



# Ready for school



## Admissions Booklet

Dawpool Church of England (Aided) Primary School

## **Foundation One Organisation**

Foundation One is a 20 place class, run in a purpose built building in the grounds of the school. The class is run by a qualified teacher and a teaching assistant. Our Foundation Stage team also work closely with The Foundation Two Teacher and Teaching Assistant to plan activities for your children.

The School day starts at 8.45 am and the morning session ends at 11.45am. If your child is staying for a full day the session will end at 3.30pm. Any children staying for a full day will require a packed lunch.

The Government provide funding for 5 x 3 hour sessions per week. You can however, pay for any additional sessions required.

## **The School Day**

No day in Foundation One can be described as a ‘typical’ day. We are always ready to alter our plans in order to grab an exciting new learning opportunity which may suddenly arise. We operate a continuous provision model, meaning that your child can explore the activities on offer, become an independent learner and begin to take responsibility for their own learning and development.

All activities are carefully planned to ensure the children are meeting relevant and exciting challenges. However, children have free access to the majority of resources so they can set their own challenges and activities.

The room contains; Funky Fingers areas to help children develop fine motor skills; Role Play and Small World area to aid imaginative skills, social skills and communication; Maths Area, Creative Table; Construction Area, Easel; ICT Area and Quiet Area. Whilst we also have a Book Nook and Mark Making area we have reading and writing opportunities available all around the classroom. The Outdoor Classroom contains all elements of the above as well as sand and water play. We encourage the children to access their own learning through either the indoor or outdoor environment. We also have a Secret Garden area outside to allow the children to explore in a new and natural environment. Here they enjoy playing in the Mud Kitchen, exploring the plants around them and running and climbing over a range of surfaces.

Whilst we do provide art/messy aprons, on occasion your child may get dirty. Rest assured each mark is evidence of all the learning that has taken place that day.





An example timetable:

- 8.45am – Arrive and settle in. Children to find their name cards, write their names or look at Learning Journeys
- 9.10am – Carpet Time Session – Teaching Input
- 9.30am – Get Busy Time – Children to access a range of pre-planned or self-chosen activities. Also undertake Adult led activities either on a 1:1 basis or in a small group
- 10.40am – Carpet Session 2 – Teaching Input
- 10.55am – Snack Time
- 11.10am – Outdoor Play
- 11.30am – Story time and prepare for lunch or Home time
- 11.45am – Home/Lunchtime

### **The Early Years Foundation Stage**

We deliver the Early Years Foundation Stage (EYFS) which is a framework for teaching children from birth to five years old. The framework consists of four themes. These are A Unique Child, Enabling Environments, Positive Relationships, and Learning and Development.

Within the Learning and Development theme there are seven areas of learning. These are split up into the Prime and Specific Areas. In the earlier part of the school year we will focus more heavily on the Prime Areas as these give the children essential skills to help them learn and develop.

#### **Prime Areas**

- Personal, Social and Emotional Development (PSED) – Key elements of this are encouraging children to be independent; showing confidence in their own ability; thinking about their own feelings and the feelings of others; turn taking, sharing and working with others
- Communication and Language (CAL) – Listening skills are an essential part of children's learning. We will undertake a range of different activities both indoors and outdoors. We encourage the children to 'Use their Words' and support them in finding the words they need to ask for help and communicate with others..
- Physical Development (PD) – Here we look at movement of the whole body, Fine motor skills and Health and Self-Care.

## **Specific Areas**

- Literacy – Reading and Writing come under this heading. We encourage the children to talk about pictures they see in books, look at pictures and words around them, develop their fine motor skills through ‘Funky Fingers’ activities and explore mark making through a range of media. As part of this we follow Phase One of the Letters and Sounds Scheme to help early reading and Writing
- Mathematics – To include Number, Shapes, Positional Language, sequencing events and sizes
- Understanding the World (UW) - This covers a range of topics; customs and cultures, care of plants and animals, talking about the world around us, life cycles and the use of different types of technology.
- Expressive Arts and Design (EAD) – Children learn to express themselves through a range of media; Role-Play, Music, Movement, Art and Design

We teach your child knowledge, skills and understanding through a topic based curriculum to ensure they access a variety of learning experiences, and secure a good foundation for their life-long learning. We aim to keep you informed of the topics your child is learning through so that you may be involved and support them at home and in school.

We undertake a baseline assessment, in all areas of learning, in the first full week of the school year. These judgements are based upon evidence we can see at that time. This then allows us to plan lessons and activities based upon needs, interests and abilities. We will then continue to assess your child termly and alter plans accordingly.

## **Starting Foundation One**

In order to help prepare your child for starting school we ask that you begin to

- Talk to your child about school in a positive way. Even if you may be feeling anxious about this new start, help your child to see it is an exciting step.
- Encourage them to go to the toilet by themselves.
- Help them get used to putting their coat on or off and hanging them up and putting their own shoes and socks on or off. It is so important that for their own confidence and self-esteem they become more independent.
- Encourage them to mix with other children, as social skills are key to the early years of life.

We want all children to settle happily, but we realise some children take a little longer than others. We understand that it can be very difficult to leave a crying child, but sometimes it is the best thing you can do as children can settle quickly and are soon distracted by play activities. If you ever feel worried after leaving your child, you can telephone the school to find out how they are. Please rest assured that should your child be distressed for any length of time, we will telephone you.

To help minimise any anxiety you may have we offer a settling in session in July. This is an opportunity for you to come into school for 45 minutes to view the setting and see it in action. During this session your child will be encouraged to freely explore the room and mix with the other children whilst we have a chat to you about your child's achievements and any concerns you may have. This is also an opportunity to fill in all the necessary forms.

### **Parental Involvement**

As part of this we encourage you to come into school with your child each day to help settle them in. They are always eager to show off their new learning environments to their parents. We believe close working between home and school is vital to us identifying your child's learning needs. We aim to provide opportunities for you to be involved and support this important relationship. We realise your child's first years at school can be daunting for you as well as them and we want you to know that we are always available to support you in any way possible.

Once a week we will have your child's Learning Journey available for you to look at. We welcome your comments on your child's learning and ask that you jot down any observations and information on our 'Parent Comment Forms' so that we can feed these into your child's learning journey.



## **Health, Safety and Security.**

All our Foundation One staff are first aid trained, so in the event of an accident or injury necessary first aid will be given and if required, you will be contacted as soon as possible. In the case of vomiting and diarrhoea children will need to be kept off school for 24 hours. Due to the physical nature of learning in Foundation One we ask that no jewellery is worn in school.

The classroom door will be locked at 9.00am. If access is required after this time please go to the school office via the secure gate in the car park. Children leaving early or arriving late will need to be signed in or out via the school office.

For added security, in Foundation One, we will only release your child from our care to adults who have permission to collect him/her. We will therefore need you to provide us with a list of people authorised to collect your child.

If, in an emergency, you need to send someone else to collect your child from school, we ask that you provide a password. This is to ensure we safely hand over your child to an adult who may be unknown to us.

If you are delayed in collecting your child for whatever reason please contact us and let us know when you expect to arrive (we will be able to reassure your child and explain why you are going to be late). We would hopefully be able to accommodate the additional care needed (up to half an hour); otherwise we will contact other adults on your emergency contact list and arrange for them to collect your child.

It is very important that we always have an emergency telephone number. If you change your contact details please let us know immediately.

## **Safeguarding**

The care of our children is vitally important. Mr Burrows, is responsible for safeguarding and all of our staff have received safeguarding training. If you have any concerns regarding any safeguarding matter, please speak to a member of staff.

## **Attendance**

If your child is unable to attend a session it is important that you telephone the school before 9.15am and let us know, sending a letter on their return giving a reason for their absence. Regular and punctual attendance is very important and begins the good habits of being at school from an early age. The school telephone number is 0151 648 3412.

## **Uniform**

The Uniform for Foundation One consists of a Sky Blue Polo Shirt and a Royal Blue Sweatshirt. These items are embroidered with our Foundation One school badge and are available from the school office. We ask that children wear items of clothing that they can manage independently when going to the toilet or taking part in PE lessons. Tracksuit bottoms or leggings are ideal for this. Shoes need to be flat and practical as the children will be using our outdoor area and play equipment. Trainers or shoes with Velcro straps are ideal.

As we aim to access the outdoor environment daily, whatever the weather, we ask if you could send into school a pair of wellington boots. These may be left in school.

As children of this age are gaining in independence we understand they may still have the occasional toileting accident. Please therefore leave in school a bag of spare clothes for us to use if required.

As we do send home a weekly library book, letters and pictures, we do ask that you bring to school daily a suitable named bag, to allow things to be transported safely. School Book bags are available from the office. Please make sure every item of clothing has your child's name on it.

### **Snack**

We have a set snack time every morning and afternoon. These are a wonderful opportunity for the children to develop social skills by chatting to their friends, sharing and using their manners. Our school participates in the National Fruit Scheme, in which your child will receive a free piece of fruit every session.

Milk for the under 5's is free in school. If you would like your child to receive free milk you must go online and sign up via Cool Milk. A leaflet is enclosed in your pack and additional leaflets are available from the school office.

To ensure your child has constant access to water during the day we ask that you bring into school a named water bottle each day.

Whilst the children have the opportunity for a healthy snack each day we would like to, on occasions, vary the snack to include breadsticks, raisins, rice cakes, toast, cereal, pitta bread, cultural foods and different types of fruit and vegetables. We ask if you would be willing to pay a voluntary contribution half termly towards the cost of this.

**Please let us know of any allergies or dietary requirements that your child may have.**

## **Dropping Off and Collection Policy**

### **Collection**

- We will only release your child from our care to adults who have permission to collect him/her. We will therefore need you to provide us with a list of people authorised to collect your child.
- If, in an emergency, you need to send someone else to collect your child from school, we ask that you provide a password. This is to ensure we safely hand over your child to an adult who may be unknown to us.
- If you are delayed in collecting your child for whatever reason please contact us and let us know when you expect to arrive (we will be able to reassure your child and explain why you are going to be late). We would hopefully be able to accommodate the additional care needed (up to half an hour); otherwise we will contact other adults on your emergency contact list and arrange for them to collect your child.

### **Failure to Collect a Child Policy**

- If staff have not heard from you and you are very late, they will try to make contact with you or other adults on your emergency contact list. If staff are unable to contact anyone on that list they will contact social services and follow their advice.

Dawpool Church of England School reserves the right to make an additional charge for late collection.



### **Dawpool CE Aided Primary School**

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