

Welcome to  
Sandhill Primary  
School  
Foundation Stage

1



2023 / 2024

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# Welcome to Sandhill

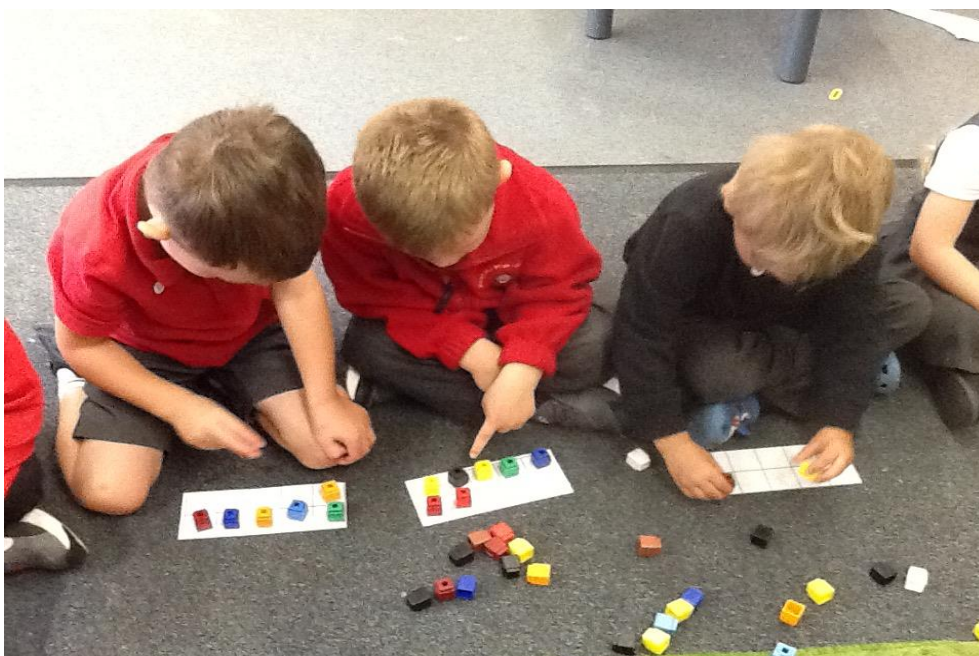
We would like to offer you a warm welcome to our Sandhill Early Years Foundation Stage. As Early Years practitioners we understand that starting FS1 is a very important change in yours and your child's life, and we strive to make this an exciting and happy time.

The Early Years Team are eager and excited to meet our new FS1 children and we hope that your children shares this same anticipation and enthusiasm to start FS1.

We can appreciate that this can be an emotional time for both parents/carers and children.

Hopefully, this booklet will help support you understand the day to day running of our Foundation Stage and the wider school community. We hope to answer your questions and reassure you about our Early Years provision.

However, if you have any further questions please do not hesitate to ask.



In our Foundation Stage we aim to be exceptional in all that we do. Not only do we have high expectation of all the children in our care, but of the adults supporting them. We are a friendly and supportive team, who are dedicated in developing and enthusing children to learn.

We strive to create a safe, welcoming and engaging learning environment where children become confident to try new activities and communicate with their peers and adults. We support and nurture children in their learning, we celebrate mistakes and praise resilience and children who 'have a go!' We foster an 'I can' attitude and take care to ensure children do not become static in their learning; however we understand the importance of practicing new skills.

The Early Years Team most importantly wants your child to be happy at school and our team are committed in supporting each and every child.

# Meet the Team

Head of School/Designated Safeguarding Lead  
– Mr J Haywood



SENCO (Special Needs Coordinator)  
-Miss C McDonald



Parent Support Advisor – Miss O Stoppard



# EYFS Team

**EYFS Lead /FS2 Class Teacher - Mrs Manley**



**EYFS Teaching Assistant – Miss Hinkles**



**Fs1 Class Teacher – Mrs Larkin**



**EYFS Teaching Assistant- Mrs Swift**



**EYFS Teaching Assistant – Mrs Matthewman**



# Early Years Foundation Stage Curriculum

The Early Years Foundation Stage (EYFS) is the stage of education for children which begins at birth and lasts until the end of the school year in which they become five. This includes Foundation Stage 1 (3 and 4 year olds) and Foundation Stage 2 (4 and 5 year olds). This stage of the curriculum is based on the fact that children learn best through play and active learning.

This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning success. It should also support their social development, care and learning needs. From when your child is born up until the age of 5, their early years experiences should be happy, active, exciting, fun and secure.

During their time in the Foundation Stage your child will be learning new skills, knowledge and understanding through 7 areas of development. These are divided into 3 'prime areas' and 4 'specific areas'.

The 3 prime areas are of the utmost importance in the beginning and are as follows:

- ✓ **Personal, Social and Emotional Development**
- ✓ **Communication and Language**
- ✓ **Physical Development**

As children grow, these 3 prime areas will help them to develop skills in the 4 specific areas. These are:

- ✓ **Literacy**
- ✓ **Mathematical development**
- ✓ **Understanding the World**
- ✓ **Expressive Arts and Design**



Children's knowledge, skills and understanding within each area of the curriculum will be developed through a combination of teacher-led learning, supported and guided group time, play-based learning, and time to develop their knowledge and skills independently.

Adults in the EYFS will support and scaffold pupils learning to enable them to reach their full potential. To complement adult led learning, there will be a wide range of opportunities for children to develop and progress independently through play-based learning known as 'Areas of Continuous Provision' or 'Free Flow Learning'.

On a daily basis children will experience a balance between adult led/group focused learning and independent or supported Free Flow Learning. The Owlets and Spotty Owls classrooms are divided into areas which provide well organised and challenging activities. These are appropriate to different ages and levels of development and can be adult or child initiated.

Outdoor learning is a very important part of the EYFS curriculum and our children access to their own secure outside area that is well structured, resourced and supports all areas of the early year's curriculum. Throughout the day, when the children are in free flow provision, they have the option to choose whether they would like to be indoor or outdoor and can 'free flow' between the areas.

## Early Years Assessment Procedures

All of your child's learning is carefully planned so that their individual needs are met and that their learning is exciting and enjoyable. We will monitor and assess your child's progress and achievements in all areas of learning through observation, discussion, independently pieces of work and direct teaching on a daily basis. We collect evidence in many ways and document it both electronically and through a physical 'Learning Journey' folder. At Sandhill we currently use an online learning journey platform called 'Tapestry' to capture the children's learning and these may take the form of photos, videos and audio clips.

As a parent you will have full access to your child's online learning journey and you will be able to login to your child's individual account on your devices at home. We value any contribution that you would like to make to your child's learning journey and encourage parents to upload your own photos or videos of your child's learning at home. We also have a 'wow' moment's display board in our early years cloakroom, where you can take a 'wow' moment slip and share your child's achievements with us throughout the year.

# Foundation Stage 1 Procedures

## Start of Session Procedures

At the start of the session, we invite parents into the cloakroom to support children with taking off their coats/bags and putting them on their individual pegs. We would then encourage children to say goodbye and enter the classroom independently, where a familiar adult will support them in completing their self-registration task. The children will then have a period of choosing time in the continuous provision areas, before sitting down for a welcome routine once all the children have arrived. We do hold special sessions throughout the year where parents will be invited to stay for part or all of the session and enjoy themed activities with the children.

## Home time Procedures

At the end of the session the children leave via their cloakroom door. The children follow a home time routine that includes a story and singing each day and will then be supported by staff members to get their coats and bags on ready to go home. All children will sit on the carpet and listen for their name to be called by the adult on door duty. Other members of staff will remain in the classroom to supervise and support children in listening for their name being called. We ask parents to form a queue at the door and be patient while each child is called in turn. In the case of bad weather we aim to open the door as soon as possible to reduce your waiting time.

The Early Years Team will do their utmost to discuss any concerns or issues that may arise either before or after the session and answer any questions you may have. However if this is not possible, a member of staff may request to give you a telephone call or arrange a more private meeting at a later time. Opportunities for more formal parent's evenings are scheduled in both the Autumn and Spring terms. During these meetings the class teachers will discuss your child's progress, achievements and next steps in their learning.

## Personal Passwords

To ensure the safety of your child we ask all parents to fill in the form that outlines which adults are permitted to collect your child from school. This is then recorded on the school system. If you are unable to collect your child from school, we ask that you contact school and leave a message to say which adult will be collecting your child. If this is a new and unfamiliar adult who has not collected your child from school before, they will need to provide the personal password before staff will allow the child to leave with them. The Early Years Staff have a duty of care and will not allow children to leave if the adult is unable to provide the personal password.



# Foundation Stage 1 Timetable

Throughout the FS1 session, your child will take part in a range of both adult led and child initiated activities. Mid way through the session, the children will sit down for snack time, where they will be offered a carton of milk or water and a choice of fruit. The session follows a similar routine each day of the week.

The AM Session times are: 8:30-11:30am

The PM Session times are: 12:15-3:15pm

The daily structure of the session is as followed;

- Arrival and self-registration
- Welcome Song
- Dough Disco/Squiggle While You Wiggle
- Phonics activities
- Free flow opportunities (indoor and outdoor)
- Maths activities
- Snack Time
- Free flow opportunities(indoor and outdoor)
- Topic related activities
- Tidy Up Time
- Singing and story activities
- Home time

The FS1 children will also take part in weekly whole school assemblies and whole school themed days/activities.



# School Uniform

Although school uniform is not compulsory in FS1, we do encourage all children to embrace school life and fit in with the rest of the school. This is very important as it promotes a sense of 'belonging' to our school, and a pride in wearing our uniform.

The uniform provides sensible, appropriate clothing to wear in school. There are a wide range of items to choose from.

Parents should choose from;

- ✓ Red school jumper/cardigan.
- ✓ Red or white polo shirt.
- ✓ Grey school trousers/skirt.
- ✓ Grey school shorts (warm weather)
- ✓ Red/white checked summer dress.
- ✓ Grey/red tights.
- ✓ Black school shoes.



We kindly ask that parents appreciate the nature of learning that takes place in the early years and ask for your understanding if your child does occasionally go home with remnants of the days messy play activities on their uniforms. We take the upmost care to try and prevent any messy play resources getting onto the children's uniforms but sometimes small incidents do occur and usually most things do come out in the wash!

It is essential for health and safety reasons that children wear sensible, comfortable shoes for school. Please do not send children in flip flops or sandals in the Summer, as they are not suitable for activities in school. We encourage children to bring their own pair of wellington boots that can be stored underneath their peg area for rainy days.

Please ensure all of your child's uniform is labelled with their name to avoid items being misplaced.

Children will keep their black school shoes on throughout the day and do not need to bring a pair of slippers/indoor shoes to change into.

# Refreshments

Each day, children will be offered a small snack during the session. We kindly ask that children have either breakfast or lunch before arriving at nursery, depending on their session times.

## **Milk**

School milk is available free of charge to all children in the Early Years Foundation Stage, until the term they turn 5 years old. Fresh water is also available throughout the session.

## **Snack**

All children in the Early Years Foundation Stage receive free school fruit and can have as much fruit (within reason) during the session. The choice of fresh fruit varies throughout the week to give children the opportunity to try a variety of fruits. On Fridays as an end of week treat, we do have plain and chocolate biscuits as well as the usual offering of fruit.

## **Water Bottles**

Children are permitted to bring a water bottle to school. There is a designated area in the classroom where water bottles are kept and children are able to go to this area when they wish through the day to have a drink. We kindly ask that you put your child's name on their water bottle to avoid it being misplaced.

We kindly ask that you make school aware of any allergies/dietary requirements that your child may have on arrival to FS1 and to update school if your child's requirements change as they go through school.

# Health Safety and Welfare

## Accident Procedures

Despite every effort, care and concern, it is possible that your child may become ill whilst at school or have an accident. Minor accidents and illnesses are dealt with in school, incidents recorded and the child checked by a qualified First Aider. A note alerting you to an incident/injury will be handed to the class teacher and then to your child to bring home at the end of the school day. For more serious injuries/incidents emergency accident procedures are set into operation. In the case of an emergency we will endeavour to contact you as quickly as possible, however we will deal with the child's emergency in the first instance. Therefore, it is important that the school has up to date information with regards to your contact number.

## Medicines at School

Medicines must be handed to the office and parents need to make sure the medication is prescribed by a doctor and labelled stating the child's name and dosage required. School can only administer medication that is prescribed and children should not bring over-the-counter medicines into school. We appreciate that some medicines like paracetamol and ibuprofen will not warrant a prescription, so these cases will be handled on a 'needs assessed' basis and a form will be required to be completed by an adult. Children on other long term, regular medication will need to have a special arrangement made to meet their individual need.

## School Nurse

Medical checks are carried out by the School Nurse. When statutory health checks are undertaken by the school nursing team you will be notified and receive any relevant paper work or permission slips. You may request a medical inspection if you have a concern and the School Nurse will be pleased to discuss issues with you.

## Safeguarding

Through our daily contact with pupils and direct work with parents, our staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local Child Protection procedures, to report their concerns to Social Services immediately.

All staff employed at Sandhill Primary School are kept up to date with Safeguarding training and undergo rigorous pre-employment checks

## **Our Safeguarding Team:**

Mr Haywood, Mrs Archer, Mrs Manley, Miss Stoppard

### **Special Educational Needs and Disabilities**

At Sandhill Primary School, we recognise that some children may have barriers to their learning or have disabilities that school need to make adjustments for. These difficulties may be long or short term. If your child is identified as having Special Educational Needs and/or a disability, you will be invited into school to discuss our concerns and the wider range of support that is available. Furthermore, you will also be invited into school at regular intervals to discuss your child's progress and any concerns and questions you may have with the school SEN / Inclusion Lead - Mrs Prest.

### **Toileting**

We completely understand that some children may still be in the process of being toilet trained on arrival to FS1. We are here to support you and your child during this time and ask that you provide appropriate changing products that meet your child's needs e.g spare clothes, wipes etc to allow the adults to change your child if necessary.

There is an intimate care policy provided in your welcome pack, for you to sign and return to school. We are unable to provide intimate care for your child unless we have written permission to do so. We will always inform you at the end of the session if you we have had to provide intimate care to you child that day.

### **Personal Information**

Parents/Carers are asked to complete an information sheet that includes addresses, telephone numbers etc. It is vital that this information is accurate, as it is updated on our electronic system so that school can efficiently contact you if your child is ill or if school staff need to discuss other matters, such as after school clubs, school trips etc. We also ask parents to inform the school office or a member of the Early Years Team if these contact details change.

### **Final Comment**

All of the team at Sandhill Primary School hope you have found the information in the prospectus both useful and interesting. If you would like to know more, or have suggestions for further items you would like to see included, we will be more than pleased to try and help. At the time of publication, the information contained in this prospectus is accurate, but it may be subject to change in the future.