

Pimperne CE VC  
Primary School



# Early Years Handbook for Maple Class



Pimperne CE VC Primary school

Newfield Road

Pimperne

Dorset

DT11 8WF

Tel: 01258 452025

Email:

[office@pimperne.dorset.sch.uk](mailto:office@pimperne.dorset.sch.uk)

Website:

[www.pimperne.dorset.sch.uk](http://www.pimperne.dorset.sch.uk)

# Early Years Provision at Pimperne Church of England Primary School

## Staffing:

Miss S Lee - Class Teacher

Mrs K Brown - Teaching Assistant



Miss Lee and Mrs Brown undergo regular professional development to keep up to date with new legislation in Early Years education.

## Admissions Policy

Children aged 5, between 1st September 2018 and 31st August 2019, are now admitted to school on a full time basis. Prior to starting school, parent(s)/carer(s) and children are offered a home visit by their future teachers. The home visit takes place in September and gives parent(s)/carer(s) a chance to discuss their child and ask any questions relating to his/her entry into school. It also allows the child and teaching staff an excellent opportunity to get to know each other in an environment in which the child feels secure.

## Induction



Prior to your child starting school in September, you will receive a welcome pack and will be invited to an information evening. This gives you an opportunity to ask questions, learn about the school, learn about the Early Years Foundation Stage (EYFS) Curriculum and talk with other services and facilities available to the school and your child. Following this, your child will be offered the opportunity to visit our school for two 'Stay and Play' sessions. In addition, it is our aim to visit every child in their pre-school setting before the end of the Summer Term. We hope that by developing your child's familiarity with our school and key staff, they will begin to settle quickly and with ease.

# The Early Years Foundation Stage

The Early Years Curriculum is based on the recognition that children learn best through play, exploration and active learning. This is a very important stage as it helps your child get ready for their school years ahead. It prepares them for their future learning and successes whilst also aiding the development of good social skills.



At Pimperne Primary School, we aim to ensure that a child's early years experience is happy, active, exciting, fun and secure.

By providing a relevant, child centred and challenging curriculum we support every child's development and learning needs. Learning is developed alongside assessments and observations and incorporates the children's interests.

Each child is unique and will come to school with different aptitudes and interests. There are, however, certain characteristics that can be generally attributed to most four and five-year-olds: they have enormous energy and great curiosity about the world around them. Many four-year-olds are verbally competent. They ask endless questions and learn through their own spontaneous activities - exploring their environment. Four-year-olds think mostly of themselves and see things from their own point of view, but social development is beginning to take place.

We ask our partner EYFS settings to help prepare children for school by encouraging independence in toileting, eating and dressing. They also develop sociable behaviour (including encouraging children to ask for help), gross and fine motor skills, listening skills and speaking skills.

With the above in mind, we strive to provide a stimulating environment in which each child can learn through first hand experiences and through exploration and play. The experiences are carefully planned to develop skills in different areas of the curriculum, as well as developing the child's independence and their social interaction.



# The Areas of Learning and Development

There are seven areas of learning and development that shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

## The three prime areas are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

## The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



**Communication and Language** – We give children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

**Physical Development** – We provide opportunities for young children to be active and interactive and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food and hygiene.

**Personal, Social and Emotional Development** – We help children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.



**Literacy** – We encourage children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials, including the use of ICT) to ignite their interest. Children develop their awareness and knowledge of phonics (letter sounds) through a range of games and activities.

**Mathematics** – We provide children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating the answers to simple addition and subtraction problems and describing shapes, spaces and measures.



**Understanding the World** – We guide children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.



**Expressive Arts and Design** – We enable children to explore and play with a wide range of media and materials. In addition, we encourage the children to share their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance role-play, and design and technology.



# **A**ssessment, Planning and Progress in Partnership with Parent(s)/Carer(s):

At Pimperne Primary School we assess children on entry into school. This assessment is known as the 'Baseline' assessment. It provides a system by which to measure each individual child's progress from the start of Reception. We believe it gives us important information to monitor future progress and to plan appropriate next steps for each individual.



Learning Journals record the continuous progress of each child. Examples of work and observational notes, which help to inform the next steps in your child's development, are kept online using a programme called Tapestry. Tapestry is a fantastic tool which not only allows Reception staff to assess a child's learning, but also allows parent(s)/carer(s) to see their child's learning. By providing your email address, you are able to access your child's Tapestry account and add any home learning your child completes too. Any evidence added from home learning helps to support the end of year judgments made in each of the 17 Early Learning Goals.

Parent(s)/carer(s), at our school, are welcome to make appointments to see the Class Teacher to clarify matters and ask key questions at any time. We pride ourselves on an open door policy and welcome you to share any successes or raise any queries with us. We are usually more readily available at the end of most school days, or will be able to offer you a mutually convenient time to meet. Should you have any queries, no matter how small, we do strongly encourage you to talk to us, write to us, email the school office or telephone us at the earliest opportunity. We are committed to creating a positive relationship to benefit each child in our care. In addition to the regular teacher and parent(s)/carer(s) conversations, the Class Teacher may contact you on a more formal basis regarding your child's progress.



We believe that parent(s)/carer(s) are the first and most enduring educators. When parent(s)/carer(s) and practitioners work together in early years settings, the results have a positive and lasting impact on the child's development and learning.

We firmly believe that in order to do our best for your child, we must create an environment of mutual trust and respect between you, your family and

our whole school team - where your child remains at the very heart of this process. Children do receive suggestions for home learning activities to develop progress or interest in learning themes. By sharing in this, you help support your child's development.

## **C**urriculum Maps

At the beginning of each new term, curriculum maps are both sent home, added to the class Tapestry account and displayed in the Reception classroom. These provide a brief outline of our learning intentions for the term ahead, across the different aspects of the EYFS Curriculum.

## **O**ur School Timetable

**School Hours** - Autumn, Spring and Summer Terms

- 8.30am - Reception classroom door opens
- 8.45am - Parent(s)/carer(s) to exit school premises (should you wish to see school office staff, please use the main reception entrance)
- 8.50am - The morning class register closes
- 8.40am to 12.00pm - Morning learning and activities
- 12.00pm to 12.50pm - Lunchtime
- 12.50pm - The afternoon class register closes
- 12.50pm to 3.00pm - Afternoon learning and activities
- 3.00pm - The school day ends

Our school gates are closed and secured at 8.50am.

Should you arrive after this time, access is only available via the main school entrance and office. If arriving after 9am, parent(s)/carer(s) may use the main school drive to drop off, but please be aware that this entrance is otherwise designated for school staff, emergency vehicles, deliveries and the school bus.



# **S**tarting the Day

In Reception, our doors open at 8.30am and on arrival you and your child can access the classroom via the main classroom door. We ask that you initially help your child to hang their coats, bags and find their name on the welcome board before entering the classroom.

We have a settling time between 8.30am and 8.45am where there are a range of familiar activities on the classroom tables that children can choose from. We ask that you aid your child to choose an activity and engage with them by talking about what they might do. Once they are settled, we ask that you leave your child to their learning activity.

Later during the year, at 8.45am when the children have settled into a routine, we begin to gather together on the carpet for registration. We also use this time to talk to one another and discuss the day ahead.

Towards the end of the year, we continue to adapt the children's routine so that they progress towards understanding what might be expected of them in Year 1. This is when they begin to line up in the playground with the other classes.

*A good start to every child's day is essential and we ask that you try to help us in this by getting your child to school in time for these 'settling' activities.*



# Our Environment

The Reception classroom consists of two main areas:

Inside, a large light room provides curriculum areas, storage and display areas as well as a book corner and an interactive television.

Outside, the children have daily access to their own outdoor learning environment. The continuous provision of outdoor learning activities includes sand and water, large construction and role play to support opportunities to develop both mathematical and literacy skills. Our outdoor environment gives opportunities for both adult and child led activities that reflect all aspects of the curriculum.

The school hall provides an area where larger resources are used to develop gross motor skills. Furthermore, the hall is used for activities such as Storycises (our Physical Development programme), role play, singing and clapping games and social activities.

The main playground, games courts and field areas are used for physical education throughout the year as well as lending themselves to becoming an enormous outdoor classroom and a fantastic learning resource.

A rich and varied environment supports children's learning and development. It gives them confidence to explore and learn in secure and safe indoor and outdoor spaces.



# Snack Time

Our daily healthy snack time is a very special, sociable occasion! Emphasis is placed not just on trying some different healthy foods but on the social side of sharing a snack with friends too.



Every child is asked to bring a water bottle to school as we actively encourage the children to drink water regularly, particularly after playtimes. Children's drink bottles are stored in easily accessible locations within the Reception base. Children less than five years of age are entitled to free milk - a form will be given to you so that you may benefit from this. Children older than five are offered the option of milk - further information about how to purchase this is available at the school office.



# Playtimes

Initially, until we feel the children are ready, our playtimes are separate from the whole school. Even though some of our children have siblings throughout the school, we encourage them to form their own peer friendships. As the children settle and we believe them to be ready, we begin to introduce them to aspects of mixed year group plays and then whole school playtimes.



# Lunchtime Routine

Since September 2014, children in Reception and Key Stage One (KS1) are offered 'Universal Free Infant School Meals (UFISM)', these are supplied by our provider, Local Food Links (LFL). Parent(s)/carer(s) are asked to register online and order the regular meal, vegetarian option or jacket potato online. If you think your child could receive the benefits of Free School Meals (FSM), which includes and extends beyond the Universal Free Infant School Meals, please speak to either the Class Teacher or the office staff as this information benefits the school in supporting your child. Please note, menu choices have to be made at least 7 days in advance. The majority of children opt for hot lunches in KS1, however, you are more than welcome to provide a packed lunch at any time.

As a Healthy School, we build many opportunities into our teaching and learning to heighten children's awareness of the importance of eating a balanced diet. We look for your support in this when preparing your child's healthy lunch box. We ask that no food containing nuts are brought into school as we do operate a '**nut free**' policy due to allergies within our current school population. As a Healthy School, we also request that fizzy drinks and sweets are left at home.



# H

## Health and Safety

If your child is ill, please ring the school in the morning (before 9.00am) and let us know the nature of the illness - especially if it is infectious. Please keep your children at home until fully recovered as they will not benefit from school if unwell and may 'share' their illness with their friends. The advice we follow is the "48 hour rule". Should your child have been sick or suffered from diarrhoea, please keep them at home until 48 hours has passed since the final bout.

Occasionally, it is necessary for a child to receive prescribed medication during the school day (e.g. in cases of asthma or a course of antibiotics). Should your child require any medication, it is necessary for a form detailing medication and dosage to be completed – please speak to the office staff about this.

When outside, the children are always supervised by an adult. The play areas are fenced and securely gated. At the end of a school day, children should be collected from outside the Maple (Reception) classroom door. It is very important that should there be a different adult who will collect your child from time to time, the school office or Class Teacher is kept informed. The Class Teacher will ensure a smooth handover of your child to the identified adult. You are encouraged to use the **'Home and School Partnership Book'** to keep staff informed as to a change of collection person.

# E

## Equal Opportunities

Pimperne Primary School, in keeping with all the Blandford Network Primary Schools, is committed to the fundamental principles of equality of access and opportunity (unbiased treatment and equal value of individuals). Achieving this aim involves a partnership of teaching staff, governors, parent(s)/carer(s) and the children themselves. As outlined in the school policy, the governors are fully committed to the principles of equal opportunity and will do all in their power to ensure that these principles are observed. A designated governor has been appointed to oversee Equal Opportunity in our school.

# **S**pecial Educational Needs and Disability

The main objective of our Special Educational Needs and Disability policy is to ensure that all pupils share the same statutory right to a broad, balanced and differentiated curriculum which is relevant to their needs. The policy implements the Department for Education Code of Practice on Identification and Assessment of Special Educational Needs and Disability.

## **B**ehaviour Policy

We encourage a sense of self-respect and we help the children to learn to have care and consideration for others. Should there be problems with a particular child, our policy is to contact his/her parent(s)/carer(s) immediately. We find that children are best helped when parent(s)/carer(s) and school staff work together.

## **R**ewards and Sanctions

We constantly use praise to encourage children to make the right choices in their behaviour and attitude. We use a range of strategies to motivate and reward effort and achievement. Stickers are a very popular reward. The children enjoy collecting their own class rewards as this leads to a Headteacher's certificate.

If we feel that children need to have boundaries reconfirmed, we begin by talking to the children - letting them know what we expect. We understand that children will not know our expectations when they arrive at Pimperne Primary School and we will work with them across many aspects of school life to reinforce the right choices. In the event of any persistent difficulties that your child may experience, we would ask to talk with you so that we can work together to support your child.

Your child may talk to you about other children in their class. If there are any incidents regarding your child that concern you, please speak to Miss Lee at the earliest opportunity. We feel strongly that by doing this you will have the full picture of events.



# Home Learning

In Reception, it is often found that after a full day at school the children are tired on returning home. We firmly believe that in order to be ready for the next day, they should have time to rest. We believe that sharing a book before bedtime is a fantastic opportunity to talk to your child and engage in an activity together. However, as your child's phonic knowledge increases, bedtime may not be the ideal time for them to be reading to you as they are often too tired. During the year, suggestions for some activities that you may wish to do at home will be given for you to further support your child. In class, we teach reading skills. In line with our Home Learning policy, we recommend that **phonics practise or reading is completed 4 times a week** and **mathematical development is discussed/completed at least twice a week**. Ideas for this will be shared with you at the start of each term.

## Keeping You Informed

As we work together to support your child, we try to ensure that you become part of their learning journey in as many different ways as possible. In the Autumn Term, we offer a variety of curriculum meetings to help support your child at home by consolidating some of the learning they are doing in school. We also reach out to you on a regular basis via the Reception (Maple Class) Tapestry account, the class Curriculum Planning Map, our class website page (Maple Class), text messaging service and the school newsletter.

## Volunteering

Once our Reception children have settled into their class, we would welcome offers of help to further enhance our children's learning. Volunteers may be asked to support games, activities or help in other ways. Additionally, if you are able to help prepare any resources at home, we would very much appreciate the offers of help.



# Uniform

Our school uniform is simple, comparatively inexpensive and adds greatly to each individual feeling a sense of pride and belonging to our school.

Book bags (given to you during your home visit in September) and fleeces with the school logo on, are also available. All items of School uniform and PE kit can be purchased from Ragtags in Blandford or if preferred, school t-shirts and sweatshirts can be purchased online at [www.tesco.com](http://www.tesco.com).

In Reception, children are frequently learning outdoors and therefore a warm waterproof coat is essential so that they can fully access the opportunities available. Due to health and safety, we encourage children not to wear open toed sandals, even in Summer.

## Boys and Girls PE Kit

### **Children will require the following:**

- Black pumps or plimsolls for indoor games and dance
- Trainers for outdoor use
- Jogging bottoms (navy or black)
- Warm jumper for outdoor use (navy or black)
- Shorts for indoor and outdoor use (navy or black)
- School PE t-shirt (given during information evening)
- Spare socks
- Sun hat in the summer
- Named bag to keep PE kit in

### **All uniform should be clearly named please.**

We send PE bags home half termly for washing, but appreciate them remaining in school for the week.

Jewellery must not be worn in school for health and safety reasons. We cannot accept responsibility for any damage caused by earrings. If your child wears glasses please check with your optician that the glass is suitable for physical activities (i.e. shatterproof lenses).

## **W**hat to Bring/Wear...

- Named school uniform (evens socks!) daily
- Named water/shower proof coat daily
- Named PE kit (please see 'Boys and Girls PE Kit' above for list of clothing) in named drawstring style PE kit bag - please avoid big rucksacks as they will not fit on your child's peg
- Named wellies (these can be taken home for weekends so there is no need to buy a new pair)
- Named spare clothes, in named plastic carrier bag for potential accidents - they do happen!
- Named water bottle daily
- Named bookbag (given during Home Visit)
- Named sun hat and suncream for any hot days and for the Summer Term

## **H**ome Visits

You will be offered an optional September Home Visit. We find home visits hugely benefit the child as they see school staff in their safe, home environment. Home visits also allow parent(s)/carer(s) the opportunity to ask any questions about their child's new adventure.

## **S**tart Dates

Start dates for September 2018 are currently under review.

## Community Links

We are always proud to take our children into the local community or invite visitors in. We aspire to further our already established, strong links with the surrounding areas so that our children can benefit from the skills and talents of others whilst gaining new experiences to enrich their learning. We regularly join with St Peters, our local church, to celebrate together at special times throughout the year. We are supported through Collective Worship by a number of Clergy who work both through the Benfice and surrounding community.



## Complaints Procedure

We hope each child will settle happily into our school, however, if any problems arise, large or small, the Class Teacher is always available and happy to talk to parent(s)/carer(s) and should be the first port of call.

If any issue is not resolved during the meeting with the Class Teacher, an appointment should then be made with both the Headteacher and Class Teacher at a mutually convenient time.

If you wish to make a complaint under Section 23 of the Education Reform Act, copies of the local arrangements procedure to be followed should be requested from the Headteacher, or alternatively are available at local libraries, or from: The County Education Officer, Education Department, County Hall, Dorchester, DT1 1XJ.

All other relevant Local Education Authority and Department of Education documents are available from the School Office.