

Welcome to

All Saints' C.E. (C) Primary School

Early Years Foundation Stage Unit

Bobtails



EARLY YEARS STAFF

We have highly qualified and skilled
Early Years Practitioners in
our Unit:

Teacher/EYFS Leader: Mrs A Lewis (BA(hons) Early Years
Childhood Studies/QTS, Paediatric First Aid)

Teacher/SEND Support/NEF – EYFS Admissions: Mrs R Walker
(BA.QTS(hons))

Teacher: Mrs J Coghlan (PGCE)

Learning Assistant: Mrs C James-Dicken (BA(hons) Early Years
Childhood Studies, Paediatric First aider, Forest School Level 3)

Learning Assistant: Miss K Beaumont
(NVQ Level 3, Foundation Degree, Paediatric First Aider,
Food Hygiene Level 2)

Learning Assistant: Mrs J Knight
(NNEB Level 3, Paediatric first aider, Forest School Level 3).

Learning Assistant cover: Mrs M Durose
(NVQ Level 3, Paediatric first aider, Food Hygiene Level 2)

CLASSIFICATION OF THE SCHOOL

All Saints' is a primary school for boys and girls age 3 to 11 years. There are approximately 280 children on the school roll. The school gained Nursery status in April 2005 and the maintained Nursery Class commenced in September of that year for 26 children. In April 2013 the school registered for an additional nursery provision to take children the term after they turn three through their Governor Run childcare facility. From September 2017 the school restructured its early year's provision to combine the nursery and reception and to operate as one large Early Years Foundation Stage Unit.

EARLY YEARS FOUNDATION STAGE UNIT AIMS

Our Setting aims to:

- Provide high quality education and care in a Christian environment for all children.
- Work in partnership with parents.
- Provide a happy, secure and stimulating learning environment.
- Respond sensitively to the needs of individual children.
- Encourage children to achieve their full potential.

The Early Years Unit is an important part of the school so we ask that you also read the school prospectus.

SESSION TIMES

Nursery:

Session times are 9.00am – 12 noon and 12.00pm – 3.00pm. For nursery aged children and children not yet ready to access dinners in the school hall, the lunch break is supervised by two members of early years staff. This provides a valuable service for parents requiring full day provision for their child. We also offer additional sessions which can be accessed through our Governor Run Provision if eligible for the 30 hour funded offer, or alternatively are payable.

Reception:

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'.

MAINTAINED NURSERY PLACE ADMISSIONS TO BOBTAILS

Places are available to children for the three terms in the academic year in which the child becomes four years old. Places are available on a part time basis, 15 hours per week.

The following placement options are available *(from September 2017)*

PLACEMENT STRUCTURE AVAILABLE	OPTION 1 2 x full days and 1 morning (3 hour blocks)	OPTION 2 2 x full days and 1 afternoon (3 hour blocks)	OPTION 3 5 X mornings (3 hour blocks)	OPTION 4 5 X afternoons (3 hour blocks)
SESSION TIMES	9.00 – 3.00pm X2 (including lunch time) 9.00 – 12.00pm	9.00-3.00pm X2 12.00-3.00pm (including lunch times)	9.00-12.00	12.00 -3.00pm (including lunch time)
ALLOCATION PER WEEK	15 HOURS FREE	15 HOURS FREE	15 HOURS FREE	15 HOURS FREE

You may choose to split your funding with *one* other provider (or *two* other providers if accessing a 30 hour place). The minimum funding you can use with the school is 3 hours. Alternatively you may wish to access additional sessions which can be booked either termly in advance or ad-hoc or through the additional top up funding if eligible for the 30 hour funded placements.

You will be asked to indicate on your acceptance form your preferred choice of sessions. If you have a preference for specific days then please make a note of this. We will strive to place your child accordingly, however, please be aware that we may not always be able to meet your request due to the limited availability of places.

If you wish to apply for a Nursery place for your child then you will need to visit Staffordshire County Council's Admissions Page. The closing date for applications is normally the beginning of March prior to the September admission. Applications can be made directly to school after this date. Please ring the school to check availability of spaces. Please note that successfully gaining a place in Nursery does **not** automatically guarantee a place in school.

GOVERNOR RUN NURSERY PLACE ADMISSIONS TO BOBTAILS

A limited amount of sessions are also available for children eligible for the 30 hour funding to top up any hours above the 15 hour school designated nursery place. If any places remain then we are able to offer pre-nursery places the term after they turn three and will join with the existing Bobtails class either in the spring term or the summer term. You can make an application to school at any time before this. Application forms are available from the school office.

The following options are available and you can take up as little or as many sessions as you choose. 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	£12.50 per session £25.00 per day

RECEPTION PLACE ADMISSIONS TO BOBTAILS

If you wish to apply for a school place for your child, starting their reception year in the unit, then you will need to visit Staffordshire County Council's Admissions Page. The closing date for applications is normally the beginning of December prior to the September admission. Applications can be made directly to school after this date. Please ring the school to check availability of spaces.

ARRANGEMENTS FOR VISITING THE UNIT

Parents wishing to visit the school in connection with the possible admission of their child, may do so at any time (please telephone for an appointment). Prior to your child starting in our Early Years Foundation stage Unit, we hold a meeting for prospective parents.

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, teacher and classmates. 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. Nursery children and parents will be invited for a second stay and play.

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 teacher/key worker. Their designated teacher 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.

PARENT CONSULTATIONS

There will be opportunities for you to meet with your child's designated teacher. You can also request an appointment at any time. On these occasions you are given the opportunity to see your child's 'learning journey' and discuss their progress.

LINKS WITH SCHOOL

The Early Years Unit is very involved in the life of the main school and takes part in whole school activities when appropriate, such as sports' day and special assemblies. For the older children, opportunities to have lunch in the hall and to mix with key stage one children at lunchtime, will be available daily.

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:-

Area of Learning and Development	Aspect
Prime Areas	
Personal, Social and Emotional Development	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
Physical Development	Moving and handling
	Health and self-care
Communication and Language	Listening and attention
	Understanding
	Speaking
Specific Areas	
Literacy	Reading
	Writing
Mathematics	Numbers
	Shape, space and measure
Understanding the World	People and communities
	The world
	Technology
Expressive Arts and Design	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 will be 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. When children are ready, opportunities to eat their lunch in the dinner hall with the rest of the school will be made available.

- **Group Times:**

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

- **Home Time:**

At the end of the session, parents come into the setting through the door where they arrived to collect their child from their home carpet area.



ASSESSMENT AND RECORD KEEPING

During the first weeks of your child starting in the Unit, 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 provide the most suitable curriculum. The assessment process is unobtrusive, ongoing and progressive. 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 and use the information to enhance our understanding further of your child.

Parents have open access to these records.

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

EARLY YEARS OUTINGS & FUN DAYS

Nursery outings and exploring the local environment are an enjoyable part of the nursery curriculum. Adult volunteers will be requested to accompany such trips. A ratio of one adult to two children is required for nursery aged children and one to four for Reception. You will be asked to complete a consent form on admission for visits into the local environment. For visits further afield, separate permission will be sought. A voluntary parent contribution may be requested towards the cost of trips.

Occasionally we hold an Early Years Fun Day on site and organise for the 'fun' to come to us!

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.

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 teacher who will organise a meeting with yourself and the schools 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

In Bobtails, children may wear a navy sweatshirt or cardigan with a white/navy polo shirt and a choice of grey/navy jogging bottoms, trousers or skirt. School uniform is available from Buxton and Bonnett and Uniform Plus, both in Lichfield. Several supermarkets, such as TESCO, also stock uniforms at a more competitive rate. Although not compulsory for nursery children, we do feel this is the most practical and manageable clothing for the children to wear. We try to encourage independence so it is important that they can manage the fastenings on their clothes. We have such fun that sometimes children forget to go to the toilet in time or get carried away playing in the water tray, or miss their mouths with their cup at snack time. 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. We will provide children with aprons/tabards for wet/messy play. Physical education is timetabled in the school hall on a regular basis. Reception children will be required to change into a PE kit. Please provide navy short, white t-shirt and black pumps clearly named in a drawstring bag that can be kept in school on your child's peg.

Could we also ask that **all** items of school uniform, including shoes and coats are clearly labelled with your child's name as they can get mixed up very easily especially when children get changed.

HAIR

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

JEWELLERY

Due to the nature of experiences available in our Early Years Unit 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 aren't 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 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. Children are encouraged to visit the snack area in the classroom throughout the day.

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, under the cover in the outdoor area. 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.

PARTNERSHIP WITH PARENTS

All staff shall endeavour to work in partnership with parents in order to meet individual children's needs. Previous experiences in the home and community are valued in our Unit. Parents are asked to complete an ***I'm Someone Special*** booklet for nursery and an ***All About Me*** booklet for Reception with their child to provide staff with any relevant information. Ongoing methods of sharing information and celebrating achievements at home with the setting are available through the '***I can...tree***' and '***proud clouds***'.

