



Welcome to Reception, the Foundation Stage at Shaw School

Where our mission is: "To explore God's amazing universe, valuing everyone and keeping children at the heart of all we do."

**A complete guide to your child's first year at
school.**

The Foundation Stage Team

The class is made up of one full time Early Years Teacher and one full time Teaching Assistant and one part time Teaching Assistant.



Mrs Linda White
Early Years Teacher



Mrs J. Vines
Teaching Assistant



Mrs K. Lanegan
Teaching Assistant

Welcome to Shaw Primary School. We are all excited to meet you and be part of an exciting journey into education. We are here to make your child's first year at school as enjoyable and valuable as possible, so if you do have any worries or concerns, please let us know so that we can help. We are here every day and invite parents into the classroom in the morning and at home time so please come and talk to us.

Introduction

With the current unprecedented situation we all find ourselves in it is important we make you aware that information within this document and others we may communicate with you may change at short notice. We will inform you of any changes or updates as soon as they are released due to current COVID19 virus guidance.

Starting school can be a daunting prospect for children and parents alike, with so much new information to take on board and routines to become familiar with. With this in mind, we at Shaw School have put together this booklet to try to answer all those questions that both you and your child may have, before the school year begins. We have tried to include all the relevant information we think you will need, but if there is anything you feel we haven't covered please let us know and we will endeavor to include it in our next publication of this document. Further information about the wider school can be found on our school website: www.shawprimary.com.

Here at Shaw School we appreciate that Early Years Education is not just a preparation for the next stage –it is vitally important in itself. We understand that children will come to us with vastly different experiences, abilities and an understanding of the world unique to themselves. As a result, we aim to offer a high standard of Early Years Education that takes into account the individual needs and nature of these young children and builds upon what they already know and can do.

Special Educational Needs

Special Educational Needs is coordinated by a SEN team within the White Horse Federation. The SENCO for Shaw Primary School is Helen Chappell. For more information, or if you would like a copy of our SEN policy, please visit our school website or contact the School Office.

Aims for the Early Years Class at Shaw School

- To make the learning process a stimulating, interactive and pleasurable experience for all children.
- To focus on the process of developing skills, rather than merely the outcome.
- To provide for each child's individual needs; supporting and extending them where appropriate and allowing them to learn and develop at their own rate.
- To provide a broad and balanced curriculum, that is based around purposeful play and that can be built upon in Key Stage one and later years.
- To develop children's independence and self-esteem, by providing a safe, secure environment, in which children are not afraid to explore or make mistakes.

The Foundation Stage Curriculum

The Foundation Stage- What is it all about?

- Your child will already have begun the Foundation Stage Curriculum, if s/he has attended a pre-school, nursery or child-minder.
- The Foundation Stage aims to build upon what children already know and can do. It takes into account parental input and children's pre-school experiences.
- The Foundation Stage places great importance on the fact that parents are children's first educators. With this in mind an effective partnership between parents and the class Teacher is encouraged to help to achieve positive outcomes for the child.
- The Foundation Stage is made up of "Early Learning Goals". The children work through these Goals at their own pace. Many of them will already have started on the road of the Early Learning Goals during their pre-school experiences.
- If the Early Learning Goals are not reached by the end of the Reception Year, then the children can continue to work towards them in Year One.

The Learning Areas of the Foundation Stage Curriculum

Personal, Social and Emotional Development

Involves:

- Encouraging children to develop positive attitudes to their learning.
- Promoting positive relationships and respect for themselves and others.
- Encouraging empathy for others' feelings and beliefs.
- Allowing children to communicate in a variety of contexts.
- Encouraging independence and roles of responsibility.

Communication and Language

Involves:

- Encouraging children to listen and respond, valuing their input and ideas.
- Giving children opportunities to develop their confidence and skills expressing themselves.
- Developing the skills to speak and listen in a range of situations.

Mathematics

Involves:

- Encouraging children to develop their mathematical language, e.g. taller, shorter, heavier, lighter.
- Learning to recognise shapes and patterns in the environment.
- Learning counting songs/rhymes to help develop children's concept of numbers in a practical and fun way.
- Using everyday objects to encourage children to count and to make it meaningful.
- Learning to form numbers in many different ways; in sand, with playdough, finger paints etc.
- Problem solving and investigation, through practical activities, which are based on children's own interests and experiences.

Literacy

Involves:

- Encouraging children to adopt a love of books, poems and other written materials through individual and shared reading.
- Learning the letter sounds, formation and names through "Jolly Phonics" and "Letters and Sounds", which adopt a multi-sensory approach to learning.
- Giving many opportunities for children to write through both structured and unstructured activities.

Understanding the World

Involves:

- Encouraging children to develop a sense of time and place, and to develop the language associated with these concepts.
- Allowing children time to explore and investigate objects, materials and living things.
- Encouraging children to ask questions about how things happen and how things work.
- Creating opportunities for children to build and construct, using a range of tools and techniques.
- Encouraging children to use technology to support all areas of their learning.
- Providing topics and themes which allow the children to discover their own culture and those of other people.

Physical Development

Involves:

- Encouraging children to develop both fine and gross motor skills, co-ordination and balance, travelling skills etc.
- Children learning to use and understand the vocabulary involved in movement and how to lead a healthy life.
- Encouraging children to play both outdoors and indoors, to develop their physical skills. (Despite the British weather!).

Children at Shaw School have access to both indoor and outdoor areas throughout the day. We work hard to ensure that the children can play in a safe and secure outdoor learning environment, which is a separate entity within the school.

Expressive Arts and Design

Involves:

- Encouraging children to explore colour, shape and texture both in 3D and 2D. In Foundation Stage the focus is more on the process of how something is created, not necessarily the product.
- Introducing children to a range of music and songs.
- Encouraging children to use and develop their imaginative skills in art, design, music, imaginative and role-play.
- Encouraging children to respond to what they see, hear, touch, smell, taste and feel, through both indoor and outdoor activities.
- Allowing children to express and communicate their thoughts in a variety of ways; pictures, role-play etc.

The value of Play in the Foundation Stage

Children naturally explore the world around them through play. Play in the Early Years provides children with the opportunities to develop skills, explore and take risks in a safe, secure and fun environment. These skills will be refined and built upon as they move through life and through school.

In a Foundation Stage setting, play will be used to develop the following skills:

- ❖ **Cooperation and organisational skills** such as sharing and turn taking, locating and replacing resources. (This is done through playing games and daily routine activities).
- ❖ **Language, literacy and Communication skills (verbal and non-verbal)** through conversation, discussion and role-play, which in turn can help to develop listening skills. (This is done through developing a role-play area, small world toys, sand/water activities).
- ❖ **Fine and Gross Motor Skills** which help children to manipulate apparatus/tools and develop muscle and body movement. (Activities include threading, outdoor play, playdough activities, pegs and boards).
- ❖ **Mathematical and Practical Problem solving skills** Opportunities to develop these skills can arise from almost any activity, e.g. laying a table in role-play area (matching 1 to 1), cooking activity (mass/sharing, simple fractions), sand/water activities (capacity).
- ❖ **Creative and Imaginative skills** can be developed through role-play, musical/singing, dance and art activities.

Play also offers children the opportunity to become confident, independent learners and allows them to develop an understanding of the need to show care and concern for others.

In a pre-school environment the above activities allow children to freely explore and investigate the world around them. As the children move through the Foundation Stage, their skills will be built upon developmentally and the above tasks and activities will have a greater focus and structure to promote higher thinking abilities.

The Early Years Foundation Stage Profile

The EYFS profile summarises and describes children's attainment at the end of the Reception Year. It is based on ongoing observation and assessment in the three prime and four specific areas of learning, and the three learning characteristics.

The prime areas of learning:

Communication and Language
Physical Development
Personal, Social and Emotional Development

The specific areas of learning:

Literacy
Mathematics
Understanding the world
Expressive arts and design

The learning characteristics:

Playing and exploring
Active learning

Creating and thinking critically

- ❖ Parents and carers are invited to contribute information to their child's profile by means of observation and using our class Wow board throughout the year.
- ❖ This year we will be tracking children's progress towards the Early Learning Goals using the DFE document Development Matters throughout the year. Assessments will be in the form of observations and short tasks and activities in different curriculum areas.

School Opening Times:

The school gates open from 8.30am, between 8.30am and 8.45am children can be signed in and supervised by a member of staff, underneath the canopy of the school hall. (this applies to Reception children when they become full time pupils). The school will open its gates to receive all other pupils at 8.45am. For those children in FS2 we ask that they are brought to the classroom by parents/carers.



Morning session: 9.00 am - 12.10 pm

Afternoon session: 1.05 pm - 3.15 pm

Registers are taken promptly by the Teacher at 9.00am and at 1.05pm. If you arrive after 9.10 am with your child go to the office first, to let them know your child has arrived. After 9.00 am your child will be marked in as officially late, after 9.10 it may get recorded as an unauthorised absence.

Playtimes are as follows:

Morning session 10.30am - 10.45 am

Lunchtime: 12.10 - 1.05 pm

Afternoon session: 2.30 - 2.45 pm

We would ask you to come to the School garden gates (by the side of the car park) to drop off or pick up your child each day. When the children are ready the Teacher or Teaching Assistant will invite you into the classroom to collect your child. If you are late it will be necessary to go via the School Office through the main entrance so that they can be registered as present.

School Entry Arrangements

Normally, each child would visit the Early Years class for 2 Stay and Play sessions in the Summer term previous to him/her starting school. This helps them become familiar with their Teacher, Teaching Assistant and the other children that will be in their class. However, at present there are no plans to do this due to the strict COVID19 guidelines. **Please note that Government COVID 19 regulations may impact our ability to follow this induction plan.** The plan presented is on the assumption that all children nationally are back in school full time from the beginning of the autumn term. This may not be the case! We will inform you of any changes as soon as we know them. This year we will share with you our presentation with further explanation of Reception and the procedures in place to support your child and yourselves. We will give you an online platform where you can get to know our team before September. Lastly, at the end of the summer, we will send you a video of the school and how the classroom will be set up to welcome your child to Shaw.

Admission Arrangements at Shaw School for September 2020

The Admission Arrangements for Shaw C of E School follows National Policy.

"Most children start school in the September following their fourth birthday. However, by law a child does not have to start school until the term following their fifth birthday. All reception age children are offered full time places when they start primary or infant school. If parents want their child to attend part time from September or to delay entry until later on in the academic year, they must contact the school directly to arrange this."

<http://www.wiltshire.gov.uk/schools-learning-admissions-when-start-school>

At Shaw School we want to ensure the very best start for each individual child during this important transition period. We work very hard to support each child and their family throughout the Reception year to ensure that each child is happy at school and develops positive attitudes toward lifelong learning. At Shaw School the transition process for starting school begins many months before September so that positive and supportive relationships between parents, carers and school staff are established.

This year our Induction arrangements for September will be:

Step 1: Information sharing appointment.

You will be given a date and time for this where you and your child will come into school on one of the days to meet with their Teacher Mrs White and the team.

At Shaw school we consider these visits to be extremely important as they will support your child in getting to know the routines of the class and develop relationships with adults that will be working in the class in a quiet, relaxed environment alongside their parents/carers. This visit will also offer the opportunity to share important information about your child and discuss with the Teacher any questions or concerns you may have about your child starting school.

Please bring your child and any relevant paperwork that has not been returned from your Induction Pack to this appointment.

Dates: Thursday 3rd, Friday 4th or Monday 7th September - Information Sharing appointments at school.

Step 2: First morning at school.

Your child will come into school at 8:45am until 12pm on one of the days with a small group of children. You will be given the date your child needs to attend.

Dates: Tues 8th, Wed 9th, Thurs 10th or Fri 11th.

Step 3: Three mornings at school.

Your child will come into school at 8:45am until 12pm for three of the days with a larger group of children.

Dates- Mon 14th, Tues 15th, Fri 18th

OR Wed 16th, Thurs 17th, Fri 18th

(Friday 18th the Whole class will attend together)

At the end of this week parents can request that their child continues to go home at 12 o'clock while they settle into their new routines at school. Please let us know if your child needs further support while they settle into our class and school routines and how we can further help them during this important time.

Step 4: Full time.

From Monday 21st September -All children may attend school from 8:45am until 3:15pm. The following week they may also attend breakfast club and after school club if you require this. Please contact the office for further information.

What do I do if.....?

My Child has a Medical Appointment:

As much as possible we do ask that medical appointments are made out of school time. However, we do understand that this is not always possible. If your child has to be taken out of school for a medical appointment, the school must be advised in writing, so that it can be appropriately marked in the register. The letter/note can either be handed to your child's class Teacher or handed to Mrs Lemay-Lamb at the office. When you come to collect your child for the appointment, we ask for security reasons that you come to the school office first. You will be asked to sign them out.

My Child is absent from School through Illness:

If your child is absent from school through illness it is important that you inform the school, by 10am each day of your child's absence. A follow up note is needed on their return to school, so that the absence can be recorded correctly. If the school is not informed the absence will be marked as unauthorised.

My Child has to take Prescribed Medicine:

If your child has a medical condition, please discuss this with the class Teacher and with the school office who will advise you of the relevant consents and information required. If your child needs regular medicines, i.e. inhaler, we can administer this at school with written consent from parents/carers. Please discuss any issues or concerns you may have with the class Teacher.

My child has Head Lice:

Do not be embarrassed to let your child's class Teacher know if your child does have head lice. It is very common. We will not disclose your child's name, but a general class letter or text will be sent out to make parents aware of the situation, so that they can treat their children too.

I want to take my child out of School for a Holiday:

Taking your child out of school during term time may harm your child's academic progress. If you wish to take your child out of school for trips/holidays etc, an absence request form must be completed. These are available at the School Office.

Kindly note: We only authorise absence in exceptional circumstances.

- When a family needs to spend time together to support each other during or after a crisis;
- For service personnel and other employees who are prevented from taking holidays outside term time. In this case, a letter from the employer stating that no other times are allowed will be required.

Holidays for any other reasons can not be authorised.

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods.
- Overlap with the beginning or end of term.

Making a Request for Holiday

It is important that parents discuss any holiday plans for term time holidays with the Head Teacher before making any bookings. Any holidays that are not authorised may result in a penalty notice being issued.

I want to order a school uniform for my child:

All children at Shaw School are encouraged to wear the school uniform. The colours are green, grey and white. The suggested uniform is as follows:

- White blouse/polo shirt
- Grey skirt or a pinafore dress/trousers/shorts
- Green cardigan/pullover/sweatshirt. The Shaw School sweatshirt/cardigan has the school name and logo on it
- White or grey socks
- Book bags with the school logo on.
- Black or brown school shoes (No trainers please)

All uniform can be purchased directly from Sportsbug 31 Bank Street, Melksham. TEL: 01225 791317. You can also order on line at www.sportsbug.co.uk

You may find it helpful to check any fasteners on new clothing before purchase to see if your child can fasten/unfasten the clothing easily.

A note from Sportsbug:

We are opening the shop in Melksham on June 15th at 9.30am. We hold the uniform in store all year round so no need to order unless using the online service.

We will be keeping to the guidelines for social distancing. Please advise parents that we are only allowing one parent in the shop with 1 child. They will not be able to try on in the shop and we will happily exchange if required.

If the children are already at school, please ask them to check what size they are currently wearing. This will help when purchasing the correct size for new items required

We are offering the online service as normal, however, not click and collect as this will increase the waiting time for all customers.

I want to purchase a P.E. kit for my child:

All children will need the following items in order to take part fully in P.E.:

- Black shorts
- White T-shirt
- Trainers or daps
- A PE bag to hang the above items on their peg.

For health and safety reasons the children will not be allowed to do any type of gym activity in tracksuit bottoms. However, they may wear them if they are doing outdoor games. All long hair also needs to be tied up. Please ensure that all items of school clothing are clearly labelled with your child's name. Biro pen is not suitable for labelling as it comes off very easily in the wash.

My child loses an item of clothing:

If your child does lose an item of clothing at Shaw School, please let your child's class Teacher know. Please regularly check that all of your child's clothing is clearly labelled.

My child needs a change of underwear at school:

In the Foundation Stage we are well aware of the "little accidents" that can sometimes happen if children do not get to the toilet in time. With this in mind, please provide a set of spare clothes that your child can change into if needed. **Please leave a change of clothes in a bag on your child's peg. Thank you.**

I changed my Emergency Contact Number(s):

In your admissions pack you will find an Emergency Contact Form. This will need to be completed and sent back to Mrs Lemay-Lamb in the school office. If any of the particulars you have given us change for any reason, please let the school office know as soon as possible. This way we will be able to contact you immediately should your child become ill or have an accident etc. We also send messages home via text, so it is crucial that we always have your up to date mobile number.

I do not want my child to have his/her photograph taken:

Throughout your child's time at Shaw School s/he will probably have their photograph taken many times, whether it be for the local paper, during school plays, or for school brochures (although the school never allows children's names to be published). We do understand that there are circumstances in which some parents may not wish their children to be photographed. If you do not wish your child to be photographed for any reason, please let the school know, immediately, in writing so that any confusion may be avoided.

I wish my child to have a Mid Morning Snack:

Snack time is a very social occasion in the Foundation stage. It not only gives the children the opportunity to refuel with important vitamins and energy to help them to learn, but it also allows the children to take on roles and responsibilities, i.e. turn taking and sharing out the snack.

Snack normally takes place just after mid-morning playtime. All the children are encouraged to drink water from their water bottle and eat a snack of either a piece of fruit or vegetable.

I want my child to have milk at Snack Time:

Free milk is available for all children aged under five in school, funded by the UK government. In our school, this milk is provided by Cool Milk. We will register your child for their free milk on your behalf, providing Cool Milk with your child's name and date of birth. **Please note: just before your child turns 5 it is important that you contact "Cool Milk" to let them know if your child still requires milk, as it will then need to be paid for. Their contact address is www.coolmilk.com**

About Packed Lunches and School Dinners:

All FS2 and KS1 children are entitled to a free 2 course school meal each day. The food is prepared at a nearby school and transported to Shaw in specially designed insulated boxes. The providers will be Caterlink, a menu will be given to you during your Information sharing appointment in September (If your child has a medically identified special diet, please inform the school office as soon as possible, as you will need to complete a food allergy form before your child can have a school meal). We ask you to make your food choices a week in advance (Thursday at the very latest) and complete the class menu order form in the classroom each week. Canned or bottled fizzy drinks are not allowed. Water is available for children to drink at all times at school. Children can choose to order a meat, vegetarian or baked potato for lunch. If your child does not want one of these options you will need to provide a packed lunch from home at your expense. **Again, due to new COVID19 guidelines this may be subject to change. We will inform you of any changes as soon as we know.**

How do I keep up with School News and Events?

In order to help you keep up with school news and events, newsletters are sent out by email on a Friday of every other week, therefore it is important to keep us updated with any change to your email address. We also have a Parents Information board in our class cloakroom area which displays important class information, our class Newsletter and upcoming class events.

What happens if my child hurts themselves at School?

If your child has a minor bump/graze this will be dealt with by a qualified First Aider and recorded in the school or class Accident Book. A member of staff will talk to you about what happened at the end of the day when you collect your child. If your child has a more serious accident or is feeling unwell we will contact you to let you know what has happened. Again, please ensure you keep us updated of any changes to your contact details so that we can contact you without delay.

What happens if I need childcare at the start or end of the school day?

We have our own Breakfast Club which opens at 8am each day. Children can be dropped off at Breakfast Club without prior booking, providing you with the flexibility to cope with sudden changes to your routine. Sessions cost £4, which includes a healthy breakfast and lots of social activities. Children can also be dropped off at 8:20am for the cost of £2, kindly note that breakfast will not be included with the later session.

We also have an After School Club which runs from 3.15pm until 6.00pm Monday to Friday. Children can be collected from the Foundation stage class at home time by a member of the After School staff and taken to the after school club area. Sessions cost £9.50, which again includes healthy snacks and lots of social activities. They offer an earlier collection fee of just £5.50 if your child is collected before 4.30pm. If your child is entitled to Free School Meals through the pupil premium, a reduction in these fees may be possible, please speak to the Headteacher for further information.

If you would like to register for either of these clubs please ask for further information from the school office, who will put you in touch with Mrs M (Breakfast club) and Mrs Mitchell (After School Club). Kindly note, these clubs are only available when your child becomes a full time pupil at Shaw School.

We have very good links with all the local pre-schools and nurseries, some are happy to collect your child at 12 noon whilst your child is doing shorter days. Please get in contact with the nursery or pre-school directly if you would like to do this.

Further Information

If you have unanswered questions, please refer to Shaw School Handbook, website or Welcome PowerPoint first. If your question is still unanswered, please contact us by telephoning or emailing administrator@shaw.wilts.sch.uk.

Helping Hands At Shaw School



Class Newsletters

Each term the children in the Foundation Stage explore a new topic/theme. Many parents often ask how they can help their child learn about the topic at home. With this in mind a class topic letter is emailed to parents/carers every term containing information about the topic and suggestions on how you can help your child at home. The letter also contains important diary dates and reminders of events that are happening in our class. A copy of this letter is posted on our Parents Information board and available to read on our school website.

Parents Board

This can be found in the cloakroom area of the Foundation Stage Classroom. It displays a class list and important reminders of school events. If you have anything that you feel would be informative and useful to other parents please let us know.

Classroom Helpers

In the Foundation Stage we are always grateful for any time, however long or short, that you can spare to help out in the classroom. Whatever your talents we can always use you. Whether it be listening to children read, playing a game with them, baking, sewing, artwork, or working with a small group of children, we can assure you of a busy and very rewarding time. If you feel you have some time to spare morning or afternoon, please do not hesitate to come and speak to us, so that we can arrange a convenient time and day. If you feel you would like to help but cannot come into the classroom, we are always looking for helpers to cut and colour newly made resources so please just let us know if you would like to help from home.

Kindly note that all helpers will be subject to a full DBS check before they are allowed to help out within the school. Please contact the school office for more information.

Shaw School PTA – P.A.F.O.S. (Parents & Friends of Shaw)

We have a very active and enthusiastic PTA at Shaw school, who organise fun events for both children and adults to raise money for the school. Events have included: Christmas and Summer Fayres, discos, quiz nights etc. These events have allowed the school to purchase a number of resources that they would not ordinarily be able to. The PTA are always on the lookout for new recruits and your support would be much appreciated.

Visit Our Website

www.shawprimary.com

Please feel free to explore our website which gives an insight into the ethos of our school as well as lots of information about children's learning at Shaw School.

We hope you have found this information useful and we look forward to welcoming you and your child to Shaw School. If you have any further questions, please do not hesitate to ask.

L White, J Vines, K Lanegan and C Lemay-Lamb
Foundation Stage Team Senior Administrator