



Early Years
Foundation Stage (EYFS)

Parent Handbook 2020

AT AMBLECOTE WE ACHIEVE BECAUSE IN OUR PUPILS WE BELIEVE!

Contents

Contact information	2
Welcome	3
Staff	4
Induction programme 2020	5
Early Years Foundation Stage	6
Outdoor learning	8
Reception class daily timetable	9
Equal opportunities	10
Behaviour	10
Letters and Sounds	11
Reading Champions	12
Home Links	13
Dropping off and collecting your child	14
School Dinners	14
Pupil Premium	15
Food and drink	16
Reception class fund	17
School uniform	18
Safeguarding	21
Medicines	22
Attendance	23
Checklist for starting school	25
Top tips for being ready to start school!	26



Contact Information

Our contact details are:

Amblecote Primary School
School Drive
Stourbridge
West Midlands
DY8 4DQ

Telephone 01384 818335

E-mail: receptionclass@amblecote.dudley.sch.uk
info@amblecote.dudley.sch.uk

Acting Head Teacher: Mrs J. Cook

Acting Deputy Head Teacher: Mrs M. Pickett

Chair of Governors: Mrs J. Lewis



Welcome to Amblecote Reception class

Welcome to the Reception Class. Reception education is an important first step in schooling and we aim to provide children with many exciting and stimulating learning experiences to create a foundation upon which future years' education will build.

Starting school is a major transition period in your child's life and we aim to provide you with lots of support to ensure this is as smooth as possible. During your time with us, the Reception staff are always available to ensure we meet your child's changing needs.

We firmly believe that parents and school working together will benefit the child and therefore, look forward to working with you whilst your child attends our Reception class.



Meet the Reception Staff

Mrs A. Price Foundation Stage Co-ordinator/ Class Teacher



Miss A. Judd Class Teacher



Mrs A. Hazlewood



Mrs V. Brooks



Mrs V. Smith



Teaching Assistants



Induction Programme 2020

Each parent/carer has been invited to attend some induction sessions at Amblecote.

Parent Transition meetings will take place in the hall for parents/carers to meet teachers and answer any questions you may have.

Parent Transition Meetings:

- **Tuesday 23rd June 4:30pm & 6pm**
- **Wednesday 24th June 4:30pm**

Each parent/carer has been invited to attend **one** session to try a hot school meal with their child.

Induction Lunches:

- **Wednesday 1st July 11:45-12:30pm and 12:30- 1:15pm**
- **Thursday 2nd July 11:45-12:30pm and 12:30- 1:15pm**
- **Friday 3rd July 11:45-12:30pm and 12:30- 1:15pm**

Parent/Teacher Meetings:

During the induction lunch we will arrange a meeting time for you to share information about your child with their class teacher. Parent/ Teacher meetings will take place in school **week commencing 6th July.**



Early Years Foundation Stage

The Early Years Foundation Stage is made up of seven areas of learning and development.

Children should mostly develop the **3 prime areas** first. These are:

- Communication and language (CL)
- Physical development (PD)
- Personal, social and emotional development (PSED)

These prime areas are those most essential for your child's healthy development and future learning.

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

- Literacy (L)
- Mathematics (M)
- Understanding the world (UW)
- Expressive arts and design (EAD)

The seven areas of learning and development together make up the skills, knowledge and experiences appropriate for children as they grow and develop.

At Amblecote we aim to provide opportunities for all areas within our daily teaching and learning. Our classroom environment has also been set up to reflect these areas. The learning environment and resources we provide are carefully planned as this leads to purposeful learning through play. These principles are also followed within our outdoor classroom.



2Simple

We use a specialist Early Years online learning journey to track our pupil's progress and log their learning experiences. We use 2Simple to record your child's achievements throughout their first year in school. The online learning journey allows us to form judgements on children's progress and interests, allowing us to create more meaningful learning experiences within the classroom.

This is a secure and safe website that is only accessed by teachers and yourself. You can only view your child's progress. (For further information please see the 2Simple leaflet.)

Learning Through Play

Play nourishes every aspect of a child's development. It forms the foundation of intellectual, social, physical, and emotional skills. These skills support children in being ready for school and their future lives.

Children need the freedom to explore and play. A child's development is influenced by their exploration, thinking, problem-solving and language expression during play.

How Children Learn

- Through rich and varied play opportunities
- Being with other people
- Being active
- Exploring new experiences
- Talking to themselves
- Communicating to someone who responds to their ideas
- Representing ideas & experiences
- Meeting challenges
- Being shown how to do things
- Practising, repeating & applying skills
- Having fun



Outdoor Learning

Being outdoors has a positive impact on all children's development. It gives children first hand contact with the weather, seasons and the natural world.

Within the Early Years Foundation stage we have both an indoor and outdoor classroom. This is because we feel that the outdoor environment can offer children different learning opportunities than inside. Children will be offered outdoor experiences daily, in all weather conditions. We ask that you provide your child with a pair of labelled wellies for muddy conditions and for our visits to the allotments. During the winter season gloves, hats and scarves would be useful to have in school and sunhats are essential throughout the summer months. All extra items of clothing will be kept on your child's peg, to be used as and when needed.



An example of the Reception Class Daily Timetable

8:45 - Doors open

8:55 - Bell rings and the door closes. Children **MUST** be in by this time.

8.55 - Registration and visual timetable

9:05 - Assembly

9:25- Daily Mile

9:40 - Teaching Session 1 Phonics

10:10 - Snack

10:25 - Child Initiated Learning/ Focus activities

11:25 - Teaching session 2 Kinetic Letters

12:00 - Lunch Time

1:00 - Registration

1:15 - Teaching session 3 Maths

1:35 - Child Initiated Learning/ Focus activities

2:40 - Story, rhyme and song time (or RE/ **Social and Emotional Aspects of Learning** activities)

3:15 - Home time

Reception Class like to go on lots of trips and hold themed days, so sometimes our timetable is a little different! We will give you plenty of notice about this.

Equal Opportunities

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community, where there is complete equality of opportunity and where everyone is valued. The school's Equal Opportunities Policy is available on our website and copies can be sent to parents on request. We also welcome children with disabilities and special educational needs and adhere to the Government's Special Educational Needs Code of Practice.

SEN

At Amblecote Primary School, all staff recognise that every child is an individual. We are committed to offering an inclusive curriculum to ensure the best outcomes for all pupils, by catering for a wide variety of skills, abilities and needs. Our educational aims for children with special educational needs and/or disabilities (SEND) are the same as those for all children in school.



Behaviour

Even the youngest children are encouraged to show kindness and consideration towards each other. They have to learn to look after their own possessions and respect one another's possessions. We expect them to be honest, helpful and polite, to try their best and to listen to others. We believe in encouraging children to take responsibility for their actions, thereby becoming aware that their behaviour has an effect on those around them. We encourage children to make the right choices and decisions within established boundaries. We praise the children for all their achievements and give rewards in the form of verbal praise, stickers and certificates.



Letters and Sounds

Children in the Reception Class have a daily phonics session. Phonics introduces children to the world of letter sounds rather than letter names. The methods used allow children to develop independent Literacy Skills. Letters and Sounds is a phonics resource published by the Department for Education and Skills. It aims to build children's speaking and listening skills in their own right as well as to prepare children for learning to read by developing their phonic knowledge and skills. It sets out a detailed and systematic programme for teaching phonic skills for children starting by the age of five, with the aim of them becoming fluent readers by age seven. We use Kinetic Letters alongside this document, to teach children the letters sounds in a multi sensory way.

The five basic skills taught through phonics are:

1. Learning the letter sounds.
2. Learning letter formation.
3. Blending sounds to read.
4. Identifying sounds in words in order to spell.
5. Spelling tricky words (those you are unable to sound out).

Each week your child will bring home the sounds they have been learning in school to share with you. You will be invited to a phonics and reading workshop during the first half term followed by the opportunity to watch a phonics lesson. This will demonstrate how phonics is taught at Amblecote and show you a selection of activities and resources used to teach it.

Reading

We use the Rigby Star phonics reading scheme and Collins Big Cat Phonics within the Foundation Stage as they progress in line with the phonic sounds taught. Initially children will have "free choice" books as well as the letter sounds they have been taught. Once the children start the reading scheme their books will be changed weekly and communication between school and home will be shared through a reading diary. Reading guides will be issued in the autumn term.

Reading Champions

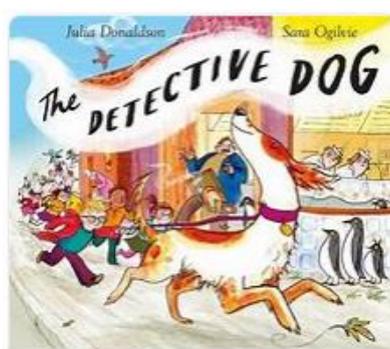
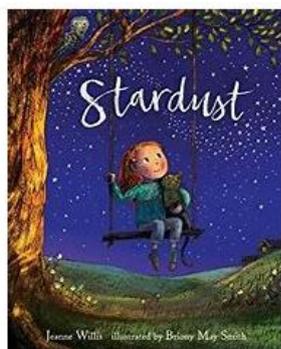
Over the year we will be celebrating reading and enthusing our children to read a wide variety of texts. Please support your child at home to help them become a Reading Champion. This can be done by listening to them read, helping them complete activities/challenges and encouraging them to read a wide variety of books.

SET LIST for Reception Class:

The Tiger Who Came to Tea by Judith Kerr

Star Dust by Jeanne Willis and

Detective Dog by Julia Donaldson



There are three levels to our Reading Champions Initiative, which can be achieved over the course of the year, as outlined below:

For Bronze -children are asked to read one of the books listed above and complete the accompanying sheet. In addition 9 other books must be shared and any recorded in your child's reading journal. To support the reading of the additional books (ones not on the SET LIST), we have also included a selection of activities that the children can complete. (More details in September.)

For Silver - Children are asked to read a second book from the list above and a further 4 books of your choosing taking the total books read to 15. Again, follow up activities are to be recorded in the reading journal.

For Gold - Children are asked to read the final book from the list above and a further 4 books taking the total number of books read to 20.

We encourage children to read a range of texts including stories, non-fiction and poetry books. The children will have the opportunity to borrow the books listed above from the school library over the coming months.

Parent Partnership

Parents are children's first and most enduring educators. When parents and teachers work together, the results have a positive impact on children's development and learning.

Elements of Successful Parent Partnership

- Working together to really understand and meet a child's individual needs begins with valuing and respecting the different roles that each partner plays.
- It is a process that involves sharing information and skills and building relationships based on mutual respect and trust.
- Open two-way communication is vital to make sure that knowledge and expertise is shared between partners.

School Links with Home

- Transitions books
- Open door policy
- Travelling Ted
- Parents evenings/meetings
- Themed workshops (EYFS, Phonics/Reading, Kinetic Letters and Maths)
- Online Learning Journeys
- Notice board/Newsletters
- School website
- WOW moments
- Curriculum overviews
- Class assemblies
- Stay and Play sessions

Dropping off and collecting your child

In the morning

Doors are opened at 8.45am. **One** parent or carer may come into school during the initial settling in period. This will be reduced gradually throughout the term as children are encouraged to be more independent. A member of staff will always be on the door to take messages and welcome the children into school, another member of staff will be on hand to assist in the cloakroom.

We do ask that you please leave by 8:55am to enable us to start our activities promptly.

Home Time

- Children are only released if we can see a named adult who is on the Reception list.
- At first, it will take longer to see all children out. Please be patient!
- Always let us know if somebody different is picking your child up and make sure they know your password. If we are unsure your child will remain with us until we can contact you.



School Dinners

All the children in Reception and Years 1 & 2 are entitled to a hot meal free from the Government. We offer the option of a jacket potato and filling as well. Please encourage your child to stay for dinners each day, as this nutritious meal supports better learning during the afternoon. A sandwich option is also available from the kitchen.

If you have to send a packed lunch from home please put mainly healthy foods in your child's lunchbox. Too much sugar gives them a rush of energy which fades during the afternoon! Also please ensure your child's packed lunch is **nut free** due to allergies some children have within school.

Pupil Premium

Even though all children in Reception and Key Stage 1 are entitled to a **free** hot meal from the Government, it is vitally important that school knows the children who are from families in receipt of certain benefits.

This is because part of our school funding is set by the number of children from families who are entitled to these benefits. The school receives a sum of money called the 'Pupil Premium', currently worth £1300 per eligible child, and this money is used by schools to:

- employ teaching assistants in classrooms
- run intervention programmes to provide extra help or challenge for children
- buy resources to support learning

At Amblecote we may not know about some children who are entitled to Pupil Premium funding so we may lose out on vital money. This is especially important at the moment as you will know from press reports, how all schools are struggling to manage their budgets in these difficult financial times.

Our school can receive this funding if you are in receipt of **any** of the following benefits:

- Income Support
- Jobseekers Allowance (income based)
- Employment and Support Allowance (income related)
- State Pension Credit Guarantee Element
- Child Tax Credits ONLY, with no entitlement to Working Tax Credit plus an annual gross income under £16,190
- Support under Part IV of Immigration and Asylum Act 1999
- Working Tax Credit run-on - paid 4 weeks following exemption of Working Tax Credit
- Universal Credit

For school to receive Pupil Premium funding it is necessary to apply for free school meals. Please apply online at www.dudley.gov.uk.

Here you can download the application form and email it directly to freeschoolmeals.benefits@dudley.gov.uk.

Alternatively, please contact the school office where staff will be happy to help you complete the application form.

If your child chooses to bring a packed lunch but is eligible for Pupil Premium please still apply as the funding can still be claimed by school.

Please bear this in mind if your circumstances change in the future. If you have any questions about this please do not hesitate to ask.



Snack

During the morning we have a designated 'snack' time. During this time all children will be able to access fruit, milk and water. You do **not** need to provide your child with a snack from home.

Water Bottles

All children are required to bring a water bottle to school each day. This should be a **clear** plastic bottle with a sports type lid (no screw tops please) and be clearly labelled with your child's name. The bottle should be filled with water only (**no juice or squash**). Each day these will be sent home to be washed and refilled ready for the following day. Refillable bottles are available to buy from the main school office.



Cooking

To make the curriculum more diverse we also aim for all children to participate in food preparation. This is a wonderful opportunity for children to experience the seven areas of learning in a different way and become more aware of health and safety requirements whilst cooking.

Reception Class Fund

In Reception class we aim to provide a wide range of additional activities to enhance our curriculum including cooking, woodwork and gardening. In order to provide these opportunities we require a lot of additional materials and resources. We therefore ask parents for a weekly contribution of £1 in a clearly named envelope. Every time your child donates their £1 contribution, they will be entered into our prize draw to win a toy shop voucher at the end of the summer term! Half termly or weekly payment can also be made, thank you.

We know how much children enjoy these experiences and do hope that you will support us with this.



School Uniform

We are a 'uniform' school as we believe that a uniform looks smart, wears well and contributes to a feeling of belonging to the school.

Our uniform consists of:

- Plain white polo shirt, blouse or school polo shirt with the school logo
- Red school sweatshirt, cardigan or fleece with the school logo, or
- Plain red or grey cardigan/jumper
- Plain grey trousers, skirt or pinafore dress (elasticated trousers make it easier for younger children to use the toilet independently)
- Grey or white socks
- Grey tights
- Sensible flat heeled shoes NOT trainers (Velcro shoes are easier for children to fasten.)

As an alternative option in hot weather:

- Girls Summer School dress in red and white
- Plain grey shorts

PE KIT

All children need a drawstring bag to hold their P.E. kits.

INDOOR P.E Kit:

- Black pumps
- Plain white T-shirt or school T -shirt with the school logo
- Plain black/navy shorts/skort
- White socks

OUTDOOR P.E Kit:

- Black/ Navy tracksuit
- Plain white T-shirt or school T -shirt with the school logo
- Plain trainers

We also ask for wellies to be in school for when your child accesses the mud kitchen and wildlife area.

All of your child's clothes must be clearly labelled including coats and shoes. PE kits must also be clearly labelled and should always be in school. Labelling clothes, shoes, bags and lunchboxes is really helpful to staff and also encourages the children to be independent.

School cannot accept responsibility for any loss or damage to individual property. We always accumulate a large amount of lost property that is never claimed because it is unnamed.

In the Early Years Foundation Stage all children will have access to exciting activities which may involve getting messy! Although we always use painting aprons and protective clothing, accidents do happen, so we do ask you to be aware that unfortunately, from time to time your child's clothing may get dirty.

As our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped for these areas at all times of year. Please ensure their clothing is practical and suitable for the seasonal changes. Waterproof jackets and winter clothing for cold weather; sun hat and protective clothing in the summer months. We ask that sun cream is applied before the children get to school so that they are ready for the day.

Jewellery

Children must not wear jewellery in school with the exception of one plain ear stud or sleeper in each ear and a plain wrist watch. Children **MUST NOT** wear earrings on PE days. Parents will be notified of these days on the Reception notice board. Please ensure that your child does not have their ears pierced during term time as they will not be able to take part in PE for up to 6 weeks.

Hair

In the interests of safety, practicality and hygiene, shoulder length hair or longer **MUST** be tied back and fringes must be kept short. Use plain hair bands/bobbles (no large flowers or other decorations) and no more than 2 plaits. Hair gel must not be worn. Any fashionable influences or styles which

cause a potential health and safety issue will not be allowed nor any style which causes a child to be subject to embarrassment, teasing or argument. Grade 1 is not advisable and Grade 2 haircuts should be applied with caution. Children should not have their hair or eyebrows shaved. Tramlines, patterns, highlights, colours, steps or 2 different lengths in the hair are not allowed.

Non-compliance with our policy will lead to parents/carers being contacted and asked to resolve the situation.

Head Lice

Head lice are a nuisance affecting all schools. The school nurse no longer conducts routine head inspections. It is every parent's responsibility to inspect their own child's hair for head lice each week and to inform the school if any are found. If lice are detected in school you will be called to collect your child who then must be treated immediately.

All long hair should be tied up at all times to prevent the spread of head lice.

Health and Safety

We update and review our risk assessments regarding Reception classrooms and play areas on a regular basis. Copies of these risk assessments are available on request.



Parking

There is a limited amount of street parking when bringing children to school. Additional short term parking is available on the open space, just on the left hand side before you get to the school entrance. Please do not drop children off on the wavy lines outside the school entrance, or drive up the school driveway.

Safeguarding Children

If you are concerned about a child then please contact our Designated Safeguarding Lead (DSL) who is Mrs Cook or one of our deputy safeguarding leads- Mrs Pickett, Mrs Price, Mrs Dunckley, Miss German, Mrs Sparrow or Miss Skirving. Safeguarding is the responsibility of us all. If we are concerned about a child we have a duty of care to contact children's services. If you are concerned about a child outside school call 0300 555 0050 with your concerns and seek advice. Our Safeguarding policy can be found on the school website.

Policies

Policy documents are available to view on the school website.



Mobile phones

We ask parents/ carers not to use mobile phones in the Reception playground and during stay and play sessions.

No Smoking/ Vaping

Smoking/ vaping is not permitted anywhere on the premises - buildings and grounds.

No Dogs

No dogs are permitted on school premises unless they are registered assistance dogs.



Health

If a child is taken ill at school, parents are notified so that they may be collected from school. **Please keep your emergency contact details and mobile phone numbers up to date with the main school office.**

If your child has had sickness and diarrhoea they must not return to school for at least 48 hours after the last symptom.

Medicines

If your child requires **prescribed** medication during school hours, then arrangements can be made for a member of staff to administer this medicine providing a medical request form is completed (obtainable from the school office). Alternatively, you may choose to come to school and administer your child's medication yourself. Staff cannot administer medicine which is not prescribed. This includes Calpol.

Asthma

If your child has asthma and needs an inhaler then please make sure we have **two** inhalers in school, clearly labelled with your child's name. Please complete the Asthma form, included in your information pack, and notify school of any other health concerns.

Accident or injury

A first aid box is accessible at all times and staff keep a written record of all accidents or injuries and first aid treatment. Parents and/or carers will be informed of any accident or injury sustained by the child on the same day and of any first aid treatment given.

In the case of a more serious injury, parents will be contacted using the emergency contact details provided.



Attendance

"Regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in primary school."

The school believes that good attendance is an important factor in helping children achieve success in their school career. We therefore expect all children to attend school each day unless they have a genuine illness or other legitimate reason for having time off.

Attendance and the School's Safeguarding Responsibilities

The school has a statutory safeguarding responsibility to ensure the safety and wellbeing of pupils who are absent from school. Therefore parents and carers must inform the school if their child is absent (before 9:30am) and give the reason for the absence. If the school is not notified, you will be contacted in order to provide the reason for said absence.

It is imperative that parents/carers keep the school informed of any changes to their contact details, including changes to mobile phone numbers. Parents / carers must provide the details of at least two people who can be contacted in an emergency.

Education Investigation Service (EIS)

The Education Investigation Service (EIS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines, or take legal proceedings to ensure that you do so.

The Head Teacher and Governing Body of each school have a responsibility to inform the EIS when a child's attendance becomes a matter of concern and to support the EIS in the actions that they may take.

Penalty Notices

Parents may be issued with a penalty fine or prosecuted over unauthorised absence sessions. This can include an unauthorised leave of absence or any other sessions of unauthorised absence.

Family Holiday in School Time

The Department for Education regulations linked to attendance, make it clear that head teachers may not grant any leave of absence (which includes holidays) during term time unless there are exceptional circumstances.

Exceptional circumstances are those which are "rare, significant, unavoidable and short".

Any request for 'leave' must be put in writing stating exceptional circumstances. This must be received by the Head Teacher no later than 15 school days before the proposed leave is due to take place. In making an application for leave, the parent/carer with whom the child normally resides must make the case that their child will need to be treated differently from the norm. Each request must meet specific 'exceptional circumstances' which would not be expected to be repeated within an academic year, or to occur regularly throughout a child's school life.



Things your child needs everyday

We provide all of the equipment your child needs for their day to day learning. These are the things your child will need to bring with them each day

- Book bag (NO RUCKSACKS)
- Library book/ Reading book
- Reading Diary
- Water bottle - labelled (Please do not place this in your child's book bag)
- Packed lunch (if you are not having a school dinner)
- P.E. kit (to be kept in school)
- Wellies (to be kept in school)
- An early night!
- A good breakfast!

How To Prepare Your Child For Starting Amblecote Primary School



AT AMBLECOTE WE ACHIEVE BECAUSE IN OUR PUPILS WE BELIEVE!

Toilet train so they can use the toilet independently and wash and dry their hands.



Get them excited for school!

Read to them - create a love of books



Teach them to put on and take off their own coat and fasten the zip to the top

Encourage them to tidy away their own toys

Give them opportunities to practise taking turns and also to play independently



Help them use a knife and fork and taste different foods



Say please and thank you and wait their turn to talk

Show them how to hold a pencil correctly. Teach them how to recognise their own name. Begin to write it using the Kinetic Letters Guide



Teach them how to put their shoes on - velcro is best!



Make sure they can open their lunchbox

Practise how to use scissors safely - cut along a line, cut out a shape



Practise putting on and taking off PE kit



Label everything with your child's name, including shoes

Practice counting from 1 - 5, recognising and ordering each number

1 2 3 4 5

How can I help my child prepare for school?

- Encourage your child to be as independent as possible even if it takes far longer for them to get ready.
- Get them used to a routine in which they go to bed reasonably early and get up early enough for you and your child to have a stress free morning getting ready for school.
- Be positive. Talk about school as an enjoyable, fun experience!