

Your child will be encouraged to be self confident, take an interest in things, know what their own needs are, tell the difference between right and wrong, and be able to dress and undress.

❖ **Communication and Language.**

Your child will be encouraged to communicate confidently and clearly, enjoying stories, songs and poems, on a daily basis. Activities such as role play are used to improve confidence and skills and to practice speaking and listening skills.

❖ **Literacy.**

Children learn how to hear, say and write sounds and later to read and write through a variety of fun methods. In reception, children may be grouped for phonics with children from other classes.

❖ **Mathematics.**

Your child will be encouraged to develop an understanding of maths through stories, songs, games and imaginative play. They will become comfortable with numbers and with ideas such as 'heavier than' or 'bigger than'. They will be aware of shapes and space, counting, simple addition and subtraction.

❖ **Understanding the World.**

Your child will be encouraged to explore and find out about the world around them, asking questions about it. They will build with different materials, know about everyday technology and learn what it is used for. They will find out about past events in their lives. They will find out about different cultures and beliefs.

❖ **Physical Development.**

Your child will be encouraged to move confidently, controlling their body and handling equipment. They will begin to develop an awareness of health which will include the importance of exercise and healthy eating.

❖ **Expressive Arts and Design.**

Your child will be encouraged to explore colours and shapes, try dance, making things, telling stories and making music.

During the Foundation Stage these seven areas of learning will be introduced through a variety of topic based play activities. All children will work at their own pace and level.

ASSESSING YOUR CHILD

Throughout the year we shall be assessing your child using the 'Foundation Stage Profile'. This document was introduced in Spring 2013. It is a statutory requirement for schools to complete it. Entries will be made once each term and final figures are sent to the government in the summer term for monitoring purposes.

These assessments will take place through every-day activities and your child will not be aware of the process in school. We use the results to find out what your child knows, can do and understands so that we can plan for their future learning.

NUMBER FORMATION

- 0** - Round to the left
- 1** - From the top down
- 2** - From top down
- 3** - From top down
- 4** - From top down then go back and cross
- 5** - Down the path round the corner, go back and close the gate
- 6** - Round from the top
- 7** - Across and down
- 8** - Round the slide and back to the top
- 9** - Curl round and down

We trust that you and your child will enjoy the first few weeks in the Foundation State Unit with us and go on to enjoy a very happy and successful school life at Broughton School.

SCHOOL TERM DATES 2014/2015

Autumn term 2014

Wednesday 3rd September – Thursday 18th December

(Half term: Monday 27th October – Friday 31st October)

Spring term 2015

Tuesday 6th January – Friday 27th March

(Half term: Monday 16th February – Friday 20th February)

Summer term 2015

Monday 13th April – Friday 17th July

May Day: Monday 4th May

(Half term: Monday 25th May – Friday 29th May)