



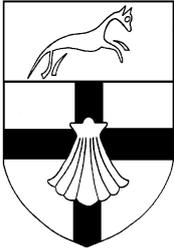
**Radley Primary School**  
**A Church of England School**

# Foundation Stage Unit

**Nursery**

**N1 & N2**

# Foundation Stage Unit



**Radley CE Primary School**  
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Dear Parent,

We look forward to welcoming your child into our Foundation Stage Unit (FSU) Nursery.

If your child is coming into N2 (Nursery 2), they are rising 4 during the academic year, whilst children coming into N1 (Nursery 1) are rising 3 within the coming academic year. The academic year runs from 1 September to 31 August 31.

Our Foundation Stage Co-ordinator is Miss Caroline Luckraft, and the Teaching Assistants working in Foundation Stage are Alison Grimes, Vicky O'Connor, Sonya Paige and Sarah Bates.

We want to make your child's entry into the Nursery a happy one. We believe that education is a partnership between home and school and, as you have been your child's first teacher and we take great pleasure in joining with you now to further your child's development.

Please do approach any of us working at Radley with any questions you have. However small your question may seem, we are here to help.

We look forward to beginning with you, the process that will help to ensure a happy, successful start to your child's time in the Foundation Stage.

With best wishes,

Grace Slater  
Headteacher

# Term Dates

2020/2021

## **Autumn Term**

Tuesday 1st September  
Wednesday 2nd September  
Thursday 3rd September  
Thursday 22nd October  
Friday 23rd October

Staff Training Day (School closed)  
Staff Training Day (School closed)  
Autumn Term begins  
End of Half Term (3.00pm)  
Staff Training Day (School closed)

*26th to 30th October*

*Half Term Holiday*

Monday 2nd November  
**Friday 18th December**

Back to school  
**End of Autumn Term (1.30pm)**

## **Spring Term**

Monday 4th January  
Thursday 11th February  
Friday 12th February

Spring Term begins  
End of Half Term (3.00pm)  
Staff Training Day (School closed)

*15th to 19th February*

*Half Term Holiday*

Monday 22nd February  
**Wednesday 31<sup>st</sup> March**

Back to school  
**End of Spring Term (1.30pm)**

## **Summer Term**

Monday 19th April  
Monday 3rd May  
Friday 28th May

Summer Term begins  
Bank Holiday: School closed  
End of Half Term (3.00pm)

*31st May to 4<sup>th</sup> June*

*Half Term Holiday*

Monday 7th June  
Tuesday 8th June  
**Thursday 22nd July**

Staff Training Day (School closed)  
Back to school  
**End of Summer Term (1.30pm)**

# FSU Sessions

## **Nursery**

We provide activities with a balance between child-initiated play and adult-focused learning. Your child will be engaged in a wide range of activities which form learning experiences for them.

During free play children are able to choose the areas they would like to explore and to move in and out of the Foundation Stage Unit and outdoor area freely. All areas are fully supervised. There is no set break for Nursery children as they are engaged in a wide range of play activities which form learning experiences for them.

The adult to child ratio is a maximum of 1:13.

Not all children attending the FSU for nursery education (N1 and N2) move into Radley Primary School, and we have excellent transition links with a number of local schools. This means that we can take more children on to our roll for the Nursery than will enter the school.

## **Fees**

All children have an entitlement to 15 hours (5 sessions) of funded FSU provision from the long term after their third birthday (September, January, April). Sessions may be taken over full days or just mornings. We ask that children have a minimum of three sessions per week.

For working parents of three and four-year-olds the government will provide a further 15 hours, making 30 hours a week in total (10 sessions) of funding.

Emergency sessions can be arranged at 12 hours' notice for £24.00, if places are available in the FSU. Please contact the school office if you need to arrange this.

## **Extra Sessions**

We offer extra sessions when places are available. These are chargeable at £15.00 per session and are invoiced monthly in advance.

We regret that we cannot refund extra session fees, as we plan staffing and provision carefully around the numbers we have.

## **Breakfast Club**

We have a Breakfast Club in school that operates from 8am each morning, at an additional charge. Please see page 12 for further details.

### **A typical session for Nursery would include:**

9.05 am Registration/Phonics

9.20am Learning through play

10.00am Snack – fruit, milk or water

10.15am Learning through play

11.20am Tidy time

11.30am Maths

### **12 noon Home time (for children attending mornings only)**

12.50 Registration  
Adult focussed session (Areas of learning for this session are rotated)

1.20pm Learning through play

2.40pm Story/singing/sharing photos from home on the interactive whiteboard.

2.50pm Home-time

### **Coming into school**

To bring your child into the Foundation Stage please go round to the back of the school (passing the bicycle shed). Should you be waiting, please keep your child with you, as well as any of their younger siblings, and observe social distancing. Due to the corona pandemic, we ask you to leave your child with a member of staff at the door of the Foundation Stage and not please, to come into the classroom. Once you have dropped your child at the door, please leave by the Foundation Stage side gate by the office, so that one continuous circuit is made.

Children arriving after 9.05am should come to the Office entrance with you, where they will be taken to their classroom. Children arriving after 9.20 am are marked as late as this is the official time we close our registers each day.

### **Collecting Your Child**

When collecting your child, please go round to the back of the school to the right to reach the Foundation Stage. Please wait in a socially distanced queue by the Foundation Stage door, keeping any younger children with you. Your child will be released to you by a member of staff. Once you have collected your child, please leave the school by the Foundation Stage side gate. Could we ask you, for Health and Safety reasons, not to allow your child, or any younger siblings, to play on the Foundation Stage outdoor equipment either before or after collection of your child. Thank you.

# FSU Staff

## **The Key Person System**

In Foundation Stage all children are assigned a 'Key Person' who is responsible for maintaining your child's records and ensuring they experience a range of activities during their time in the Foundation Stage Unit. For your child their key person is Caroline Luckraft – our Foundation Stage Co-ordinator.

All members of staff observe and make notes about each child, but it is your child's key person who collates and records observations, together with parental and child input, into your child's record. This record - termed a profile - is then used to plan a curriculum tailored to meet your child's interests and experiences. We use a software program called 'Tapestry'.

We very much like to know how your child is progressing at home, as well as at school, and such information, including photos and videos can be shared with staff via Tapestry.

If you need to pass on important information in the morning (for example your child is being collected by some else) you are encouraged to write this in your child's red communication book. Please pass the communication book to the member of staff who greets you at the door, so that we can read it later.

## **Communication**

Once a month a school Newsletter is sent out to all parents via email. Paper copies are available on request from the school office. Letters from the Headteacher and the class teacher are also given to Nursery children when appropriate.

We use a secure website called 'Tapestry' to record pupils' learning. All observations, photos and videos of your child are uploaded to Tapestry which you are then able to access from home. We also put updates about current planning and upcoming events on Tapestry so it is useful to check the site regularly.

Parents are welcome to speak to staff at any convenient time. Mrs Jackie Crook is the school administrator and will be your first point of contact when you ring the school or FSU.

# FSU Information

## Uniform

Red FSU sweatshirts and t-shirts are available from the school office. Children should wear dark trousers, shorts or skirt and red checked summer dresses are welcome in the sunny weather! Children will also have unlimited access to the outside and so will also need wellies, a coat and a hat throughout the year. If the weather is hot, please apply sun cream to your child before their session. **All items of school wear should be named.**

In order to keep the carpets as clean as possible (as the children play on the floor area), please can children bring a pair of school shoes with them on their first day in a plastic bag, which are to be kept at school. These will be put on in the morning when children arrive at school and will only be used as indoor shoes.

The shoes or trainers they walk to school with will be used as outdoor shoes (when wellies aren't necessary) and they will put these back on before going home.



## Attendance

If you wish to apply for your child to be absent from school (even for a single day), please contact the head teacher.

Attendance is not statutory for Nursery children, but our safeguarding responsibilities require us to record when children are absent and the reason for this.

## **Medicine**

We can ensure that your child takes his or her asthma inhaler. You will need to bring the inhaler in the original box and give to the school office. Please make sure the inhaler is in date and has your child's name on and complete the relevant Medicine in School form.

If your child is taking antibiotics, then these should be given outside the school day. Please remember that if your child is ill, then they should not be in school and that their absence will be authorised as 'illness'.

If your child has an ongoing medical condition, please do arrange to speak to the class teacher about this and appropriate care and treatment.

## **First Aid**

Many members of staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary.

We will always advise you of a bumped head during the school day by text message. In the event of a more serious accident, or your child being taken ill, we would contact you straight away and so ask that the contact details we hold for you in school are up to date.

If your child is ill, then please telephone or email the school office before 9.30am on the morning of their first day's absence with details of their illness.

## **Emergency Contact Details - Sims ParentApp**

'Sims ParentApp' allows parents to update their own emergency details via the app. Sims is the main data base used in school and is a secure site. Parents can download and login using the 'Sims ParentApp' or login through a web browser at <https://parent.sims.co.uk>

Please ensure that your details are up to date so that we can contact you in an emergency. Thank you.

## **Equal Opportunities**

All children are included irrespective of their race, culture or religion, home language, family background, special educational needs, disability, gender or ability.

# How to Help your Child

There are many ways you can help your child be ready for starting Nursery.

You can:

- Talk to them positively about starting a new adventure, show them their uniform, talk about what will happen and what to expect and discuss any worries they may have. You can look through the photo book together and try to learn some of the adults names.
- Support them to be independent in using the toilet and putting their socks, shoes and coats on independently.
- Share stories, talking about what might happen next, remembering main events and encouraging them to discuss their favourite parts.
- Sing rhymes and songs together.
- Encourage the development of fine motor skills by using mark making tools, threading, jigsaws etc.
- If you want to teach your children to recognise the letters of the alphabet or try to spot these in the environment, please use the letter sounds rather than the names as these will form the basis of phonics later on. We also encourage children to learn to write lower case letters rather than capitals when they reach the appropriate stage.
- Inviting other children for a play date or meeting up at the park at the beginning of your child's time at Nursery can help them gain confidence and make friends. It is normal for both children and their parents to feel anxious, but speaking to staff, other parents and befriending other children in the class can give children confidence.

We aim to support all children and parents in separating at the beginning of the session. We foster care and consideration of parent, child and teacher. **Your child will learn confidence from you.**

You are always welcome to come in with your child to talk briefly to the staff and say goodbye. Although it is hard, if your child is crying please have the courage to leave. We will take great care to ensure your child is happy, and, following years of observations, most children develop confidence quicker if their carer is not around. They understand that you trust us to care for them. We will always ring you if there is a problem or to simply let you know that your child has settled.

## **Your child will:-**

- Develop confidence
- Establish a good relationship with adults in the setting
- Develop relationships with other children
- Learn new routines
- Learn to listen to adults and each other
- Develop independence.

# EYFS Curriculum

Children begin the Early Years Foundation Stage Curriculum from birth. The Reception Year (R) at school is the final year of this stage. The Foundation Stage Curriculum is broken down by the Characteristics of Effective Learning and the seven areas of learning, which include:

## Prime Areas

Personal, Social and Emotional Development

Physical Development

Communication and Language

## Specific Areas

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

## Characteristics of Effective Learning

### Playing and exploring - engagement

Finding out and exploring

Playing with what they know

Being willing to 'have a go'

### Active learning – motivation

Being involved and concentrating

Keeping trying

Enjoying and achieving what they set out to do

### Creating and thinking critically – thinking

Having their own ideas

Making links

Choosing ways to do things

## Active Learning

At Radley Primary School and FSU, we recognise the importance of play in the Early Years curriculum. Young children learn by interacting with their environment – people, materials, information. They want to discover how and why things happen. They learn through ‘doing’. PLAY is an essential part of this learning experience.

Children need to explore and play outdoors. They should have easy unlimited access to a secure outdoor area. All areas of the curriculum can be covered outdoors!

We would like your help in enabling the children to use the outdoor environment at all times, by ensuring that they have appropriate clothing including their own pair of wellies which can be left at Nursery for them to independently access.



Your child will be continuing their learning journey at primary school. Be it Radley CE Primary School, or elsewhere, the journey will be exciting, enjoyable and at times, challenging. This journey will be strengthened and supported by the partnership between your child, you and the school.



# Policies

The Policy for Admission to Radley FSU (including Attendance and Payment of Fees) is available from the office. Other school policies are available on the school website or are always available to parents as hard copy in the School Office. There are specific FSU policies for Assessment, Behaviour for Learning, and Curriculum.

## Breakfast Club Information

The Breakfast Club runs from 8am, and takes place in the school hall. Children are taken straight from the Breakfast Club to Foundation Stage. Breakfast is part of the Club, and a breakfast of toast, cereals and a drink is provided.

During the current corona pandemic we are required to operate the Breakfast Club slightly differently, in order to be in line with government policy. This means that whilst the Club can take place in the hall for all the children, your child will sit with children from their own class 'bubble' to eat their breakfast, and will be able to play only with children from their own 'bubble'. This will be reviewed as soon as government policy changes, but following this guidance means we are able to operate the Breakfast Club.

The cost for each Breakfast Club session is £4.50 – with this charge remaining at £4.50 should a child come in part way through a session. There are various activities on offer at the Breakfast Club – construction toys, lego, board games etc.

It is possible for your child to attend the Breakfast Club each morning, or on separate days during the week. If you wish your child to attend the Breakfast Club you will need to book and pay online using the new School Money system. **You will need to book at least 24 hours in advance.**

If you are interested in your child attending the Breakfast Club, please contact the school office first to see if a place is available. We will then add your child to our Breakfast Club register.

On arrival children attending the Breakfast Club should access the club by going round the side of the school to the hall door at the back of school, where they will be welcomed one of our two staff members running the Breakfast Club - Alison Grimes or Vicky O'Connor.

## Early Years Pupil Premium

Nurseries, schools, childminders and other childcare providers are able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

If your child is eligible for we'll receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

### **What is pupil premium funding?**

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are, or have been, in care
- Have parents in the armed forces

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.