



Radley Primary School
A Church of England School

Foundation Stage Unit

Nursery

N1 & N2

Foundation Stage Unit

We look forward to welcoming your child to our Foundation Stage Unit or FSU. Children in their N2 year are rising 4 during the academic year, N1 children are rising 3 within that academic year. The academic year runs from September 1st to August 31st.

We believe that education is a partnership between home and school. Adults, children and parents must work together in an atmosphere of mutual respect. You have been your child's first teacher and we take great pleasure in joining with you now to further your child's development.

We want to make your child's entry into the FSU a happy one. There will be opportunities for you and your child to visit and spend some time in the setting with their assistants and the other adults and children.

Our aim at Radley CE Primary School and FSU is to develop the full potential of every child academically, creatively, socially and physically, whatever their ability, in a caring, Christian environment.

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. In your visit prior to starting you will have the opportunity to meet all of the staff in the FSU, as well as the Headteacher of the school and our administrator, Mrs Jackie Crook

We look forward to welcoming you in person to Radley Foundation Stage Unit; and to beginning the process that will help to ensure a happy, successful start to school life.

Grace Slater
Headteacher

Radley CE Primary School
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Website: www.radley-pri.oxon.sch.uk

Term Dates

2018/2019

Autumn Term

Tuesday 4th September
Wednesday 5th September
Thursday 6th September
Thursday 18th October
Friday 19th 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)

22nd to 26th October

Half Term Holiday

Monday 29th October
Friday 21st December

Back to school
End of Autumn Term (1.30pm)

Spring Term

Monday 7th January
Thursday 14th February
Friday 15th February

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

18th to 22nd February

Half Term Holiday

Monday 25th February
Friday 5th April

Back to school
End of Spring Term (1.30pm)

Summer Term

Tuesday 23rd April
Monday 6th May
Friday 24th May

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

27th to 31st May

Half Term Holiday

Monday 3rd June
Tuesday 4th June
Wednesday 24th July

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

FSU Sessions

Nursery

We provide three hours of activities with a balance between child-initiated play and adult-focused learning. The adult to child ratio is a maximum of 1:13.

Not all children attending the FSU for nursery education (N1 and N2) come to 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.



A typical session for Nursery would include:

8.45 am	Registration Phonics
9.00am	Learning through play
10.00am	Snack – fruit, milk or water
10.15am	Learning through play
11.20am	Tidy time
11.30am	Maths
11.45am	Home time (for children attending mornings only)
1.00pm	Registration Adult focussed session (Areas of learning for this session are rotated)
1.20pm	Learning through play
2.30	Tidy up time
2.40	Story/singing/sharing photos from home on the interactive whiteboard.
3.00	Home-time

Children in the Nursery class line up inside the black gate, alongside the school wall, in the mornings and are able to come in once the doors are opened. Children should arrive no earlier than 8.45 am. Please do not leave your child unattended without an adult in charge of them before the doors have been opened. You are most welcome to come to the cloakroom area of the classroom to see your child is safe, talk briefly to the teachers and say goodbye.

Although it is hard, if your child is crying 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 more quickly 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.

At the end of the day please could you go through the Foundation Stage side gate to the outdoor area in time for 3 o'clock to collect your child. To make the process as streamlined as possible, please could you wait in a line on the ramp outside the Foundation Stage classroom door, keeping any younger children with you.

The Nursery and Reception children will be inside the classroom and will be released to you by the teacher.

Once you have collected your child, please could you leave the school by the Foundation Stage side gate. Could we also 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 FSU is led by Miss Caroline Luckraft. There are four other teaching assistants who work in the Foundation Stage Unit; Mrs Linzi Neal-Smith, Mrs Sonya Paige, Mrs Alison Arnold and Miss Alison Grimes.

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 she works closely with Linzi Neal Smith to co-ordinate registration and admission details. Jackie Crook will be your first point of contact when you ring the school or FSU.

Governors

There is an Early Years sub-committee of the Governing Body. This consists of Mrs Grace Slater (Headteacher), Mr Dan Pullen, Mr Nick Wright and Mrs Elaine Walton. Miss Caroline Luckraft is co-opted onto this committee and attends all meetings.

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.**



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

If your child needs medication prescribed by a doctor during the day we can administer it. You will need to take the medicine in the original packaging to the school office and complete a consent 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'.

We can also ensure that your child takes his or her 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.

Please discuss any other medical conditions, such as allergies, that your child has as early as possible so that training may be undertaken if appropriate.

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. 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 the school on the morning of their first day's absence with details of their illness. We advise that in cases of a tummy bug (where the child has vomiting or diarrhoea), that children are well for at least 24 hours before returning to school and have returned to their normal diet, to prevent the spread of the virus.

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 was revised in September 2012. It 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.