



St. Bernadette's Catholic Primary School

Early Years Foundation Stage

Parent and Carers Handbook

2020/2021

Learn to love – Love to Learn



## Mission Statement

*"At St Bernadette's Catholic Primary School you will find us caring, hard-working and co-operative. We follow the ways of Jesus using our talents and gifts to make our school special. We show respect to all and welcome you."*

## Welcome

This handbook is designed to give you an insight into the time that your child will spend in the Foundation Stage (Nursery and Reception Classes) at St Bernadette's Primary School and Nursery. We aim to provide a happy and welcoming atmosphere in a secure and stimulating environment, where your child can develop in confidence, make personal, social and academic progress and work towards becoming an independent learner. At St Bernadette's we strongly believe that children in the Foundation Stage learn best through first-hand experience and structured play activities. To your child, play is their 'work' and we value it as such.

We hope that you find this handbook helpful. If you have any comments or queries, please feel free to discuss them with your child's key worker.



## Early Years Foundation Stage

### What Do We Mean by 'Foundation Stage'?

The 'Foundation Stage' relates to children from birth to age 5 years and, since September 2000, has been a curriculum stage in its own right which is separate from Key Stage 1. In primary schools, the 'Foundation Stage' means Nursery and Reception children. The new EYFS curriculum was launched in September 2012. Children in the Foundation Stage work towards 17 Early Learning Goals. These are the knowledge, skills and understanding the children should have gained by the end of the academic year in which they turn five. Children are then assessed at the end of the Foundation Stage as to whether they have achieved, not achieved or exceeded the Early Learning Goals.

### The 'Foundation Stage' Curriculum

We believe that Early Years education is a valuable and vital introduction to school life. It welcomes, settles, nurtures and prepares children for the subsequent years in school. Research shows that young children learn most effectively through play and through first hand practical experience. We firmly believe that this is true and use this knowledge as the basis for everything we do. The Foundation Stage at St Bernadette's provides a variety of opportunities across the curriculum for children to develop skills, knowledge and understanding, through play. Both our Nursery and Reception classes have the benefit of a purpose built outdoor play area. The play that takes place outside is carefully planned and well resourced so that the children can develop the same skills and knowledge that we promote inside.

There are seven areas of learning in the Foundation Stage.

### Prime Areas

1. Personal, Social & Emotional Development
2. Communication and Language
3. Physical Development

### Specific Areas

4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

These areas of learning and development are delivered through planned, purposeful play opportunities with a careful balance between adult-led and child initiated activity.



## The Principles of the Foundation Stage

- Much emphasis is given to the Personal, Social and Emotional Development particularly during the first term. Children need to feel happy, safe, secure and valued to ensure progress in all areas of learning.
- Priority is given to forming good relationships with peers and adults, discovering their new setting and settling into routines.
- Activities are based upon what children already know. Success is ensured by building upon these foundations through careful early and continual assessment.
- Once children have developed a strong self-confidence their learning rapidly progresses and they will be stretched and challenged appropriately.
- Activities are practical, hands on and most importantly fun.
- There will be a variety of structured play activities to choose from as well as focused 'work' led by adults.
- Children are encouraged to make their own choices and decisions and to initiate their own activities, developing into creative, independent learners.
- They are given time to become engrossed in activities they are particularly interested in and opportunities to move on when ready

## Topics 2017/2018

(These may change dependant on child interest)

	Nursery	Reception
Autumn 1	1, 2...I'm 3!	What makes me special?
Autumn 2	Let's celebrate!	What is in the sky?
Spring 1	Frosty Fun	Can you tell me a story?
Spring 2	Growing and Change	Are dinosaurs real?
Summer 1	Yum, yum, in my tum!	Who lives in a castle?
Summer 2	Real Life Super Heroes	What is sown at the bottom of the garden?

## Visits

The children will have the opportunity to become involved in a variety of educational visits as part of their topic work. We have developed local links with organisations such as The Eco-Park and we take part in workshops offered by outside visitors.



## Every Child Matters

We welcome all children, and believe that it is our duty to make sure that all children and families feel included, safe and valued; that all children and adults are treated as individuals and are not discriminated against; and that all children and adults are listened to and respected.

## Special Educational Needs

Every child matters and is valued as an individual. It is our statutory responsibility to identify and respond to needs which could lead to the development of learning difficulties. It is essential for us to work in partnership with parents to ensure that we provide the best possible support for children and families at school and at home.

## RE

The Catholic faith is an integral part of life here at St Bernadette's School. Children in their early years in Nursery and Reception are encouraged to follow the teachings of the faith through becoming involved in simple prayer services, assemblies and Masses. We ask you to support your child and foster their faith at home.





## Learning to Read



Following the Government's review of early reading, our school has adopted the Read Write Inc programme used in Reception and Nursery. This is a programme of systematic and high-quality phonics teaching which is based on the sounds that letters make in words and how they blend together to make words or how words can be segmented so that we can spell them.

### Reading Books

Your child will bring home a reading book each week. We are encouraging each child to care for their belongings. We want to foster a love for books and stories. If nurtured, this love will last a lifetime! Please tell us if the book is lost, defaced or damaged. These resources do not last forever even though they are replaced regularly. We do ask you to show your child that they must handle them with care.

If books are lost, damaged or defaced we will accept a small voluntary contribution towards a replacement. The following guidelines will help you when your child brings the reading folder home.

### How to help your child with their reading

- Talk to your child about anything and everything as much as you can.
- Try to share a book with your child every day.
- Point out simple print around you to your child.
- Sing songs and rhymes together as often as possible.
- Choose a suitable time to share a book. Not a time when your child is tired or you are in a rush.
- Find a quiet, comfortable place with no distractions.
- Read the school reading book together every day.
- Little and often is the key. 10 minutes is sufficient but it must be regular.
- Read the story first to your child, talk about the pictures and remember always talk about the content of the book and what might happen.
- Praise and encourage your child at every opportunity. You want to foster a lifelong love of reading.



## Behaviour and Rewards

Our behaviour code is based on Christian values. We expect children to be polite, cooperative and considerate of others. Staff are committed to creating a school environment where these qualities are seen to be important and are positively encouraged. Classroom behaviour is based on simple rules that the children can understand and have confidence in. This code is based on a number of simple rules that relate to all aspects of school life.

Here follow the 5 positive behaviour statements that we follow at St. Bernadette's:

- We always show respect and courtesy to others and their property.
- We always show respect to the efforts of others.
- We always speak nicely and play nicely.
- We are always sensible when moving around the school.
- We will always seek help if we have a problem.

### **Rewards in Nursery**

Teachers will give stickers and certificates to children when good behaviour and attitude is displayed. Stamps and stickers are used in books to reward good work. Displays are evident where a star pupil is displayed for their peers to see.

### **Rewards in Reception**

In the autumn term, children are awarded stickers for good behaviour for display in their classroom. Children will be provided with a behaviour certificate if they have received the desired amount of stickers (this is at teacher discretion but should be at least 80% or more) at Christmas time. Children in the spring term with consistent good behaviour will be awarded a sticker per week for their individual chart. When their chart is completed they then receive their badge at a special awards assembly when parents are invited to view the presentation. Those who do not achieve certificates at the end of the autumn term, can attempt to do so in spring term and so on. Children who do not receive their badge in the spring term can achieve this in the summer term.

### **Discipline and Sanctions**

Children are regularly reminded of the standards of behaviour that we expect at St Bernadette's. We aim to avoid serious behaviour problems by encouraging and motivating children to behave appropriately. If poor behaviour is persistent, a child may be asked to sit in a 'time out' area (for 3-5 minutes) to consider their actions. Sanctions may be used for serious behaviour problems and at this stage parents will be informed so that we can discuss together how best to encourage good behaviour (please refer to the school Behaviour policy on our school website). Children are always given the opportunity to explain their actions and to consider the consequences of their behaviour. We actively model the positive behaviour that we encourage



## Working In Partnership with Parents

We are aware that the first days at Nursery or Reception can often be more daunting and emotional for you than your child! We make every effort to keep you in touch with your child's experiences and progress throughout these important first years.

These are the ways in which we do so –

- Taster sessions and induction days before starting.
- Various information, letters regarding curriculum overview and how to support your child with their learning.
- Parent's Evenings held in both the autumn and spring terms.
- Inspire workshops, Stay and Play and Parents' Open Week where we provide an opportunity for parents to work with their child across a range of curriculum areas including literacy and mathematics.
- An Annual Report covering the seven areas of learning and development and general comments at the end of the academic year.
- Home School Communication Diary,

We believe it is very important to share information with one another about your child's achievements, targets and emotional well-being. We will let you know of their triumphs or difficulties along the way, please feel free discuss any concerns with us. We hope that through these various ways we can work together to teach and support your child.

### **Child Protection Procedures**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham safeguarding Children Board. If you want to know more about this procedure, please see the school website.

If staff become aware of or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy please see the school website.



## Starting Nursery or Reception

### Key Worker

Your child will have a key worker who will support them with their personal, social and emotional needs. In Nursery and Reception this key worker may be the class teacher or a teaching and learning assistant. They will be there on hand if you have any queries or questions.

### The School day

#### NURSERY HOURS

8.40am - 2.50pm  
8.40am - 1.50pm Friday

#### RECEPTION HOURS

8.45am - 3.00pm  
8.45am - 2.00pm Friday

### Attendance and Punctuality

Please make every effort to conform to school times of arrival and collection. Children feel secure in a routine followed by everyone else. They can easily become unsettled if routines are disrupted. If your child is late to school then they will receive a late mark. If you have children in the Nursery and the main school, please ensure that you collect Nursery children first.

### Absence

If your child is absent, please let us know the reason by phone call on the first day of absence by 9.30am **and** send a letter of explanation on the child's return to school or personally when your child returns. All absences will be included in your child's end of year report. **N.B:** If your child has sickness or diarrhoea please keep them at home for at least **48 hours from the last occurrence of the problem**. This is to safeguard other children from infection.

### Safety

The wellbeing and safety of your children is paramount. We ask you, therefore, to always make it known to us if someone other than yourself is collecting your child. In the event of a child being collected late, please phone the school office. All children will be taken to wait in the main reception area to await your arrival. Contact Details are taken as you join the school. It is important that these are kept up to date and that you inform the school of any changes immediately.

### Transition

Staff endeavour to make the transition from Nursery to Reception and from the Foundation Stage to Key Stage One as smooth and consistent as possible. Our Transition Policy ensures that there is consistent practice of routines and behaviour both in the classroom setting, at

playtimes and at lunchtimes. Children have the opportunity to meet their new teacher on transition day so that they will become familiar with their new setting. The children's personal, social and emotional needs are paramount during the transition process.

### Uniform

#### **Nursery**

##### **Winter Uniform**

Grey skirt – girls

Grey trousers – boys

Red jumper/cardigan/sweatshirt  
(stocks with school logo available  
from the school office)

White polo shirts with school logo

Black, flat shoes (not boots, plimsolls or  
trainers)

Grey, black or white socks or tights

##### **Summer Uniform**

Red and white, check summer  
dress (girls)

Grey shorts/trousers (boys)

Black flat shoes

White polo shirts with school logo (available  
from the office)

#### **Reception**

##### **Winter Uniform**

Grey skirt – girls

Grey trousers – boys

Grey jumper/cardigan/sweatshirt  
(stocks with school logo available  
from the school office)

White hard collar shirt

School tie (available from the office)

Black, flat shoes (not boots, plimsolls or  
trainers)

Grey, black or white socks or tights

##### **Summer Uniform**

Blue and white, check summer  
dress (girls)

Grey shorts/trousers (boys)

Black flat shoes

White polo shirts with school logo  
(available from the office)

Children's hairstyles should be suitable for school. Shaven/patterned or coloured styles are not appropriate and children with longer hair should have it tied back. Hair-bands, if worn, should be plain and simple—they should not be a fashion statement. A plain dark coloured band is acceptable. On health and safety grounds, the wearing of jewellery or watches is not permitted in the Foundation Stage.

#### **PE Kit**

In Nursery children only take off their shoes, socks and jumpers. For this reason they do not need a PE kit. In Reception children should have black shorts, white T-shirt and pumps with items clearly labelled and in a PE bag. Tracksuits or sweatshirts may be worn outside in cold weather. This will remain in school at all times and will be brought home at the end of each half term for washing.

## Coats

Please bring a waterproof coat everyday unless the forecast is very hot. The children have outdoor play and activities every day. Please also provide a cap or sunhat for the summer. Please also administer sun cream on hot days prior to attending school.

## Book Bags

Your child will need a book bag when they start at St Bernadette's. Please bring it every day as all letters and information will be sent home in your child's bag.

**Please name all items clearly**

## Food and Drink

### Lunch

The meals provided at St Bernadette's are cooked on the premises, are of high quality and meet the minimum nutritional standards. St Bernadette's promotes healthy eating and a varied menu is provided on a daily basis using fresh ingredients. The Government provides a free school meal for all children from Reception to Year 2. The cost for Nursery children is available from the school office. Meals should be paid for in advance on a weekly or termly basis. Monies should be posted in the secure post box outside the school office in an envelope marked with your child's name, class and the amount enclosed. Application forms for free school meals are available from the school office. If your child would prefer a packed lunch please ensure that they bring something healthy. As the school participates in the Healthy Schools initiative we would ask that you do not include packets of sweets or chocolate bars, chocolate biscuits, cakes or crisps (except for Fridays).

### Snacks

We are part of the National School Fruit Scheme. This means that all children in Foundation Stage and Key Stage One will receive a piece of free fruit or vegetable for their morning snack. Children are not allowed to bring their own snacks to school. In Nursery children are offered an additional healthy snack such as toast with low fat spread, raisins or bread sticks.

### Drink

Milk is provided free of charge until your child reaches the age of 5. Fresh drinking water is available at all time throughout the school day.



### Medical Care

- Asthmatic children should have inhalers in school every day. Teachers will look after the inhalers.
- Similarly, children who have allergies and who are on medication should have this available at school (e.g. prescribed antihistamine or epi-pens.)
- Parents should ensure that their child's inhaler/medication is labelled with the child's name and it is their responsibility to ensure the medication is in date.
- Parents are reminded that we are not in a position to oversee or administer medicines. Medicine should be given before school and upon returning home.
- We recognise that there are times when it may be necessary for a pupil to take medication during the school day. Parents are permitted to come into school at lunchtime to administer any other medicines on a short term basis.
- Pupils with a long term medical condition will need a care plan in school to allow staff to administer medication.
- Cuts, bumps and bruises are treated with a cold compress, ice pack, or plaster if necessary as well as plenty of TLC. In the case of a serious accident you will be contacted immediately. A member of staff with first aid qualifications will take responsibility until you arrive at school. You will receive a 'Bump' note giving details of any incident or accident which has taken place during the day and a member of staff will talk to you about what has happened.

### Toileting

It is expected that all children are toilet trained prior to starting Nursery. Children will always be encouraged to be as independent as possible in this area. If you need advice on helping to toilet train your child please contact your health visitor who can provide help and advice. Sometimes it may be necessary to change a child who has wet or soiled him/herself - this is always carried out discreetly and in the presence of two adults. We ask that you read the intimate care policy and give your permission for staff at St. Bernadette's attend to the care needs of your child if they wet or soil themselves. We ask you to return any borrowed clothes once they have been washed.



Finally...

We hope that you have found this handbook informative and that it has answered many of the questions that you may have had. However, if you need clarification on anything at all, staff will happily discuss any aspect of work, play, progress, assessment or behaviour at the end of the day. If preferred and if more time is needed, an appointment can be made. School policies can be viewed via our school website: [www.stberns.bham.sch.uk](http://www.stberns.bham.sch.uk). Others may be requested via your child's class teacher. For any information regarding children under the age of 5 please go to [www.foundationyears.org.uk/parents/](http://www.foundationyears.org.uk/parents/).

Our aim is to provide an environment in which your child can develop into a creative independent learner. Where they will be excited and motivated by all the opportunities presented to them and become an active member of the family that is St Bernadette's School.

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