



# All Saints' C.E. (C) Primary School Early Years Foundation Stage Unit



## Welcome to Bobtails!

**Head Teacher: Ms A. Golden**

**EYFS Leader/Teacher: Mrs A. Lewis**

**Teachers:**

**Mrs A. Haycock**

**Mrs J. Coghlan**

**Learning Support Assistants:**

**Mrs C. James-Dicken**

**Mrs J. Knight**

**Miss K. Beaumont**

## EARLY YEARS FOUNDATION STAGE UNIT AIMS

Our Early Years Foundation Stage Unit includes both Nursery and Reception aged children. Together we are 'Bobtails'!

Our Setting aims to:

- Work in partnership with parents.
- Provide a happy, secure and stimulating learning environment.
- Respond sensitively to the needs of individual children.
- Encourage children to be independent learners.
- Provide high quality education whereby children can achieve their full potential

### Nursery:

- Children are eligible for a Nursery place the term following their third birthday. Priority is given to children turning four during the current academic year.
- Applications are made directly to school - see website for application forms.
- Children attend on a part-time or full-time basis. Children receive 15 hours universal funding with the option to extend their hours through paid sessions or 'top-up' funding.

The following options are available, however, places are limited and in the instance that we cannot offer your choice of session you will be given an alternative option.

Morning (1 session)	Afternoon (1 session)	Full day (2 sessions)	Combination of full day and/or ams and pms	Additional hours (charged)
9am - 12pm	12pm - 3pm (including lunch time)	9am-3pm (including lunch time)	Up to a maximum of 5 sessions	£14.00 per session £28.00 per day

- Please note that successfully gaining a place in Nursery does **not** automatically guarantee a place in school.

### Reception:

- Children start their Reception year in the September of the academic year in which they turn five years old.
- Applications should be made through Staffordshire County Council's Admissions Page.
- Children attend full-time. The school day is 9.00am - 3.00pm.

For parents requiring extended day provision this can be offered by our wrap-around care provider who runs a breakfast and after school club. For further details about this service, please contact Dawn at the 'Extra Time Club'.

### **INDUCTION ARRANGEMENTS**

We aim to make the transition from home to Bobtails as smooth as possible for your child.

Before joining, you will be invited to attend a stay and play session with your child. The aim of the session is to familiarise your child with their new environment, key worker and peers. Relevant information regarding clothing, routines, etc., will be made available to you prior to this during our Parent meeting. Reception children also get the opportunity to stay for a session on their own.

### **BOBTAILS' HOME GROUPS**

At the start of their Nursery and Reception year children will be placed in a home group, Whiskers or Paws, and allocated a designated key worker. Their key worker will be responsible for registering, reporting and monitoring their day to day progress and will be your first point of contact.

### **TEACHING GROUPS**

Throughout the day, children will be placed in small groups for focused learning time led by an adult. This will enable children to access the curriculum at a developmentally appropriate level in order for them to reach their full potential.

### **THE CURRICULUM**

The activities the children will enjoy whilst in Bobtails will be planned according to the Early Years Foundation Stage Curriculum (EYFS). The children are provided with experiences to learn through structured activities and carefully planned play.

The curriculum is planned around the following seven areas of learning and development:-

<b>Area of Learning and Development</b>	<b>Aspect</b>
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care

<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking
<b>Specific Areas</b>	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Shape, space and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials
	Being imaginative



## PATTERNS OF THE DAY

Each session is divided into focused group learning time, adult led and independent activity time which is planned throughout the indoor and outdoor areas.

- **Arrival:**

Nursery children will enter through the front door nearest the field and Reception children will enter through the front door under the canopy.

Children will be encouraged to find their named peg to place their belongings on and book bags will be placed into a box.

- **Self-Registration:**

Every child is encouraged to 'find their own name' on arrival before moving onto a range of activities. Children are then encouraged to place their name on an appropriate lunchtime board to indicate whether they will be having a school dinner, packed lunch or going home.

- **Activity Time:**

Each child takes part in a variety of activities which are either adult or child led. Activities will be planned across the seven areas of learning through the children's interests and half termly themes.

- **Outdoor Play:**

Outdoor play is planned to develop lots of different skills with opportunities to enhance their physical development. All children will also have access to our forest area through Forest School.

- **Tidy Up Time:**

All children are encouraged to be actively involved in tidy up time and returning equipment to its correct 'home'.

- **Circle Times:**

We sing songs, share stories and experiences and play games taking turns to speak and listen.

- **Snack and Meal Times:**

Children sit down together at a table to share meals, snacks and drinks. Children eat their lunch together in the school hall.

- **Group Times:**

The children are directed to focus on a particular skill, e.g. speaking and listening, counting, music, phonics etc.

- **Home Time:**

At the end of the session, Nursery parents come into the setting, through the door where they arrived, to collect their child. Reception children are collected from the outdoor play area gate. Nursery children arriving or leaving at 12.00 will use the main school entrance.

## **THE WIDER CURRICULUM**

We also develop many new skills through a range of activities outside of the classroom.

- Dance and gymnastics
- Forest school
- Educational visits
- Themed days and visitors.

## **ASSESSMENT AND RECORD KEEPING**

During the first weeks of your child starting in Bobtails, staff will carry out an 'on-entry developmental review'. Through a process of observation, each child's stage of development is assessed to help us establish their starting points and next steps. The observations enable the recording and development of individual profiles and **Learning Journeys** which staff will discuss with you during consultations. The **Learning Journeys** commence when your child starts in our setting and will continue right through to the beginning of Year 1. We welcome parents' contributions.

At the end of the school year you will be provided with a written summary outlining your child's progress, development and achievements.

## **ATTENDANCE**

It is very important that your child attends regularly. If your child is unwell or there is some other important reason for their absence please let us know by telephoning the school office.

Please note that statutory school age begins the term after your child's fifth birthday. However, we are very keen to promote good habits for attendance and punctuality from the start, in line with whole school policy.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

We value the importance of including children with specific needs or disabilities in our setting as we believe it not only benefits the child but also the other children who learn to help and support and in doing so discover tolerance and acceptance.

Regardless of the type or severity of need much emphasis is placed on integrating all children fully into the whole group. Where it is deemed necessary or appropriate staff will encourage a child to a particular area of the curriculum in order to address a specific developmental concern.

We operate a multi-disciplinary approach and regularly liaise with a range of professionals and outside agencies.

If you have any concerns about your child please inform your child's key worker who will organise a meeting with yourself and the SENCO (Special Educational Needs Coordinator).

### **MEDICINES**

If your child is obviously unwell please do not bring them to school but do inform school of their absence. If it is essential for long term prescribed medicine (including inhalers) to be administered while your child is attending our Unit, then please ensure any medication is labelled with your child's name. You will need to supply a completed letter of authorisation stating dosage and frequency of application. If your child requires antibiotics and it is a 3 dose course we advise that you administer your doses before and after the school day. If the course is for 4 doses a day then staff will administer 1 dose at school. Both medicine and forms need to be handed to EYFS staff.

### **CLOTHING/UNIFORM**

- Navy sweatshirt or cardigan
- White or navy polo shirt
- Grey or navy jogging bottoms/trousers or skirt.
- PE kit - Navy shorts, white t-shirt and black pumps
- Forest school - Wellington boots

A labelled draw string bag with a change of clothes is a good idea and can be kept on your child's peg in the cloakroom.

Could we also ask that all items of school uniform, including shoes and coats are clearly labelled with your child's name.

### **HAIR**

If children wear long hair we recommend that this be tied back and kept off the face. No extreme or coloured styles.

## **JEWELLERY**

Due to the nature of experiences available in Bobtails and the age of the children we ask that no jewellery is worn. If your child has their ears pierced then earrings will need to be removed prior to attending their session. Watches are not advisable due to water and messy play activities.

## **BOOKBAGS**

All Reception aged children are required to have a book bag to keep their reading books, diaries and home school link books in. Nursery aged children may also bring a book bag for their library book and any communication from home.

## **WATER/DRINK BOTTLES**

All children will require a water/drink bottle. School style water bottles can be purchased from the school office. However, if your child cannot yet recognise their name you may feel it more appropriate to provide an alternative, familiar bottle. Bottles should be plastic (shatterproof) and clearly named and identifiable.

## **SNACK**

As a health promoting school we provide the children with a healthy snack every day, e.g. fruit, milk or water, free of charge up until your child's fifth birthday.

## **ARRIVAL AND COLLECTION OF CHILDREN**

Children must always be brought to and collected from the Foundation Stage Unit. When dropping off or collecting your child you may wait in the cloakroom or outside the Nursery door (no earlier than five minutes before the start/end of a session) and for Reception children, on the infant playground. In the interests of your child's safety you should inform a member of Early Years staff if he/she is to be collected by someone other than yourself.

In the interest of health and safety please keep your child/children away from the school field and off any outdoor climbing equipment at the start and end of their session.

