



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

# Foundation Stage Unit

**Windrush**



# Foundation Stage Unit

We look forward to welcoming your child to our school.

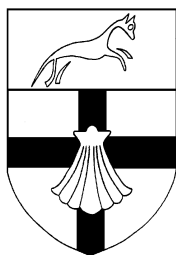
We believe that education is a partnership between home and school. Teachers, children and parents must work together in an atmosphere of mutual respect. You have been your child's first teacher and we take great pleasure in joining with you in that activity to further your child's development.

We want to make the children's entry into Windrush a happy one. There will be opportunities for the children to visit school and spend some time in the classroom with their teacher and the teaching assistants.

Oxfordshire County Council has a policy for admission to schools which ensures equal opportunities and also takes account of the Nursery Grant Scheme. Our entry into the Foundation Stage Unit adheres to this policy.

Parents are invited to a meeting in June each year to introduce the Windrush class teacher, Miss Caroline Luckraft. We hope that this will be a good opportunity for you to ask questions and to complete some of the administration. I look forward to welcoming you to Radley Primary School; and to beginning the process that will help to ensure a happy, successful start to school life.

Grace Slater  
Headteacher



**Radley CE Primary School**  
**Church Road**  
**Radley**  
**Abingdon**  
**Oxfordshire**  
**OX14 3QF**

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# 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)  
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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)**

# Whole School Staff

Headteacher		Mrs Grace Slater
Foundation Unit	Year R Windrush N1 & N2 Nursery	Miss Caroline Luckraft
Cherwell Class	Key Stage One Years 1 & 2	Mrs Julie Ilsley
Isis Class	Lower Key Stage 2 / Years 3 & 4	Mrs Jackie Bratley/ Mrs Anne Quigley
Thames Class	Upper Key Stage 2 / Years 5 & 6	Mrs Heather Sparks/ Miss Rosemary O'Reilly
Administrator/Finance Officer		Mrs Jackie Crook
Website Administrator		Mrs Anne-Marie Carshaw
Bursar		Mrs Theresa Turner
Teaching Assistants		Mrs Jude Yates Mrs Claire Burton Mrs Tina McClean Mrs Linzi Neal-Smith Mrs Sonya Paige Miss Alison Grimes Mrs Alison Arnold
Lunchtime Supervisors		Mrs Jude Yates Mrs Claire Burton Mrs Alison Arnold
Cleaners		Mrs Elaine Coles Mrs Alison Morbey

# The School Governors

<b>Chair of Governors/Co-opted</b>	Mr Dan Pullen
<b>Parent Governor/Co-opted</b>	Mr Nick Sharland
<b>Parent Governors</b>	Mrs Thalia Teasdale Mr Nick Wright
<b>Staff Governor/Head</b>	Mrs Grace Slater
<b>Staff Governor/Teacher</b>	Mrs Julie Ilsley
<b>Foundation Governors</b>	Mrs Sue Sowden Rev Rob Glenny
<b>Co-opted Governors</b>	Mr Andrew Ashton Mrs Charlotte Mitchell Mrs Elaine Walton
<b>LA Governor</b>	Mr Peter Stead

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.

Please ask at the school office if you need the contact details for any of the School Governors, or to see the minutes of the most recent Governing Body meeting.

# The School Day

Breakfast Club (additional charge)	8.00 am
Doors open	8.45 am
Registration	8.55 am
Lunchtime	12 noon—12.55 pm
Windrush Home Time	3.00 pm

We have a Breakfast Club in school that operates between 8.00am and 8.45am each morning, at an additional charge.

Children in Windrush 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.

Children arriving after 8.55 am should report to the Main Entrance 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.

Throughout the school day, children will be engaged in a variety of activities throughout the Foundation Stage Unit and in the rest of the school building and playground areas.

During free play children are able to choose the areas they would like to explore and to move in and out of the building freely. All areas are fully supervised.

There is no set break for Windrush children as they are engaged in a wide range of play activities which form learning experiences for them. During the summer months, however, we take Reception children onto the school field at break time and lunchtime in order that they may play with the older school children. This forms part of our transition into Cherwell class.

## **Goodbyes**

We aim to support all children and parents in separating at the beginning of the day. We foster care and consideration of parent, child and teacher.

**Your child will learn confidence from you.**

## **Autumn Term**

In the first term 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. Please exit via the stairs (unless you have a pram or buggy) to avoid congestion.

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.

## **Spring Term**

Your child will become increasingly confident as the year progresses and, in the Spring Term (January 2018), we encourage the children to say goodbye at the door.

## **Coffee Morning**

In the September of the Autumn term we will be offering a coffee morning. This will give you the opportunity to meet and chat with other parents and share experiences of this important milestone in your own and your child's life.



# Caring for your Child

## Medicine in School

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.

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. 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.

## Birthdays

As a school we are committed to promoting healthy lifestyles, and would ask that you do not send sweets, chocolate or cake on your child's birthday.

## Attendance

Pupils from statutory school age attend school for a maximum of 190 days in each academic year. Full attendance is very important for your child's progress. The Local Authority expects all parents and carers to ensure their child attends school whenever possible. Absence due to holidays taken during term time could hinder academic attainment. If a child misses two weeks every year for holidays then they will miss more than six months education during the time they are of statutory school age.

The Headteacher is unable to grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/carers should apply in writing to the Headteacher prior to the leave of absence for the period in question, to be followed by a meeting. The Headteacher will determine the number of days a child can be away from school, **if** the leave is granted. Parents/carers who remove their children from school without authorisation, or who do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine or prosecution.

## Walk to School

At Radley Primary School, we are keen to encourage children to get used to and enjoy coming to school by sustainable means. This can include walking, cycling, scooting or coming by bus. Even car sharing is more sustainable than a single child being driven to school alone. We participate in Walk to School Week each October and May.

## Child Protection

The Headteacher is the designated and trained member of staff with responsibility for Safeguarding. Mrs Julie Ilsley is the deputy Designated Lead for Safeguarding. Any other member of staff will also liaise with the Headteacher with any query. We take our responsibility for safeguarding children very seriously, and our Safeguarding Children Policy is available from the school office. Mrs Sue Sowden is the governor with responsibility for Safeguarding and her details can be obtained from the office.

## Special Educational Needs (SEN)

Mrs Julie Ilsley is the SEN Co-ordinator. Please do get in touch with any questions.

# School Routines

## **Communication**

We always encourage the children to put letters into their school bag. Please can you check your child's bag every night. Each child will also be given a home/school diary which you can write any questions for the class teacher or vice versa. If you have written in the home/school diary please place it in the box provided in the FSU cloakroom.

Our website has copies of all recent newsletters and the calendar section details forthcoming events. In addition, there are photos and individual class pages which you may find useful.

## **Parents Consultation Evenings**

These are held in October and in early March. Parents are asked to sign up for a convenient appointment on the sheets in Reception. We offer ten minute slots initially so that all parents can be seen.

If you would like to arrange a time outside the slots given, please speak to your child's teacher about this. We cannot guarantee many additional slots, but will do our best.

## **Parents in School**

Parents and members of the school community are always welcome to come into school to help on a regular or occasional planned basis in the classroom. For example, listening to children read, cooking, mounting art work, coaching sports etc. Do talk to your child's teacher if you are able to help in any way.

Parents are invited to attend special occasions at school including the Christmas play and summer productions. Our whole day event known as the Celebration Day is a combination of sports day, celebration of achievements and family picnic and is held every year in July.

## Friends of Radley Primary School & FSU

We are very fortunate to receive fundraising and volunteer support from the Friends of Radley Primary School. Throughout the year there are events and activities for children and families and we hope that you will be able to support us in helping or attending such events.

Please do look out for information on this through the year, or contact Charlotte Elkin, the Chair of the Friends for further information.

# School Uniform

To order school uniform online please log onto the School Money website via [www.eduspot.co.uk](http://www.eduspot.co.uk)

From here please select 'School Shop' and choose your desired items and pay by credit or debit card. Items will be delivered two weeks after the monthly deadline date direct to Radley Primary School.

## For Boys:



Black shoes – these should be easy for the child to fasten independently. Grey socks.



Grey trousers  
or shorts in the summer



White polo shirt with school logo

School sweatshirt with our Radley logo



## For Girls:



Black shoes or sandals in the summer, with white socks



Grey skirt or pinafore dress



White polo shirt with school logo



School sweatshirt or cardigan with our Radley logo



Blue and white checked summer dress



Black shorts and a royal blue polo shirt are worn for PE. We sell the polo shirts with the school logo.



You will also need a drawstring PE bag (available for purchase from school) which will contain these items and a pair of trainers for outdoor PE.

We ask that the PE kit should remain in school and be sent home termly for washing.



Book bags can be purchased from school. These are an ideal size for the purposes required.

**ALL UNIFORM SHOULD BE CLEARLY NAMED**

## Outdoors

Children need to explore and play outdoors. All areas of the curriculum can be covered outdoors! Our outdoor area is an excellent resource which provides a wonderful learning environment for the children to learn in. It includes quiet areas, areas for exploring the natural world, areas for large scale construction and for imaginary play.



We would like your help in enabling the children to use the outdoor environment at all times.

- Wellies should remain in school
- Waterproof Coat (when required)
- Sun hat (when required)

## Forest School

Forest School is the name for an approach to educating children in the outdoor environment. It has a strong emphasis on raising children's self-esteem and independence. An integral part of Forest school is that children experience the outdoors in all weathers (except in high winds and thunder storms). Children in Reception will take part in Forest School one morning each week, led by a trained Forest School Leader.



# Food in School

## Drinks

Oxfordshire County Council provides a daily carton of milk free for four year olds. This ceases at the child's fifth birthday.

If you would like to continue with milk after this time please contact the school office for a form to complete or visit the Cool Milk website [www.coolmilk.com](http://www.coolmilk.com)

If you do not wish your child to have 'school milk' then they may have water at snack time and throughout the day.

## Snacks

Oxfordshire County Council provides free fruit and vegetables for all Reception children. This continues throughout Year One and Year Two.

## Dinners

School dinners for Reception, Year One and Year Two children are currently government funded and therefore free of charge.

If you would like your child to have a school dinner you will need to pre-order their meals online using School Money [www.eduspot.co.uk](http://www.eduspot.co.uk) All dinners must be booked at least one week in advance by midnight on the preceding Thursday.

The children in Windrush eat in the hall with the first sitting and are supervised separately by a member of our staff. They are encouraged to eat as much as they are comfortable with. Please speak to Miss Luckraft or Mrs Slater if you are concerned about any aspect of school food.

As a school we ask you to commit to healthy options for your child's packed lunches and snacks.

# The Curriculum: The EYFS

Children begin the Early Years Foundation Stage Curriculum from birth. The Reception Year at school is the final year of this stage. The Foundation Stage Curriculum was revised 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

Included in the pack is a list of the early learning goals (ELG's). These set out the expectation of what your child should achieve by the end of their Reception year. We will work towards these goals from wherever your child currently is in their learning, taking their interests and personality into account when planning our environment and activities.



## Active Learning

At Radley Primary School 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.

However, this play is not just entertaining activities. It is well structured and planned to take account of the children’s needs. Sometimes the children will choose their activity, sometimes it will be more structured, and sometimes they may play alone, other times in a group. All of the seven areas of learning can be accessed through ‘play’ activities.

**Most importantly, ‘PLAY’ is about encouraging your child to think. To plan their activity, carry it out and then review it, asking important questions such as – What went well? What would I do differently next time? What shall I do next?** This promotes higher order thinking skills that will completely revolutionise how your child copes with challenges in the future – whether in the classroom or in life.



## **Supporting your child to be ‘School ready’**

There are many things you can do to help your child be ready for starting school. The most important things you can do are:

- Talk to your child about what they can expect when they go to school, show them their uniform, discuss any worries they may have and talk positively about starting a new adventure in their lives. Looking through the photo booklet provided can help with this and have a go at learning some of the adults names.
- Support your child to be independent in going to the toilet and getting dressed and undressed.
- Share stories, encouraging discussion about main events, what might happen next, characters etc.
- Support them to recognise their own name if they are unable to do so – this will help them become independent in ‘signing in’ their name before morning register.

## **Radley CE Primary School Four Year Olds in School**

### **Aims**

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

We endeavour to work co-operatively with parents and carers to make sure that information is shared for the benefit of the children in our care.

We aim to play an active part in our parish and to serve the community of Radley and beyond.

### **The curriculum will:-**

- Make the transition from home, Pre-Schools and Nurseries as smooth as possible.
- Develop a partnership between home and school.
- Ensure every child feels safe, happy, secure and valued within the school environment.
- Encourage the development of self-confidence, self-esteem and an eagerness to learn.
- Help children develop physically, spiritually, morally, culturally and academically through having rich, stimulating experiences.
- Support the development of attention skills and perseverance.
- Give opportunities for every child to make effective social relationships with other children and adults.
- Develop children's language and communication skills.
- Provide a degree of choice to help develop responsibility and independence appropriate to the particular child.
- Meet the on-going individual needs of children.

## **Guidelines**

- Children and parents are encouraged to visit school prior to the children starting school in September.
- The Early Years Foundation Stage Curriculum will be used to plan activities. This is a revised curriculum from birth to 5 which was implemented nationally from September 2012.
- Teacher assessment will be on-going and children's learning will be monitored through observations and discussion. Their achievements will be recorded throughout the year.
- The Foundation Stage Profile will be used to record progress and will be used as the basis for a report at the end of the Foundation Stage.
- Formal parent/teacher consultations will take place in the autumn and spring terms. Informal meetings are encouraged as and when the need arises.
- Where children are identified as needing extra support parents will be involved. Full discussion with families will take place around any procedures the school might suggest, such as placing their child on the Special Needs Register.
- Outside agencies (School Nurse, Speech Therapist, Educational Psychologist etc.) will be involved with teachers and parents when necessary.

## **Equal Opportunities**

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

## **Conclusion**

Reception year children will receive an education suited to the needs of the individual.

Your child will be continuing their learning journey as they progress through Radley CE Primary School. The journey will be exciting, enjoyable, and challenging. This journey is strengthened and supported by the partnership between your child, you and the school, and we look forward to this beginning for your child at Radley Primary School.