



Sidcot
Live Adventurously

EYFS Parent Handbook
September Academic Year
2019 / 2020



Dear Parent/Guardian

Our EYFS parent handbook contains considerable information about the daily running of the Early Years department. It is designed to answer some of the questions that you may have and to give you relevant information as clearly and concisely as possible. If you cannot find what you are looking for or if you need further clarification on any matter please do not hesitate to contact Cath Dykes.

Please access the parent portal using the following link: <https://intranet.sidcot.org.uk>. Your login details will be your registered email address and the password which was sent to you when you registered. If you have forgotten your password there is a reset option. From here you will also find a link to Firefly which you may need for accessing the online booking system and for any information specific to your child.

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The Early Years Foundation Stage (EYFS) Team

Teaching Staff:

Cath Dykes (Head of Early Years) Reception Teacher (BSc Hons PGCE) cath.dykes@sidcot.org.uk

Kerry Petrie (Nursery Teacher Monday, Tuesday and Wednesday) (BEd Hons)
kerry.petrie@sidcot.org.uk

Melanie Teagle (Head of EYFS Holiday Club and EYFS Room Leader) NVQ Level 3 in Early Years Care and Education melanie.teagle@sidcot.org.uk

Support Staff (All NVQ Level 3 or above):

Ellie Parker

Sharon Parkman

Sarah McLean

Dawn Drake-Brockman

Contact us:

Emergency contact numbers:

Junior School: 01934845200

After school care (ASC) : 01934 845403 or 07751 878336

EYFS Rooms

Caterpillars and Butterflies (Nursery aged children)

Age: Children from age 3 until they are of Reception age.

Owlets (Reception-aged children)

Age: Children who will turn 5 during that academic year.

Class sizes and ratios

Butterflies: Minimum ratio 1:8. Maximum class size 16

Owlets: Minimum 1:8. Maximum class size 16



Key workers

All children are allocated a key worker who is normally their class teacher, or lead professional in that particular room. A list of key workers and the children in their care can be found in the classroom. A key worker is responsible for fostering a close working relationship with home and school in order to achieve the optimum learning experience for the child. Key workers are also responsible for maintaining records on their children.

The Curriculum

Within Nursery and Reception the staff work together to implement the Early Years' Foundation Stage Curriculum, through the prime and specific areas of learning and development. These are:

Prime:

Personal, Social and Emotional Development
Communication and Language
Physical Development

Specific:

Literacy
Mathematics
Understanding the World
Expressive Arts and Design

Each of these areas has a number of objectives for the children to work towards and achieve by the end of the Foundation Stage (Foundation Stage is for children from birth to the end of Reception Year). The curriculum is carefully planned to ensure progression and continuity of skills in the seven areas of learning. Children in Nursery and Reception have specialist teachers for Forest School and swimming which happen weekly. Reception children also have specialist French teaching.

Alongside this we support the children to develop their "Characteristics of Effective Learning". These characteristics describe how a child learns and include playing and exploring, active learning and creating and thinking critically. When we plan the children's learning, we consider how different children learn and reflect this in our provision.

Learning Journals

Children's experiences and learning are recorded in an online journal called Tapestry. Your consent will be sought to include your child on this. Photographs (and occasionally videos) and notes on the learning which has taken place are regularly uploaded, so that you will have a very clear picture of your child's experiences. Once your child starts at Sidcot, you will receive an email giving you access to this programme. If your child has an experience out of school which you would like to share with us, you can do so on Tapestry and a member of staff will add this to their journal.



Daily routine including drop off and collection

At 8.30am, a member of staff will open the classroom door so that your child can enter the classroom. On arrival, please help your child to find their name and place it on the self-registration board. Book bags are to be placed in individual drawers. Please look in these after each session as they may contain samples of work/cooking, reading books or letters for your attention. Once they have done this, if required, a member of staff will help them place any other coats or bags on their pegs outside the classroom.

All mornings follow a similar structure, except Thursday when the children participate in Forest School during the morning. Depending on the age of the children and time of year, the morning session includes finger gym (to help the children develop fine motor control), phonics, stories, rhymes, maths, reading and lots of continuous provision time where the children can choose the activities they would like to be involved in. During the continuous provision time, staff 'play' with the children and use their knowledge of the individuals and the curriculum to move the children's learning forward. Children in the Owlet class also take part in French sessions in the morning taught by a specialist.

Afternoons follow a timetable as detailed below:

This is however flexible and subject to change.

	Nursery	Reception
Monday	Library time / Swimming	Swimming / Library time
Tuesday	PE / Family Links	PE / Family Links Circle Time
Wednesday	Cooking / Continuous Provision	Maths / Continuous Provision
Thursday	Library / Music	Maths / Continuous Provision
Friday	iPad time / Gardening	Library / iPad time

Collection

If your child is in Nursery and you are collecting or dropping your child before lunch, please do so at 11:40am from the Nursery classroom. If they are being collected or dropped off at 12:45pm please do so from the Early Years' playground where a member of staff will be there to meet you.

Staff will open their classroom door at 3:30pm to welcome you to collect your children. It is extremely important to us that your child is safe, and we will only allow another adult to collect your child if parents have given staff permission to do so and the person collecting knows your code word.

Should you wish any other person to collect your child, we ask you to either telephone our school office or notify the teacher in advance and inform the person collecting of your code word. You should have already completed to form to provide us with your code word. Children going to After School Care will be delivered to the team with a handover sheet of relevant information.



Wrap Around Care

Breakfast club is available for all Early Years children from 7.45am until the start of school (8.30am). It is held in the refectory, and supervised by two members of staff. Parents are requested to bring their children in as close to 7.45am as possible to ensure adequate time for breakfast.

After School Care is available for all EYFS children. It runs from 3.30pm until 6pm as required. Passwords will be required for collection of children.

Holiday Club runs throughout the school holiday periods and is open to all children aged 3 upwards.

Registration details for the services above as well as details of the charges can be found in the Junior School Foyer or by contacting outofschoolcare@sidcot.org.uk. Children need to be booked into After School Care using the online system a minimum of 24 hours in advance.

Various after School Clubs run by school staff are available for Reception aged children. Details of these are issued termly.

Food

Snack

All children in the EYFS will be offered a healthy snack and milk to drink during their morning of Continuous Provision. If your child has specific dietary requirements please discuss this with the Head of Early Years prior to their official start date and after completing the annual consent form to advise of all medical issues. Water is freely available throughout the day.

Lunch

Children who attend all day will be offered a choice of hot meals and dessert in the School's Refectory. Staff sit with the children during lunch to encourage them to eat a sufficient amount, try new foods, develop good table manners and make healthy choices which will stay with them for life. Water is freely available at this time. If your child is still hungry at the end of their meal, additional fruit is available.

Afternoons

During the afternoon, where possible children are offered a drink and snack. If they attend the After School Care service, they will also be provided with sandwiches and a drink around 4pm. Children staying until 6pm will also attend Tea in the refectory. This consists of a further hot meal and dessert.

Birthdays

Children are invited to share the celebration of their birthday by bringing in a cake. Please ensure however you consult with your child's class teacher in case of any dietary requirements. We ask that any cakes brought in are nut free.



Uniform

Details of the EYFS uniform can be found on the School's website.

<http://www.sidcot.org.uk/uniform>

Please make sure all items are clearly named. For coats and book bags, the children in the EYFS are permitted to have one key ring or similar attached for identification purposes.

Reporting and Parent consultations

At the end of the first half of term you will be invited to a 'Settling Parent Meeting' where we can discuss how your child is settling into the setting. If you start midway through the academic year, this will happen towards the end of your child's first term. In the Spring Term, you will be offered the opportunity to come in and discuss your child's development. A full report on all seven areas of the EYFS curriculum as well as the Characteristics of Effective Learning will be issued at the end of the academic year if they have been here for more than one term.

If your child attends more than one setting we will consult with you to gain your permission to share information with the other setting, to ensure appropriate next steps are put into place.

Information sharing is vital to your child's development, therefore if your child is seen by any external agencies such as speech and language therapists, reports need to be shared with school as part of the admissions process and on an ongoing basis

We operate an open door policy and if you have any concerns at any time please feel free to pop in and see us. If it is not convenient at that particular moment we will arrange a mutually suitable alternative. Class teachers are also contactable by email using the firstname.surname@sidcot.org.uk formula.

Parent Training

Throughout the year, we will provide parent training/informal group meetings which cover a range of EYFS specific subjects. These may take place after school at around 3.45pm or at the beginning of the school day, if it is something which is better seen in action in the classroom. We will endeavour to give you as much notice as we can of these, the dates of these sessions will be published in the School Newsletter. In addition to Parent Training events we also invite parents in to stay and play the Friday prior to Mother's Day and Father's Day. Home School Partnership

Communication

Effective communication is essential in ensuring the best experience for your child. Most of our communications are electronic, it is therefore essential that we have a current email address for you. All newsletters are sent out on a Friday via email.



Home School Links

Wows – We like to celebrate your child's successes outside school as well as what we observe in school. Families are invited to share with us any noteworthy achievements with us using Tapestry.

Show and Tell – Nursery children have a rota system of taking home a Sharing Box. Inside the Sharing box there will be simple instructions for you and your child, this may be linked to a particular interest or rhyme being explored within the Nursery. Children in Reception will also have the opportunity to bring things in from home during their focus week, details of this will be provided nearer the time.

Maths Games (Nursery) will be placed in a box outside the classroom door and number games that you may borrow to play at home with your child. Please sign them in and out so we can track where they are and which ones are used the most.

Reception Maths games – Reception children are also invited to bring home maths games to share at home. We will support your child to choose a game and once they have played it at home, return it to swap it for another game. We ask that you keep each game for no longer than two weeks. This really helps to develop their Numeracy skills.

Sound Books – Reception children will bring home a 'Sound book' on a weekly basis. These focus on particular sounds taught in class that week.

Fees and funding

Fees for Nursery and Reception can be found on the School's website
<http://www.sidcot.org.uk/assets/dynamic/documents/fees2015-16.pdf>

Sidcot currently accepts Local Authority Early Years' Funding. This offers 15 hours of subsidised nursery education per week and is available from the term after the child's third birthday until the term following their fifth birthday.

Term Dates

Term Dates can be found on the School's website

<http://www.sidcot.org.uk/term-dates#.VUojMHnwsdU>



Admissions process

Nursery and September starts for Reception

Nursery takes children from the age of 3. Once an application has been made with session choices, the child will be invited for two taster sessions, one of which will include lunch.

Following the taster sessions a decision will be made as to whether a place will be offered. If an offer is made; a home visit will then follow. The purpose of the home visit is to see the child in his or her familiar environment, and for the parent to share pertinent information with their child's key worker. The school will advise parents if it feels that a further taster session is necessary to determine the offer a place.

In the half term before their start date, a confirmation letter of session choices and start date will be issued. Siblings are given priority of sessions, following that, priority will be given to those children who will be transferring into Sidcot's Reception class.

Children should be toilet trained on entry to the Nursery, but in the case of children with disabilities, an assessment will be made on a case by case basis in line with the School's duty to make reasonable adjustments. The School has limited facilities available for those with continence issues.

Admission to nursery does not guarantee the offer of a place in the Junior School, if the Head is of the view that the offer of a place is not in the best interests of the school or child. If we have any concerns regarding your child progressing into the Reception Class, this will be discussed with you in sufficient time.

Reception (Mid-year admissions)

If your child will be starting mid-year, they will be invited to attend for two taster days. This allows the children to meet their peer group and teacher and for the teacher to make some initial assessments of your child. A decision will then be made as to whether your child will be offered a place.

Toddlers

We run a regular Toddler Group which is held on a Thursday morning from 9.15 – 11.15am. The group costs £2 per family and is run by a member of the Junior School Staff. Sessions such as Forest School, Swimming, Singing and Arts and Crafts take place on a rotational basis. Children can attend at any age, but once they are attending sessions in our Nursery it is advisable that they no longer attend the Toddler group, as this can cause confusion for the children when the parent leaves them for the Nursery session.



Trips and excursions

We do have some occasional trips and transport the children via school minibus. In the event of such a planned trip; we will send a letter home in your child's book bag with details of the trip seeking your consent. All outings are risk assessed and accompanied by appropriate ratios of staff.

Medical issues

When your child starts Nursery, you are asked to sign a paper copy of the "Annual Consent" – which includes a consent to the administration of medication, and consent to emergency treatment. The School asks for full and frank disclosure of medical issues and any learning needs, and for you to keep the School apprised of all medical issues or developments. After your child's first year, you will be asked to complete the Annual Consent online.

Please refer to the medical policy for further details (4.1). There is also a list of communicable diseases on the Parent Portal which all parents should make themselves familiar with – in order that they understand when a child must be kept away from school. The Parent Portal also has a lot of useful information in the Health Centre section on Firefly which is where you will find the online Annual Consent Form.

You will be informed in writing or in person of any injuries that your child has sustained on the same day, and of any first aid treatment given.

Safeguarding and Child protection are at the forefront of the School's operations. The welfare of our children is paramount. Please refer to the Child Protection and Safeguarding policy for further information. The Digital safety policy gives details of how mobile phones and cameras may be used in the setting.

Please refer to the Special Educational Needs and Disability and Supporting students with medical conditions and disabilities policies which explain how we support children.

Complaints

The School has an "open door" policy, we are always ready to listen to any concerns or complaints and act accordingly.

The School has a complaints policy and procedure.

Behaviour

In the Early Years we base most of our behaviour management strategies on positive reinforcement of behaviours we like to see and want to encourage. For more information on this, please refer to the Behaviour and Discipline EYFS Policy.



The School's policies

The most significant school policies can be found on the School Website under the “How we Live Section” and via the parent handbook on Firefly.

The policies include:

- 1.2a Missing child procedures
- 1.4 Uncollected child procedures
- 2.1 Child protection and safeguarding.
- 2.2 Staff student code
- 2.6 Complaints procedure
- 2.11 Equal opportunities
- 3.1 Admissions policy
- 4.1 Medical Policy
- 4.2 Supporting students with medical conditions and disabilities
- 4.3 Asthma policy
- 4.4 Mental Health and wellbeing
- 5.1b and c Behaviour (Out of School and holiday clubs, and EYFS)
- 5.7 Physical restraint
- 6.13 English as an additional language
- 10.8 Foundation Stage policy
- 12.1 Digital safety
- 12.2 Digital security

Links to useful websites/Information including how to access further information about the EYFS

School Policies <http://www.sidcot.org.uk/how-we-live/school-documents#.VUooAnnwsdU>,

Phonetic pronunciation https://www.youtube.com/watch?v=BqhXUW_v-1s

Communication <https://www.thecommunicationtrust.org.uk>

<http://www.foundationyears.org.uk>

<http://www.peal.org.uk/>



<http://www.talkingpoint.org.uk/directory/free-resources-parents>

http://www.literacytrust.org.uk/resources/external_resources/1372_parents_early_years_and_learning

<http://www.early-years.org/parents/>

ISI – the Independent School's Inspectorate – telephone 0207 6000100

Final Note

We are all here to support your child and make the process of starting school as smooth as possible for both you and them. If at any time you have any questions, queries or concerns, please feel free to talk to any member of the Early Years team or contact us by email. For your convenience, our email addresses are as follows:

cath.dykes@sidcot.org.uk

kerry.petrie@sidcot.org.uk

melanie.teagle@sidcot.org.uk