



Maendy Primary School



Foundation Phase Handbook Nursery & Reception

2017/18

Maendy Primary School

Foundation Phase - Nursery and Reception Parents' Handbook 2017

Welcome to Maendy Primary School. Within the Foundation Phase, we have a mission statement, which reflects our vision for the school.

Our mission is to provide children with an excellent exciting education where they feel confident and secure to learn and grow.

We provide a broad, balanced, enriched curriculum to fulfil each child's potential and develop lively, independent, enquiring and creative minds. Everyone works together and respects each other contributing positively to a cultural diverse, global community.

We believe that the school's motto 'Nurture, Inspire, and Partnership' underpins this statement, and the words can be seen around the school's crest.

This Handbook provides information for parents of pupils entering Nursery or Reception in the mainstream school and Special Needs Resource Base.

The Foundation Phase years are vitally important in your child's education. It provides the foundation for the rest of his/her school life. During this time, your child will follow the Foundation Phase curriculum, which emphasises the importance of well-planned experiential learning activities, as a key element in which young children learn with enjoyment and challenge. Maendy also has a Resource Base which is an assessment unit for pupils across Torfaen. Some pupils who attend the Resource Base are integrated into the Foundation Phase setting. There is also a BESD assessment centre for Torfaen pupil on site.

The Foundation Phase curriculum is divided into 7 'areas of learning'. Each has a number of goals which the children work towards. The areas of learning are:

Personal and Social Development, Well-Being and Cultural Diversity: in which the goals relate to developing confidence and independence while learning to concentrate and to enjoy sharing as part of a group.

Language, Literacy and Communication Skills: where children develop communication skills through speaking, listening, reading and writing.

Welsh Language Development: where children develop communication skills through speaking, listening, reading and writing, in the Welsh medium.

Mathematical Development: develops application and understanding of mathematical skills and concepts using contexts and techniques that develop problem solving, communication and reasoning skills.

Knowledge and Understanding of the World: encourages investigation of a child's familiar world using both the indoor and outdoor environment, beginning to understand the things, places and people around them.

Physical Development: relates to improving control and co-ordination of their bodies, to move and handle equipment and to develop understanding of health, fitness and safety.

Creative Development: provides opportunities to communicate investigate and explore through senses, using colour, shape, sound, texture, music, movement and stories.

Children will also be given opportunities to apply their literacy and numeracy skills across the curriculum, in line with the Revised Programmes of Study for 2015 (POS), and the National Literacy and Numeracy Framework (LNF). They will be given opportunities to develop Digital Competency skills in all areas of learning.

Your child's curriculum will be delivered using a holistic, thematic approach in line with recommendations from Professor Graham Donaldson's, Successful Futures, February 2015 <http://gov.wales/docs/dcells/publications/150225-successful-futures-en.pdf>



Baseline Assessment

Pupils undergo a baseline assessment over the first 6 weeks after entry into the Nursery/Reception Class. Assessments are made using the Welsh Government Foundation Phase Profile, and provide information about their developing skills and aptitudes across four areas of learning: Mathematical Development (MD), Language, Literacy and Communication (LLC), Personal and Social Development (PSDWCD) and Physical Development (PD). As pupils progress through school, they are tracked regularly to ensure that they are making the anticipated rate of progress in all curricular areas. Teachers monitor and track progression of cohorts.

Pupils with additional learning needs (ALN)

Mrs Baker is the school's ALN co-ordinator for mainstream children, and Mrs Colcombe for children attending the SNRB. If you wish to speak to either Mrs Baker or Mrs Colcombe, please make an appointment and they will be happy to meet with you.

More able and talented pupils (MAT)

A percentage of pupils in our school are considered to be more able and/or talented. In accordance with NACE guidelines, 'more able and talented' refers to a pupil whose performance exceeds that of his/her peers in relation to national expectations and their age group in school by 1 National Curriculum Level, but who does not necessarily perform at a high level across all areas of learning. 'Most able pupils' are those whose performance exceeds that of their peers by 2 National Curriculum Levels. The identification of MAT pupils is informed by parents, teachers and self-nomination. The opinions of parents are highly valued and will be taken into consideration in conjunction with teacher assessment

and test results. Similarly, it is part of our inclusive philosophy to listen to the views of children about themselves. Opportunities for identified pupils are provided in order for them to apply their skills in a range of situations.

OSHL (Out of School Hours Learning)

All pupils, from Reception upwards, have the opportunity to attend a range of after school clubs which run from 3:15 - 4:15 on Mondays, Tuesdays and Thursdays. We encourage all pupils to take up at least one club. The clubs and activities offered may change from term to term. An OSHL timetable can be found on the school website/notice board and this will inform you of any information you need.

Daily Routine: The school day

The school day starts promptly at **9:00am**. Please try to avoid being late, as your child will miss vital learning time.

- Nursery and Reception children need to arrive at the small gate next to the Nursery and Reception classes at 8:50am. They will be met at the gate and will go straight to class. The children will be welcomed by the nursery/reception staff, who will take them to their cloakrooms, help them to hang their coats and bags, and return them to class to start their day.
- SNRB children will enter through the bottom door at the rear of the Foundation Phase building. Children can be dropped off from 8:45am
- Y1/2 pupils need to arrive at the main gate at 8.50am. A member of staff will be present at the gate to allow the children access to the Foundation Phase yard. The children will then line up on the Foundation Phase Yard when the morning bell rings at 8.55am. A teacher will be present on the yard from 8.50am to take the children into the main school building.

Each day has a range of free and focused activities. During the day there will be an:

- Breaktime - 10.30 -10.50
- Lunch time between 12:00 and 12:55 pm
- Assembly 2:10-2:20pm
- The school day for Reception classes' ends at 3.15 pm, Reception children will be brought back to the gate next to the Reception class to meet you.
- The school day for SNRB children ends at 3:00 pm, they will leave through the bottom door at the rear of the Foundation Phase building.
- The Nursery school day ends at 11:30 am and children can be picked up from the gate next to the Reception Class at this time.
- Please notify staff if there is a change of adult collecting your child. Children will not be released to any adult that school staff are not familiar with or anyone under the age of 16 years.

All children in Foundation Phase have the option to purchase healthy snacks for 30p each day. Should you wish to provide your child with a snack from home it should be healthy, e.g. fresh fruit or vegetables. If unhealthy snacks are brought in, children will be asked to put them into their bags to take home and a healthy alternative will be offered. Children are permitted to bring watertight drinking bottles to school. These should be labelled with the child's name, and filled with water only. Facilities are available for the bottles to be refilled throughout the day. Foundation Phase children will be offered milk at playtimes which is provided by Welsh Government, free of charge.

Cloakroom Facilities

All children have their own coat peg, which has their name and picture on. Children are encouraged to hang up their own coat and bag and look after their belongings. Each child will have a Wellie Bag on

their peg, please make sure that a pair of wellies is always kept in this bag for use within the school garden/outdoor area.

School Uniform

All children are encouraged to wear school uniform. All uniform may be purchased in supermarkets and department stores. Other items with the School Badge on them may be ordered from Pretty Miss in Cwmbran Town Centre. Please ensure that all items of clothing are labelled with your child's name. Clothes need to allow comfort and freedom of movement, being easy to manage to allow for independence when going to the bathroom. Shoes with high heels and open toes are not allowed as these pose a safety threat when children are running in the playground - we ask that the children are able to put on and fasten the shoes themselves. Velcro fastenings are ideal. Jewellery is not permitted apart from stud earrings a signet ring.

Lunchtimes

Nursery children go home before the lunch time session. All other children may either buy a school lunch for £2.30 per day or bring a Healthy packed lunch in a labelled plastic lunch box from home. Please send dinner money each day in an envelope marked with your child's name. Your child will be given the option of a hot or cold dinner, and you will receive menus of the 'choice for the day'. All the children eat together in the hall and are supervised. If your child is not eating his/her lunch for whatever reason, the supervisors will inform the class teacher so that you will know. Children are encouraged to keep uneaten items in their lunch box so you know what they have eaten.

Children in SNRB have their lunch in a designated room in the Foundation Phase building. They are supported by members of staff from the SNRB team.

What will my child need for school?

- PE - your child will require PE kit, which consists of black shorts and a white t-shirt. During the Summer term, your child will also need a pair of trainers or daps for outside games.
- Your child will need wellies for their welly bag
- £2.30 dinner money per day (school will notify you of any price increase)
- Children **should not bring toys/games from home** to school, as these items often get lost or broken over the day, however, sometimes topic related items are requested, and such items need to be clearly labelled with your child's name.
- A healthy snack or money (30p) if you wish for your child to purchase one from school. (Please provide monies daily as classrooms do not have facilities to keep money securely)
- Your child will need a complete change of clothing in a labelled bag, to be left in school in case of minor accidents (not necessarily toileting, but over enthusiastic sand/water play).

How could I help prepare my child for school?

This is a question that is asked time and time again so here are some ideas that you will find useful:

Guide your child towards independence:

- Encourage him/her to dress and undress himself/herself.
- Make sure your child can put his/her coat on and do it up.
- Ensure your child can ask to go to the toilet.
- Encourage your child to clear up after himself/herself and to take care of his/her own things.
- Ensure that your child can express his/her own needs.

Encouraging Number Skills:

- Ask your child to count whenever possible e.g. laying a table for tea - 4 knives, 4 forks, 4 spoons etc., counting the stairs to bed.
- Let your child to handle coins and pay for his/her own items in a shop.
- Cooking together is a wonderful way to encourage your child to learn to measure things and to develop mathematical language e.g. more/less/weigh/balance.
- Stories also provide much stimulus for developing mathematical language e.g. 3 Little Pigs, Goldilocks, The Very Hungry Caterpillar.
- Number songs and rhymes also provide a fun way of counting and reciting numbers in sequence.

Encouraging Pre-Reading Skills:

- Share and enjoy books together.
- Discuss authors and illustrators.
- Tell the stories from the pictures.
- Point to the words as you read to reinforce left to right orientation.
- Encourage your child to join in with familiar phrases and discuss the characters and events, and make predictions.
- Make your child aware of written language all around us e.g. when you go out shopping, point out shop names and signs such as Bus Stop etc.
- Pick out names on food packets etc. Cornflakes, Rice Krispies.

Encouraging Writing Skills:

- Ask your child to write his/her own name using a capital letter at the beginning and lower case for the rest of the name. E.g. Ben
- Ensure that your child holds his/her pencil comfortably so that he/she can control it.
- Ensure that letters are formed correctly - see enclosed handwriting script.
- Ask your child to write for a variety of purposes e.g. signing birthday cards, 'play writing' shopping lists, telephone messages.
- Let your child see you writing and explain what you are doing.

Encouraging Knowledge and Understanding of the World Skills:

- Give your child plenty of hands-on practical experiences - nature walks, water play, construction kits.
- Talk to your child to make him/her more aware of the environment and the changes taking place during the seasons.
- Encourage your child's natural curiosity and explore ways that you can find out more.
- Encourage your child to ask questions and find ways to answer these.

Homework

After the October half term holiday children will have an individual homework book, in which a weekly skill will be written, or a task placed. This will be specific to your child's needs. We ask that you reinforce this skill with your child during the week, so that your child will benefit from educational support both at home and school.

In addition, a reading book will be given to all children when they are developmentally ready. Please write a comment and sign the reading record book when you read with your child, and ensure they are returned on a weekly basis.

If you have a question

If you have a question about the curriculum, classroom procedures or your child's progress, please feel free to talk to the class teacher or Foundation Phase Leader (Miss Corfield). Teachers are generally available at 8.30am, and at the end of the day (excluding Wednesdays, when they have staff meetings). If you need to discuss anything in depth please make an appointment with the teacher. Any questions about dinner money, holidays, absence etc should generally be addressed to the office staff.

The Head teacher or Deputy Headteacher is available if you have a question, which cannot be answered by the class teacher or Foundation Phase Leader.

There are two parent's meetings a year:

Second half of the Autumn Term: Individual meetings with teachers to discuss children's progress and set targets.

Second half of the Spring Term: Open Classrooms - a chance to discuss your child's progress and view their work.

In the **Summer Term** a written report is given with an opportunity to meet with the class teacher if required.

ALN

All pupils with ALN have Individual Education Plans (IEPs) that are reviewed every term with parents and carers.

All pupils who are subject to a statement of Special Educational Need have an annual review, which is held at school, to which LA, teachers, parents, professionals and any others involved are invited.

Office Procedure

The office is staffed daily from 8:00 am until 4:00 pm. If you are going to be late collecting your child, for whatever reason, please notify the office as early as possible, so a message is passed to your child's teacher.

Children are expected to attend school everyday unless they are unwell. If your child is absent please let the office know by 9.00am. A message can be left on the answer phone which will be picked up by the school clerk. On a Friday, letters are sent home to request reasons for any unexplained absences. It is important that these are responded to as an absence where no reason is given will be marked as 'unauthorised' in the register. Please avoid bringing your child late to school, as this will be marked as a late absence, and is also very unsettling for your child and their class.

How can I get involved in the life of Maendy Primary School?

We very much appreciate parental support in school. Some of the ways you can help out are:

- Help 'Friends of Maendy' organise and run events.
- Attend class performances and special events.
- Become a Parent Governor.
- Attend Parent workshops
- Become a volunteer

Let the class teacher know if you have some free time to offer your services to the school e.g. for gardening, making resources etc.

All volunteers in school need to undergo a DBS Bureau check.

Foundation Phase 'Moving Up' Class Day

A visit to the foundation phase setting is an important part of pre-school preparation, which will allow your child to become familiar with their new environment and staff.

Moving up day will take place on **Wednesday 5th July 2017** during the school morning. The nursery visit will take place on the same day between 9.15 and 10.15 am



Term Dates 17/18

See Parent Prospectus/End of Term Newsletters

Starting School

Reception and SNRB pupils will start school on **Wednesday 6th September 2017.**

Nursery Start Dates -

The nursery intake will be staggered, so that nursery staff can spend quality time with individual children, helping them to feel settled and confident.

Session Times - 9:00 - 11:30

Wednesday 6th September

Corey Sean Hitchings

Leonie-Louise Hall

Liam Brinley Lewis

Aailyan Mansoor

Cole Doble

Teo Williams-Jones

Kaiyan Donnelly

Ieuan Robathon

Sophie Morgan

Thursday 7th September

Cecilia Athay
Jay Smith
Sion Gosling
Harley Cook
Elene Wassall
Iwan Davies
Sophia Beale
Evan Warren

Friday 8th September

Maisie Davies
Lloyd Davies
Maddy Sherburn
Kian-Jay Burns
Jacob Singh
Harvey Lewis
Dominc George Stephens

All nursery pupils will start together on Monday 11th September 2017

Date for your diary

Reception parents and carers are invited to share school lunch with their children on Wednesday 20th September 2017. Lunch will be served at 11.30am on that day and will be free for parents/carers. Children will, of course, still need to pay for their lunch. We look forward to seeing you then.

We hope this information has helped to reassure you and give you plenty of ideas as to how you can help your child during the forthcoming months. More than anything else have fun and enjoy your time together. This is a very special time for both you and your child. We very much look forward to meeting you again later this term.