



# Early Years Handbook



2018-2019



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For more information visit our website at: [www.fairfieldprimary.co.uk](http://www.fairfieldprimary.co.uk)

**Welcome to the Early Years Unit at Fairfield Primary School**



We hope that you find the information in this booklet helpful and that it answers some of the questions you may have. If we have left anything out or something is unclear, please ask. We recognise that parents and carers are the first and most important educators of young children. We will be liaising with you as fully as possible so that we can all work together in the best interests of your children. We are looking forward to the new school year, and we hope that you and your child will enjoy your time with us.

### **Staff**

The Early Years (EY) staff:

Mrs Lorraine Harrison –	Class Teacher with Teaching and Learning Responsibility for the Early Years and member of the Senior Leadership Team
Miss Katy Mitchell –	Class Teacher
Mrs Sue Sharp –	Senior Teaching Assistant/HLTA
Miss Emma Little–	Senior Teaching Assistant/HLTA
Miss Kate Robinson -	senior Teaching Assistant/HLTA
Mrs Diane Byers –	Senior Teaching Assistant
Mrs Linda Wood -	Senior Teaching Assistant / Mid-day Supervisor
Miss Vicki Bell -	Senior Teaching Assistant
Mrs Emma Simpson-	Senior Teaching Assistant



Mrs Harrison



Miss Mitchell



Mrs Sharp



Miss Little



Miss Robinson



Miss Bell



Mrs Byers



Mrs Wood



Mrs Simpson

### **Safeguarding pupils**

Safeguarding children takes high priority at Fairfield Primary School. As a large school we have a fully trained team of safeguarding officers.

Mr C Steel –	Headteacher
Mrs J Sutton –	Deputy Head
Mrs L Harrison –	EY Lead Teacher



## **Starting School**

Children may attend our Early Years Unit from the term after they turn 3. We have places for 30 children in the Nursery. We also offer 30 hours provision which runs until 3.00pm, which can be paid for through school, including using the 30 hours free childcare or employment vouchers where parents are eligible. We also provide Wraparound care from 7.50am and 5.45pm. Please discuss this with the school. Intake for our part-time children is in September, January and April.

Children who become 5 during the school year start full-time in the Early Years unit in September.

## **Session Times**

### **Part-time/EY1:**

Morning sessions	9.00 – 12.00.
Lunch	12.00 – 1.00
Afternoon sessions	1.00 – 3.00.

<b>EY2 Full- Time</b>	<b>8.50 – 3.15</b>
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The lunch break for the children in school full-time is from 12.00 – 1.00. From September 2014 all children in Reception to Year 2 have been entitled to the Universal Free School Meal offer. Children in Early Years who are part time and who wish to stay for lunch may also purchase a school meal. The school will provide a hot school meal option or a cold alternative through a meals service which is transported into the school each day. Children will eat their lunch in the small canteen and are looked after by their own team of midday supervisors. During the settling in period the teaching staff will also accompany the children whilst they eat their lunch.

The school doors open at 8.50 a.m. when you are able to speak to staff and settle your child into their morning routine of sorting their coat, bag and water bottle.

We offer on-site care from 7.50am – 5.45pm each day with experienced staff who are familiar to your children. Staff also provide supervision for children transferring between the wraparound and school provision. Please refer to our brochure on Wraparound Day Care for further information and prices. **Prior booking is essential.**



## Induction arrangements

All children begin at the same time, staying for their full or half day but we consider that the first weeks are very much a period of transition for the children. This transition period is an important time during which your child has an opportunity to get to know his or her teachers, fellow pupils and new routines and expectations. We ensure that there is a sensitive response to the social and emotional needs of your child at this time of change.

This transition time applies whether your child is starting in the EY1 or EY2 groups and is particularly important at the beginning of the Autumn Term when larger numbers of children are starting school. Individual arrangements will be discussed with parents for children starting at other times of the year when the majority of children are well-settled. We do realise that this can be a difficult time for you, some children take longer than others to settle and others have difficulty adjusting to the demands of the school day. In these cases you or the staff may feel that a personalised induction period is required. This will be discussed with you individually if it is felt to be in the best interests of your child.

## Getting to know you



All children and parents are invited to a Stay and play session in the Early Years Unit. These are organised to be in smaller groups than your child will attend school with as these are an opportunity to meet you and your child. Children may have had very different experiences from each other before starting school. Some may have attended a private nursery or playgroup from a very early age; for others this may be the first time away from you. Your knowledge of your child is very important and this time gives you and the staff an opportunity to talk to each other informally. You can ask any questions, inform the staff of any concerns you have and provide the staff with any other information you feel they need to know – hearing problems, speech or language difficulties, toilet training, etc.

Staff in EY2 do their best to visit other settings such as private nurseries and playgroups to meet the children who will be starting school and talk to your child's Key Person who will know them best at that setting.

We have developed 'All About Me' booklets for the children. These will be given to you with the induction packs in June. They provide valuable insights into your child's experiences, development, and likes and dislikes and help us to gain a full picture of your child. Please try to return these when your child comes for a Stay and Play session as we also use these to prepare play opportunities which will best appeal to your child when first joining us in September. If you have records or assessments from your child's previous setting, we would love to see them as they help us to build a full picture of your child.



## The Early Years Curriculum

This is an important stage of children's education in its own right and it has its own guidance and curriculum which span the years from birth to five years of age. Our curriculum was revised following a national consultation and came into effect from September 2012.

**To find out more about how we deliver this curriculum at Fairfield please refer to our separate booklet, which is also available on our website.** We hold a meeting in September for EY2 parents where we will share more detailed information about the types of activities we use to teach your child specific skills in Reading, Writing and Maths. This will include information about "Phonics".

In EY2 the children will continue to bring books home for you to read to them. Later they will also be bringing books home to read to you or share with you. In the meantime you may find it helpful to read our booklets 'Supporting Home Reading' and 'Understanding Phonics' and visit our school website which holds further information to support parents with home reading and many other aspects of learning.



If your child **wants** to write their name and you are helping them at home, please encourage your child to use a capital letter for the start of the name and then lower case letters - e.g. Thomas. You will find a sheet showing the way we teach the children to form letters and the letter formation pattern in your pack.

Not all children at this age have developed a preference for using their left or right hand. If this is the case, access to chinks, pencils, playing with dough, exploring use of safe scissors and building with Lego etc. will help develop a preference in good time.

If your child is starting to use some numbers and counting in play you can add to this with activities such as spotting their birthday number and other familiar numerals, singing number rhymes and counting out small numbers of objects. Building models, matching and comparing shapes, containers and objects are also important maths experiences.



Remember that all children learn at different speeds and in different ways, please resist the temptation to compare them with their friends or older siblings.



## How will I know if my child is making progress?



Throughout the Early Years, staff will observe the children as they play and then plan suitable experiences and learning opportunities for the children both as groups and as individuals. This is recorded in the form of a personal electronic “Learning Journey” including written observations, photographs and assessments on a **“Tapestry”** account. This is set up for each child and you are given a private Username and Password so only you can access this.

You are encouraged to add your own photos and observations too so a picture of the whole child is built by school and family in partnership. This allows us to recognise and celebrate successes outside school too. If there is something you do not understand, please do not hesitate to ask. The overall aim is to build a process which allows us to work more closely with families.

In addition you will be invited to “Focus Child” meetings several times over the year, to discuss progress and targets for your child’s “Next Steps” in their development.

Towards the end of the Summer Term you will also receive your child’s annual report.

## What Can I Do To Help?

Self-care skills are an important feature within the Early Years curriculum and we do encourage the children to be as independent as possible. It is a great help to us and them if they are wearing clothes that they can manage easily. We have a school uniform which we ask children to wear, however we do encourage some adaptations.

- Leggings or tracksuit bottoms are much easier than school trousers or tights and skirts.
- Black trainers and shoes with reinforced toes are much more durable.

Please help your child to become as independent as possible when using the toilet! For many this will be the first long period of time away from you and managing this helps them to cope with the school environment more confidently. Even if your child is confident using the toilet at home it is common for children to experience a lapse, as they are so busy and distracted by the new surroundings and friends. After the summer many children have forgotten how to put on and fasten their coats: reminding them how to do this will boost their confidence as they start school.

Throughout their time in the Early Years Unit you will also be able to help your child by:

- \* sharing the books and talking activities we share with you
- \* enjoying the Mathematics games provided with your child
- \* talking to your child about their experiences at school
- \* enjoying the songs and rhymes they will sing to you
- \* sharing your child’s home experiences and achievements with us.





## Clothing

Working can be messy! We have a lot of paint, glue, clay, water and play dough. Children are asked to put on an apron before they work, but paint has a nasty habit of getting around corners, so we do ask you to bear this in mind when dressing your child for school.

**Please make sure that all items of clothing are very clearly marked with your child's name.**



There will be occasional accidents, and we do ask that all children have a change of clothes (clearly named) in a drawstring bag. Children do prefer their own clothes if they need to change.

The Early Years curriculum involves spending significant periods of time outdoors and Cumbrian weather is unpredictable! Please ensure that your child is suitably dressed in all weathers. This will include wet weather gear (clearly named and in a bag) and an adequate coat for cold days and sun hats to protect eyes, ears and necks and clothing which cover the shoulders and arms during the summer months. Sun protection such as sun block should be applied before school. There are many makes that last all day and sun creams should not be sent into school with your child. Please ensure your sun cream does not contain nut oil as we are a nut free school, due to potential allergies.

As we spend a great deal of the school day in the outdoors children's footwear must be safe and non-slip. Children will not be allowed to climb for health and safety reasons if their footwear is considered unsuitable.

For safety reasons, jewellery (including ear studs and sleepers) is not allowed in school and long hair should be tied back.





## Snack and Special Events

As well as a piece of fruit each day we also offer on occasion an opportunity to try other foods – different fruits such as kiwi or mangoes, foods from other cultures such as chapattis or noodles. We do encourage the children to try a range of healthy foods so please be sure to let us know if your child has an allergy to any foodstuffs. We also plan interactive activities, such as sandwich making or baking. Sometimes we may celebrate a special topic by buying in specific materials for creative activities children have requested too.

Children do receive Government funded fruit and as we also sometimes need to buy ingredients/ resources for snack and activities, we do ask for a contribution of 50p a week for EY2 children and 20p per session for EY1 children. The money should be posted into the tin in the registration areas on a daily, weekly or termly basis. Thank you for your support in this.



Children are offered a free drink of milk at snack time but children do get thirsty at other times and children in both EY1 and EY2 are encouraged to bring in a bottle of water with their name on it. **As we have to meet food standards for schools this must be WATER and NOT juice or flavoured water.** These bottles are kept in the classroom and the children have access to them at all times. The bottles will be returned to you each day for washing and refilling. All children will be provided with a drink at lunchtime as part of the Universal Free School Meal Offer.

## Volunteering

We are always looking for help with trips out, reading in school and maintaining resources. If you would like to help in a classroom on a regular basis or have a one-off skill to share, we would be more than happy to accommodate this. Please ask your child's teacher for details.

**Fairfield Primary School is committed to safeguarding its pupils and all volunteers in school on a regular basis will be subject to a DBS check as part of the induction process.**

We have a very active P.T.A. which would welcome new members. If you would like to be involved, details of meetings and events will be displayed on posters around school and available on the school website. The PTA also have a facebook page.



## What if my child falls ill or has an accident at school?



All our staff are trained in Paediatric first aid and will administer this and notify you at the end of the day or nursery session. Parents will be contacted if our first aid trained staff feel that it might be advisable to seek medical advice. If your child is taken ill at school, you or your emergency contact will be called and asked to collect your child from school.

**Please ensure your emergency contact information is kept up-to-date by writing or e-mailing the school to inform us of changes, particularly mobile phone numbers.**

**THESE ARE VERY EASILY OVERLOOKED and add to your child's distress if we are unable to contact you, especially in an emergency.**

### Health

We will require a letter from you informing us if your child suffers from any medical condition that may require medication to be given in school, e.g. asthma, severe allergic reactions. Please make sure that this information is updated during the year if the need arises. We do not administer medicines such as antibiotics, cough mixture or pain relief in school as part of our Health and Safety Policy.

If your child has a tummy bug (diarrhoea and/or sickness) they **MUST** stay at home for **48 hours** after the symptoms have stopped. This is the length of time recommended by the NHS for children of this age in order to stop cross-infection.

If you discover that your child has head-lice or threadworms please let us know immediately. These are very common with children of this age and can spread very quickly as the children work closely with each other. We will be discreet but we do need to inform parents to make them aware and to be vigilant.

### Behaviour

How to get along with others is a very important part of learning in the early years. Children will fall out with each other and respond in different ways e.g. physically or verbally. One of our aims is to help children to resolve difficulties by discussion and negotiation and we incorporate SEAL (Social and Emotional Aspects of Learning) materials into our practice. These help children to understand diversity and differences and to recognise their feelings and deal with them in a constructive way. If you have concerns about the behaviour of any children please speak to your child's teacher who will be pleased to look into the matter.

### Equal Opportunities

In the Early Years we provide a learning environment which is non-discriminatory and one which values all children's racial origins, gender, family grouping, cultural and linguistic backgrounds, class and abilities. Boys and girls will be encouraged to participate in all the activities on offer, and learning resources such as books, music, dolls and puzzles will be chosen to represent different cultures. All families and children will be treated with respect.



## Special Educational Needs and Disabilities (SEND)

In September 2014 a new legislative framework for Special Educational Needs and Disabilities (SEND) was introduced. This means that schools have to develop a local offer and this can be found on our website. Previously pupils with additional needs have been put in to the categories of school action (SA) and school action plus (SA+), from September 2014 this changed to a single category of SEN support. Any concerns relating to SEND will be discussed with parents and involve the teacher and the Special Educational Needs co-ordinator (SENCO). The SENCO for Fairfield Primary School is Mrs H Birkett. The new code suggests that the school offer must include:

- Identification of the children with SEN and assessing need
- Making adaptations to the curriculum and the teaching and learning environment
- Assessing and reviewing progress towards outcomes
- Preparing pupils for adult life, higher education, employment and independent living.

## Health and Safety

We are very concerned that our school provides as safe as possible an environment for our young pupils, so we have a number of strict rules in order to ensure everyone's safety.

### 1. LEAVING THE SCHOOL PREMISES

No child will be allowed to leave the school premises during the school day unless we have had prior notification from parents as to the reason for this. Please report to the office so that you may sign your child in or out if collecting or dropping off other than at the regular times.

If a child is to be collected from school by someone other than the usual parent or guardian who is known to the teacher, we need to be informed in advance. We are sure you will recognise that we make this very strict rule in the interest of safety for all the children in our care. We have a password system for those occasions when you need to arrange for someone unfamiliar to collect your child. In these circumstances it is always best to telephone the school to let us know, but in any case your child will only be allowed to go with someone who can tell us the previously agreed password. You will be issued a password on the first day of term. Please make sure that it is shared with family/ friends if they are collecting your child for you.

### 2. WE HAVE A VERY SMALL STAFF CAR PARK AND THERE IS NO CAPACITY FOR PARENTS TO PARK AT ANY TIME. The gates leading from the staff car park on the lower site are locked during school hours.

### 3. CHILDREN ARE FORBIDDEN TO CLIMB ON WALLS, RAILINGS, and FENCES AROUND SCHOOL OR THE FIRE ESCAPE. Please promote this before and after school.

Parents are asked to ensure that children are reminded of this at the beginning and end of the school day and that the pre-school children are very carefully supervised when waiting for older brothers and sisters.

### 4. DOGS ARE NOT ALLOWED WITHIN THE SCHOOL BOUNDARIES AND SHOULD NOT BE TIED TO THE SCHOOL GATES.

### 5. THE SITE IS A NON SMOKING SITE. SMOKING IS NOT PERMITTED ANYWHERE WITHIN THE SCHOOL BOUNDARIES.

## Road Safety

Please encourage good road safety habits for crossing the road with your child. Please role model correct and safe road safety by making use of the pedestrian crossing and using the Patrol Person if crossing the road on Gallowbarrow.



Parents bringing children to school by car or collecting children **MUST NOT** park on the yellow lines outside the schools on Gallowbarrow. It is a traffic offence to stop on yellow lines outside a school while it is in session and for half-an-hour at each end of the session. We do not have permission to park in the church grounds. Parking permits allowing the use of Sainsbury's car park for 30 minutes at the beginning and end of the day are available from the school office and class notice boards. **These are not valid in the middle of the day.**



Thank you for taking the time to read this handbook. The information contained in it is in respect of 2017/2018 and is believed to be correct at the time of printing. It should be read in conjunction with the whole school prospectus where details of other policies can be found. **'Formal Complaints Procedure'** and the **'Charges and Remissions Policy'** and many **other policies** can also be found on the school website. The school website is an important source of school information including all our newsletters.