



LADYGROVE PARK PRIMARY SCHOOL

WELCOME TO OUR FOUNDATION STAGE

This booklet introduces you to the Foundation Stage. We hope it will answer most of your questions but if you have any more queries please don't hesitate to ask any member of our wonderful Foundation Stage Team.



FOUNDATION STAGE CURRICULUM: Areas of Learning

There are seven Areas of Learning and Development that must shape educational programmes in early years settings. All Areas of Learning and Development are important and inter-connected.

The Prime Areas of Learning are crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive, and they are:

- Personal, Social and Emotional Development;
- Communication and Language;
- Physical Development.

The four Specific Areas of Learning allow the three prime areas to be strengthened and applied, and they are:

- Literacy;
- Mathematics;
- Understanding the World;
- Expressive Arts and Design.

None of these Areas of Learning and Development can be delivered in isolation from the others. They are equally important and depend on each other to support a rounded approach to child development. All the areas must be delivered through planned, purposeful play, with a balance of adult-led and self-initiated activities.

EFFECTIVE PRACTICE Below are quotes taken from the Early Years Foundation Stage Handbook 2017, which we feel best describe the way we work in our Foundation Stage Unit.

"Assessment is based primarily on the practitioner's knowledge of the child. Knowledge is gained predominantly from observation and interaction in a range of daily activities and events."



"Embedded learning is identified by assessing what a child can do consistently and independently in a range of everyday situations."

"Responsible pedagogy must be in place so that the provision enables each child to demonstrate their learning and development fully."



"Accurate assessments take account of contributions from a range of perspectives including the child, their parents and other relevant adults."

In the Foundation Stage we have a Key Person system. Children are assigned a Key Person who supports and develops a special bond with the child, helping them to settle in to their new class and to feel confident and safe within it. The Key Person also aims to get to know the family of their key children well so that information can be shared easily and the child's and family's needs can be met. We will let you know who your Key Person will be during the home-visit.

PRACTICAL INFORMATION At Ladygrove Park Primary School we are lucky to have three classrooms for Foundation Stage children with a large, adjacent outdoor area. Nursery, **Class 1**, can offer places for children for the term they turn 4 years old. Children in **Class 1** have a part-time place in the afternoons. If they successfully obtain a place for our Reception classes, they will move into full-time **Class 2 or 3** in the September of the year they turn five.

THE SCHOOL DAY

Class 1: The times are 12.00pm - 3.00pm, term time only.

Classes 2 and 3: The FS school day is 8.45am - 3.00pm. Please ensure you wait outside in the morning until the FS staff open the doors to you. The children go to lunch at 11.30am and have a playtime in the school playground at 12.00pm. Their afternoon session starts again at 12.30pm.

MORNING REGISTRATION The doors open at 8.45am. For the *first two weeks in Term 1* (when the children have begun attending full-time all day every day) registration is open for 15 minutes and this is an 'exploring' session where children and parents are welcome to find an activity and select what they are having for lunch. During this time the children go to their 'base' classroom. Then you can settle your child to one of the activities on offer (and join in with them for a little while) before you leave. *You do not have to stay, this is optional.* For practical and security reasons, we ask that you enter through the FS Cloakroom door, which will be opened for you, and to leave via the door in the FS Creative Area, ensuring that the door is closed behind you. We also ask that you do not to bring buggies into the classroom.

If your child won't let you leave, you need to talk to the Class Teacher to discuss a strategy. It does help to leave promptly, and not hang around, so that we can help them settle (which they usually do very quickly). If you are worried, do ring the School Office later and they will check if all is well.

SECURITY FOR CLASSES 2 AND 3 After the *first full two weeks* we ask you to drop your child at the curtain where they will be greeted by an FS TA (whilst the Teacher begins the teaching session on the carpet space). Please leave by the door in the Creative Area and ensure the door shuts properly and no children are following you. If you could leave as soon as your child is settled then our caretaker is able to lock the gates in the playground promptly.

GOOD BEHAVIOUR GUIDELINES Each class has a set of simple rules to follow. If a child does not comply we will:

Step 1: stop them and remind them of the rule;

Step 2: remind again and give a warning;

Step 3: give time-out for a short length of time.

If a child hurts another child on purpose they will have time-out straight away and will be spoken to by a Class Teacher. If we feel that we need to speak to parents/guardians, you will be informed at the end of the day.

SEN We are an inclusive school and we have children with a range of special needs including autism, ADHD, hearing loss and downs syndrome. Children who have special needs may be supported in school with 1:1 support staff for which the school receives some additional funding from Oxfordshire County Council. Parents of children with special needs have the same rights as other parents to choose their catchment area school and we are very proud that our school ethos is 'inclusive'. It is important we teach children to be accepting and understanding and we are pleased to say that ours are.

EXTENDED SCHOOLS

Breakfast Club

The school Breakfast Club is very successful. We run from 8.00am-8.45am every school day. It offers a good healthy breakfast to set your child up for the day as well as things to do such as Lego, drawing, reading, small world toys or just a chat with friends. You can go off to work knowing that your child is safe, warm, having fun and will arrive in class well-fed and on time. The cost of a place is £4.60 a day; this covers the cost of food, drink, supervision and buying new equipment. The children enjoy a healthy breakfast and all help each other.

After School Club The After School Club ensures a smooth transition from school to childcare. We have many activities to stimulate them ranging from the football table, Lego, various craft activities and board games. The children will be offered a light meal towards the beginning of the session and a snack table will be on offer throughout the rest of the session. We will focus on developing social skills and interacting with children to ensure that they are happy and safe. The Club starts at 3.00pm until 6.00pm and the cost is currently £10.00 per session.

If you are interested in any of the above services please telephone Anne Addison (Co-Manager) on 07504 945 783 or email her at extendedschools@lpps.org.uk and office.2609@ladygrove-park.oxon.sch.uk for further information.

SNACKTIME A snack is served each day, which consists of fruit or water. We participate in the government's School Fruit and Vegetable Scheme that entitles all children aged four to six to receive a free piece of fruit or vegetable each school day. Children are allowed to bring water bottles to drink throughout the day but it must be water; there is also a water fountain available to the children.

SCHOOL MEALS Children in KS1 and Foundation Stage (full-time pupils) are entitled to a free school meal. If you would prefer your child to stay for a packed lunch, please make sure that food is brought in a sturdy container and that drinks are in secure, unbreakable flasks. Containers should be clearly named! Children should not bring sweets or chocolate; biscuits and cakes are acceptable as part of a balanced diet. A glass of milk is offered to every child to drink with their lunch.

COLLECTING YOUR CHILD - Parents are let into school via the outside foundation stage garden door.

In **Class 1**, parents will be called by staff from the garden to collect their child from inside the classroom and to leave via the cloakroom door.

In **Classes 2 and 3**, the Teacher will call the children to the door to meet parents in the Foundation Stage garden. Please let us know if someone different from usual will be collecting your child, either when you drop him or her off at the beginning of the session by writing in the message book/board, or by telephoning the school. **We can only release your child to a known adult.** When leaving the Foundation Stage classrooms and cloakrooms, please ensure that only your own child is leaving with you and that the door is closed behind you.

LATE COLLECTION PROCEDURE It is a good idea to put the school telephone number into your mobile so that if you are ever running late you can ring us to let us know. If it is only going to be 5 minutes the child will remain with the Class Teacher to wait for you. If it is going to be longer your child will wait in the main School Office. In the event that no-one turns up to collect your child we will first try the main contact details, then the emergency contact details. In the unlikely event that we are unable to contact any of these we will contact the police and social services to help us. So please can you make sure we always have your up-to-date contact details.

ROAD SAFETY We encourage children to walk to school. Children may also cycle or scoot to school but they should not ride their bicycle or scooter within the school grounds; please encourage your child to wear a cycle helmet. If at all possible, we ask you not to drive your child to school. If you do need to bring your child to school by car, can we ask you to park with consideration, clear of any of the gates outside the school to avoid congestion. Please do not to use the staff car park.

CLOTHING We **do** require children to wear school uniform in Foundation Stage (items to be named please). Children will be involved in a range of play activities, many of them messy! We also spend a lot of time outside, under the cover if there is heavy rain, so children will need a warm, waterproof coat and, ideally, wellington boots that stay in school. (Please remember to name both wellies and put the child's second name to avoid confusion. A named peg to keep pairs together is also useful.) Shoes especially need to be safe for climbing on the climbing frame or pedalling bikes etc. We ask that no jewellery is worn in school. At periods throughout the year Foundation Stage children have had the opportunity to work with a sports coach. The children will need a 'named' PE kit, consisting of a pair of shorts, t-shirt and trainers, to be left in school for the whole week. On our website is a full uniform list.

ATTENDANCE, ILLNESS AND ACCIDENT Illness: We ask parents to leave a message on our answer phone stating the reason why their child is not attending school. This needs to be before 9am. The Department of Health recommend that children should be kept away from school for 48 hours following oral sickness or diarrhoea. Holidays: Holidays during school time is discouraged and will not be authorised. If you are intending to take your child out during term time you must notify us, in advance and in writing, the days that your child is absent and the reason why. This will be recorded as an unauthorised absence.

If your child is ill or has an accident at school, we will telephone you on your given contact numbers if we feel your child needs to go home.

HELPING IN SCHOOL We are grateful for any parental help in the Foundation Stage. If you would like to help for a session please talk to us to discuss best times etc. before signing up on the calendar in the classroom. We ask that parents of new children give their child half a term at least to settle in first.

NEWSLETTERS Remember to read the weekly school newsletters as they contain useful information and important dates. They are usually put straight into your child's bookbag and go out on a Friday. Lots of exciting events are organised throughout the year so remember to read them regularly! The newsletter is uploaded on to our website every Friday morning so if you don't get a copy you can access it from our website.

HOME-SCHOOL LEARNING DIARY We send home a yellow 'Home-School' book. This is your child's learning diary for recording learning and support at home; both school and home can write in comments to share. This feeds into your child's profile so we encourage you to make comments at least twice a month. There is no statutory requirement for homework in Foundation Stage. However we do ask you to share and enjoy lots and lots of stories with your child at home. Other things you may want to help with are counting, recognising colours and simple shapes, singing nursery rhymes and talking about their day. A letter will be sent home each week telling you what your child has done at school with suggestions for related activities at home. These will give you ideas to develop speaking and listening, imagination and numeracy skills. You may want to write a brief comment in your child's learning diary. If you are practising name writing at home remember to only start the first letter with a capital. The rest should be lower case e.g. William not WILLIAM.

READING RECORD When the children are ready to read we will be sending books home for your child to read and ask you to please record when you have read with your child in their reading record.

WEBSITE: www.ladygrove-park.oxon.sch.uk: Please make sure you check the school website at regular intervals. If you do not receive a copy of the newsletter it is always put on the website. We also have a fantastic School Blog that is updated regularly which gives you an insight into what we do on a daily basis.

FOUNDATION STAGE STAFF (SEPTEMBER 2017/18)

Elaine Li-Koo	Deputy Headteacher (Foundation Stage & KS1)
Keely Cook	Foundation Stage Leader (Class 1 pm)
Jo Hicks	Foundation Stage Teacher (Class 2)
Lucy Storer	Foundation Stage Teacher (Class 3)
+ support staff	

OTHER IMPORTANT STAFF

Andrew Markham	Headteacher
Carly Hills	Deputy Headteacher (Key Stage 2)
Carrie Barringer	Inclusion Manager
Carol Turner	SENCo
Carol Saunders	Learning Mentor
Sarah Richards-Turner	Office Manager
Heather Jones	Finance Officer
Sam Riley	Bursar

GOVERNORS

Parent Governors	Community	Staff	Clerk
James Walthall (Chair) Luce Carter Leon Smith Anand Srinivasaraghavan Sam Drew	Linda McBain	Andrew Markham Elaine Li-Koo Carol Turner	Gemma Henry

The Governors meet at least once a term. They are responsible for the strategic direction of the school and assist the Headteacher in policy-making decisions. Governors can be contacted through school. The school converted to become an academy in June 2013. We have committed to work closely with four other local primary schools as part of the OPEN (Oxfordshire Primary Education Network) umbrella trust.

FUND RAISING

There is currently no PTA. However, we have a fund-raising group who help coordinate and run events for the school community called PALS (Parents At Ladygrove School). If you would like to help, please give your name and email address into the office.

ADMISSIONS TO SCHOOL - STATUTORY SCHOOL PLACE

Oxfordshire County Council deal with all admissions to school. Please visit www.oxfordshire.gov.uk for further information or ring 01865 815175 to speak to someone in the Admissions Team.

This space is left clear for you to make your own notes:

