

Welcome to Heath View Academy



**Early Years and
Foundation Stage**

Welcome to Heath View Academy Foundation Stage

This booklet aims to give you useful information about the Foundation Stage (Nursery and Reception classes). It is updated frequently however, there may be some changes as we review our practice constantly.

You can also access our website: www.heathviewacademy.org for this information. Policies and procedures and important dates and events for the up and coming year will also be found on the website.

The Foundation Stage is part of Heath View Academy and it provides 39 morning and 39 afternoon places in nursery and up to 75 full time places in reception. The youngest children start the term after they are 3, and they move to our reception class in the September of the academic year (September to August) in which they are five.

The nursery children have access to both indoor and outdoor spaces, while the reception classes share 3 rooms and an outside area, which offer a wide variety of activities and experiences. There is a separate cloakroom for nursery and reception children. At the front of Nursery there is a large outdoor play area. This has a canopy for the children to be able to shelter when it is bad weather, so they can still access the outdoors.

The Head Teacher is:	Mrs Million
Chair of Governors is:	Mr R Burnett
The Foundation Stage Leader is:	Mrs Corbett
The staff in Nursery are :	Miss Sunderland (Nursery teacher) Mrs Brown (Nursery Nurse) Miss Harrison (Teaching Assistant)
The staff in Reception are :	Mrs Maguire (Reception Teacher) Miss Hempenstall (Reception Teacher) Miss Shotton (Reception/Y1 Teacher) Miss Thomas, Mrs Osborne, Mrs Dobson and Mrs Nestor (Teaching assistants)

Starting Nursery/Reception

It may take your child a while to adjust to being away from you, but you can help your child to 'settle in' and enjoy Nursery/school by:

- Talking about the exciting and interesting things he/she will be able to do
- Explain about the first visit and that you will be able to stay with him/her for this
- Tell him/her that he/she can go to the staff for help, just as she/he goes to you at home
- Mention nursery/school often and talk about the forthcoming event
- It also helps if your child can be as **independent** as possible with **self-help skills** e.g.
 - ❖ Toileting on their own
 - ❖ Rolling sleeves up
 - ❖ Washing hands
 - ❖ Putting on own coat

The Introductory Visit for Nursery Children

This is an opportunity to meet the staff, other parents of new starters and children, whilst still having the security of your presence. You will be given a 'tour' of the setting and given relevant information. There is also time for you and your child to explore the setting. He/she can see that you 'know' the staff thus helping to reassure him/her. You can ask questions and discuss any concerns with staff. After the visit, talk about what happened and things to

look forward to next time. Fill in the 'All about me' sheet together and let him/her draw a picture to bring to school. If you feel your child will benefit from extra stay and play sessions then please contact Mrs Corbett as soon as possible and this can be arranged.

Child Protection

We feel that it is important that we are open about issues of child protection. We do have a **duty** to discuss concerns which arise, about a child's safety or well-being with a designated safeguarding person, relevant health professional or possibly a social worker. If we do contact Social Care Direct this does not necessarily mean that you yourself are suspected of giving rise to the concerns. Children have contact with a range of people, including those in nursery. All schools have this duty and all a 'nominated person' responsible for child protection.

Mrs A Million and Mrs L Corbett and Mrs B Corcoran are a 'Safeguarding Designated Person'. We hope that you will see it, as we do, as a duty we all have to all children. This is an emotive issue. Please discuss this with Mrs Million, Mrs Corbett or Mrs Corcoran if you have any concerns. The Governor with the responsibility for safeguarding is Mr R Burnett, who is also our Chair of Governors.

Equal Opportunities

Everyone has a right to equality of opportunity. We strive to offer this e.g. by ensuring each child undertakes appropriate activities daily and has his/her progress recorded. We also have written Policies on Equal Opportunities and Racial Equality. Please ask if you would like to see a copy of these or look them up on our website.

Moving up into school

All Nursery parents must now express a 'positive preference' for the Primary (Infant or Junior) school to which they would like their child to go to. This involves filling in a form listing, in order of preference, the primary schools you would like your child to be admitted to. We supply a list of children to the Local Authority. Forms and a booklet listing schools and all relevant information will be sent to your home. The Local Authority wish me to point out that attendance at a nursery **does not** guarantee a place at any particular school.

The LA allocates places at primary school. We are not involved in this process.

Complaints arrangement

If you have any concerns about your child's education, you should first contact Mrs Corbett – The Foundation Stage Leader and next Mrs Million the Headteacher who will both be pleased to arrange an appointment with you. The Headteacher will also be able to give you information about the Governing Body's procedure for handling complaints.

What to wear

Heath View Academy children are expected to wear a uniform. This is a navy blue cardigan or jumper with the school logo, grey trousers or skirt, a white shirt or polo top, white socks and black shoes. In summer boys are allowed to wear shorts and girls to wear navy and white checked dresses.

It is not a requirement for nursery children to wear the uniform, however, most parents find it easier for their children to it, as it saves their everyday clothes from extra wear and tear.

The Foundation Stage is a 'workshop' where paint, glue etc. are used. We try to protect clothes by using aprons and 'washable' products. However, clothes can become stained. Play clothes, not 'best' clothes are better for nursery. Easy fastenings, sleeves that can be rolled up, and clothes which make using the toilet easy all help your child to become independent.

Outdoor clothing

Children play out in all but the very worst weather. Please send appropriate clothes e.g. coats, scarves, gloves, sun hats. Also please name all clothing. Footwear should be suitable for a range of outdoor activities e.g. running and climbing.

Sun protection

Please apply **sun lotion** before he/she comes to nursery. Please ensure that your child brings a hat and a light top which covers the shoulders, arms and neck.

Parents in School

Key Workers and Teachers will aim to be available at the beginning and end of a session, however please be patient as I'm sure you understand incidents can occur! Please speak to a member of staff about anything, especially if you have any achievements, worries or concerns. We like to think that your child's education is a partnership between home and school. Your knowledge of your child is useful to us. We welcome parents into our setting for weekly stay and play sessions, open days and also on a volunteer basis e.g. to listen to readers. Please speak to Mrs Corbett or a teacher for more information.

Stay and play

Parents are invited to come into nursery/Reception **once a week every Thursday** for half an hour at the beginning of the session. You are welcome to play, read, draw etc. with your child. Lots of parents have been very enthusiastic about this event and always ask if they can stay.

Weekly Contribution

A voluntary contribution of **20p per week** is used to provide baking and cooking ingredients and little extras for special activities e.g. Easter egg hunts. Contributions can be given to a member of staff.

Special Education Needs

We welcome children with Special Needs. Inclusion has advantages for all children. Occasionally, as a result of our observations, or your concerns, we may decide that a child needs extra monitoring or input from staff. We feel it is good practice and we follow the guidance given in The Special Needs Code of Practice. This does not necessarily mean your child has 'Special Needs' and for many children no further action is necessary.

Also don't be afraid to discuss any concerns or queries that you may have. We will be able to advise and support you and your child or help find the support you may need. Mrs Corcoran is the safeguarding and inclusion Manager so feel free to contact her if you have any questions.

The Early Days

Starting dates are spread over the first two weeks of term in Nursery, so that staff can give each child the extra time and attention he/she needs. Reception children are going to be starting on the first day back after the summer holidays. We will ask you to stay with your child for a little while to begin with to help them settle if necessary. This is to help make sure children are happy and secure at school. You will be given your child's start date at the parents meeting.

Don't worry if it takes a while for your child to settle. Children settle differently, but all begin to enjoy nursery/reception after a while. The staff have a good deal of experience of helping children adjust and 'feel at home'. We enjoy being here and want to help your child do the same.

Your child will have a **'Key Worker'**; this will be either Miss Sunderland (Nursery Teacher) or Miss Brown (Nursery Nurse), Mrs Corbett (Foundation Stage Leader) Miss Hempenstall (Reception Teacher), Miss McGuire (Reception Teacher), Miss Thomas, Mrs Osborne, Miss Harrison or Mrs Dobson (Teaching Assistants). The Key Worker will help your child to settle in and they will spend time with them during the session. If you have any concerns or information to pass on, please try to speak to your child's Teacher or Key Worker.

What do children learn?

We aim to develop children's learning in all seven 'Areas of Learning' in the Early Years Foundation Stage of the National Curriculum. These areas are currently being revised and there will be changes throughout the year but don't worry we will do our best to keep you informed.

The Three prime areas of learning are:

- PSED – Personal, Social and Emotional Development
- CL – Communication and Language
- PD – Physical Development

The Four Specific Areas are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Phonics

Each day your child will be involved in a Phonics session, this is separated into 5 Phases. Your child will start in Phase 1, which consists of activities involving developing speaking and listening skills. They will then progress onto Phase 2 which encourages children to learn the sounds of the alphabet, we learn actions for each sound to encourage your child to remember the sound.

Independent Reading

Either near the end of Nursery or at the beginning of Reception your child will bring home an Oxford Reading Tree book to read with you at home in a book bag. There will be no words in the book at the beginning, but a list of words will be given to practise reading at home. In the book bag there will be a reading records book, can you please write in here when you have read the book with your child so we know we can give you a new one.

Record Keeping / Monitoring Progress

Records of attainment are kept in six 'Areas of learning'. Staff use records to monitor progress and to plan experiences and learning opportunities which are suitable for each child's stage of development in each area.

Your child will have a Learning Journal which will contain information from home, pieces of work and photographs. Please feel free to have a look at these with your child.

We also undertake regular observations of children to evidence what they are learning in different areas of our setting. These are kept in a separate folder, but you can access this information if you ask an adult.

Routines

- **Reception** will enter through the blue doors at the side of the building (not through the gates of the outdoor area). **Nursery** will enter through the outdoor playground wooden gates.
- At the beginning of the session you will need to help your child find their name and post it in the correct basket.
- You can then help your child put their coat and belongings in the cloakroom on their named peg.
- At the end of the session, please wait outside the blue doors. An adult will open the door at the end of the session and call each child one at a time (please be patient we need to make sure every child goes home safely).

If your child is not being collected by yourselves at the end of the session, please inform a member of staff at the beginning of the session before you leave.

If during the session you find you are unable to collect your child, please contact school to let us know who will be collecting them – giving us their name and the relationship to the child.

If someone different does come to collect your child and we have not been given any notice, we will need to contact you to confirm that you allow this. If we cannot make contact with you, we will have to keep the child in school until we have had confirmation from you – this includes relatives and friends. This is for the safety of your child.

Toilet training

Experience has shown us that with children of nursery age, this is more quickly achieved if the child does not wear nappies. If your child is not toilet trained or is still a bit 'unreliable', mention this to the staff who will ensure that he/she is reminded regularly. Don't worry about leaving him/her without a nappy, most of the children soon get the idea and we are used to dealing with 'accidents'. Please remember spare clothes, nappies and wipes to help staff change children if needed. Staff will always let you know if we have changed your child during the session.

Nursery sessions and attendance

Morning session 8:30am - 11:30am

Afternoon session 12:15m – 3:15 pm

Reception sessions

School opens at 8:45am and finishes at 3:00pm, we have lunch time between 11:45pm and 12:30 pm

A staff member will 'unlock' at the beginning of the session and at the end of the session. Please try to arrive promptly when collecting your child at the end of the session, because as you can see there is only a small amount of time for nursery staff to have their lunch time break. It can also be distressing for a child to be left at the end.

If you are going to be late can you please let school or nursery know and you will need to collect your child from the office in school.

If you arrive after the doors have closed at the beginning of the session can you please go up to the office in school and you can be brought down to nursery. This is for the safety of all children in nursery.

Please always tell us if someone different is collecting your child from nursery (see Routine information).

Library (for Nursery)

Library is on a Wednesday at the end of the morning session and the beginning of the afternoon session. You may collect your child at 11:30 in the morning session the afternoon session times will remain the same. This will give you the opportunity to help your child choose a book to take home. Please look after this book as it is from the main library in Wakefield and we will ask you to pay for the cost of the book if it is broken or lost. Please return the book by Thursday of the following week.

PE kit (Reception Children)

Reception children take part in a weekly PE session, this is an energetic and warm activity, and therefore we ask if children can bring in some other clothes to change into to do these activities. **They need to have a white round neck t-shirt, blue or black shorts and some pumps in a bag (please can these be all named).**

Safety First – Children **must not** wear any Jewellery including stud earrings on PE days for health and safety reasons

Attendance

Please remember that good attendance is crucial in children making good quality relationships, feeling settled and secure and academic achievement. Only keep your child of school if they are too ill to learn and play. Children can still come to school if they have a common cold etc. just let their teacher know if they are feeling under the weather and we will monitor them and ring home if needed. Also avoid holidays in term time as valued learning experiences can be missed and parents can be fined up to £60 per parent for each child. We are required to record the reasons for absence, so please let us know. Attendance is entered into the register, and it can have a bearing on his/her achievement. Ofsted Inspectors report on attendance. Less than 95% is considered a cause for concern.

Absence due to illness

If your child is too ill to come to school please ring school. It is not necessary to ring again after the first day, unless he/she is absent for over a week. If he/she is diagnosed as having an infectious disease, please let us know so that we can 'be aware' for signs in other children and inform parents. This is particularly important with German Measles because of the implications during pregnancy.

If your child has sickness and/or diarrhoea, please keep him/her at home for **48 hours** after the incident of this to avoid the risk of infecting others. If you discover head lice, please let us know and children don't need to have time off school if they are treated straight away. A notice can then be put up to alert parents to check their children.

Safety First

When waiting outside your children are your responsibility. Do not allow them to climb on any trees or wall or go near the building attached to nursery. **Please do not park cars on school grounds as this is unsafe when children are travelling to and from school.**

PLEASE LEAVE BUGGIES AND PRAMS OUTSIDE to avoid congestion at the beginning and end of the session. A member of staff supervises the door and keeps an eye on children in pushchairs.

Dogs: Please don't bring dogs into the nursery or school grounds.

No Smoking: Please remember the school and its grounds have a strict no smoking policy.



HEATH VIEW ACADEMY
Irwin Crescent, Eastmoor, Wakefield, WF1 4QY
Tel Main Reception: 01924 303655
Tel Foundation Stage:01924303657
Headteacher: Mrs A Million
headteacher@heathview.wakefield.sch.uk

www.heathviewacademy.org