

WESTWOOD PARK  
PRIMARY SCHOOL

FOUNDATION STAGE  
WELCOME BOOKLET





*Dream, believe, achieve together*

## Welcome to Westwood Park Primary School.

At our school we recognise and value the role parents play in their child's education.

We hope that the information included in this booklet will help you and your child enjoy a smooth transition into our Early Years and Foundation Stage. This is a two year phase comprising of Nursery and Reception.

Please remember that staff are always available to answer any concerns you may have.

## Mission Statement

At Westwood Park Community Primary School, we aim to play our part in encouraging every person in our community to make informed decisions about their lives and learning to achieve their full potential. By working in partnership with families and others in the wider community, we hope to achieve the best possible outcome for each individual child.

As a school community, we will provide and promote a personalised and relevant curriculum that will develop our young people to enjoy learning and make a positive contribution to society. By example, we will create a safe, happy and inclusive learning environment which promotes positive values, honesty and respect.

At the heart of what we do will be the ability to recognise the uniqueness of each learner and build on their enthusiasm, curiosity and desire to learn.

October 2009

EYFS Staff

Mrs D Clark

Miss C Durrington

Mrs A Guite

Mrs G Stretch

Mrs S Summers

## Early Years and Foundation Stage Routines



### Daily Routine

#### Nursery

8.55am	Bell and registration
9.00am	Numeracy followed by milk and snack Continuous Provision (indoor and outdoor)
11.00 - 11.45	Phonics
11.45 - 13.00	Lunch time
1.00pm	Numeracy followed by Continuous Provision (indoor and outdoor)
2.30pm	Key person/fruit time
3.00pm	Home time (Children must be collected by a known person over the age of 16)

#### Reception

8.55am	Bell and registration
9.00am - 9.15am	Handwriting activities
9.15am	Topic/Literacy followed by milk and snack Continuous Provision (indoor and outdoor)
11.00 - 11.45	Phonics
11.45 - 13.00	Lunch time
1.00pm	Numeracy followed by Continuous Provision (indoor and outdoor)
2.30pm	Key person/fruit time
3.00pm	Home time (Children must be collected by a known person over the age of 16)

If a different person is to collect your child than usual, please inform school, as staff will not handover a child to the care of a person who is unfamiliar to them.

During the day children will be able to access outdoor activities. Please ensure that they have a suitable coat (and if possible wellies) during winter.

### Snacks and Drinks

Children are provided with their own water bottle and have free access to this throughout the day. We operate a rolling snack system where the children are provided with a small snack along with their milk. Children will also be provided with fruit each afternoon as we are a healthy school. We do ask that no other drinks/snacks other than water are brought into school.

### Learning in Early Years

In Early Years we build on the children's own experiences. They are given the opportunity to explore, make decisions, discover, share experiences and learn new skills.

The children have the opportunity to learn through play both indoors and outdoors and they are provided with a range of practical activities.

The staff work together to plan activities designed to help children develop emotionally, socially, physically and intellectually.

Through play children can:

- Co-operate with others
- Think creatively and imaginatively
- Practise and build up ideas and skills
- Take risks and make mistakes

- Have fun together

### Areas of Learning

Early Years and Foundation Stage is a two year phase organised into seven areas of learning.

#### Three Prime Areas:

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

#### Four Specific Areas:

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

## Attendance

Your child's attendance at school is important and we would ask you to pay particular attention to the schools Attendance Policy.

Please remember that absence from school will disrupt your child's education. May we also remind you of the Governments law relating to holidays in term time from September 2013 the government instructed schools that we are no longer permitted to grant holidays in term time.

If your child is ill please keep them at home as infections are easily passed on to other children. If your child has been sick (vomiting) or has had diarrhoea, please keep them off school for 48 hours.

It is important that you inform us that day by phone on 0161 789 2598 or by letter, if your child will not be attending school.

If your child is ill at school, or has a serious accident or head injury we will inform you by phone. **Please make sure that we have an up to date emergency contact number.**





## Medicines

Medicines are not allowed to be administered at school, unless they are for a long-term condition such as asthma. If your child has an inhaler, please bring a **spare** one to leave at Foundation Stage, clearly marked with their name. (Your Doctor will provide one for this reason.)

## Sun cream

During hot weather, please apply sun cream to your child before they come to school in the morning. Please bring a sun hat for your child to wear, on hot sunny days. Could you also ensure that you complete our consent for applying sun lotion during hot weather.

## Head lice

Head lice are a problem in every school and in order to try and control them we ask parents to check their children's hair regularly and thoroughly. If your child has head lice please inform the school. Do not feel the need to keep your child off school as children are able to come to school once treated. There is absolutely no need to feel embarrassed if this should happen. Remember head lice prefer clean hair!

## Dinners

School meals, which are made on the premises, are provided for full time children. (Special dietary requirements can be catered for on request)

We would encourage all children to take school meals as we see this as a way of developing social skills and making friends whilst sat together eating lunch.

Your child/childrens meal should be paid in advance each Monday.

The school is cashless and uses a system called Parentpay to pay for school meals/trips and milk. There is a document in your parent information pack explaining how register and pay on-line or alternatively request a barcode from the school office and pay a one of the local Pay Point outlets.

### Dinner Money Costs

1 Day	2 Days	3 Days	4 Days	5 Days (1 wk)
£2.10	£4.20	£6.30	£8.40	£10.50

It is important that you inform the school office if your child is entitled to a free school meal, even if they go home. The information is treated confidentially but is needed to work out the school's funding. The universal free school meal funding is only applicable for children in Reception.

To see if you qualify for Free School Meals you can visit the website on [www.salford.gov.uk/freeschoolmeals](http://www.salford.gov.uk/freeschoolmeals) or telephone 0161 793 2500.



## Milk

Milk is ordered on a term by term basis. A letter will be sent home with your child for you to complete and return to school before the start of each new term. Failure to complete the milk request will result in your child not receiving milk the following term.

Due to the level of administration involved in the ordering of milk, we do not accept late requests and ask you to please return these forms promptly. The forms will be available for you to complete on the day of your visit.

Children under 5 years old receive milk free of charge, once they reach 5 you will be expected to pay for milk, unless you are in receipt of free school meals.

## Clothing

We strongly encourage all children to wear Westwood Park uniform. School uniform can be purchased on-line from Touchline there is an order form and explanation on how to order uniform in your parent information pack. Uniform can be worn without the school logo as long as they are school colours which are yellow polo shirt, royal blue cardigan/sweatshirt. The above can be worn with grey trousers, skirts or pinafore dresses. Summer dresses of yellow or blue can also be worn. School PE kit consists of black shorts, white t-shirt and black pumps.

**Please make sure that all your child's clothes including their coat are named.**

We also ask that a spare set of clothes is left for each child on their peg. Spare clothing needs to include: underwear, socks, t-shirt and trousers or skirt. This does not need to be schoolwear. (Accidents happen frequently at this stage.)

In our setting we encourage children to be independent and to go to the toilet by themselves. Please try and make sure children can manage their own clothing and personal hygiene. Please inform staff of any difficulties.

### Jewellery

For safety reasons, and in line with school policy, the wearing of jewellery is not permitted except for simple stud earrings.

### Toys

We do not encourage children to bring their own toys into school on a daily basis. It can cause upset if these toys are lost or damaged. There will be opportunities for children to bring in things from home to support a topic. You will be informed of this at the time.

## Transition into Early Years

We understand that this is an exciting time for both you and your child, but it can also be a worrying time. To help we have a transition programme, that will help make starting Foundation Stage an enjoyable time for you both!

### 1. Early Years Meetings (Summer Term)

For the purpose of administration you will be contacted and invited into school during the summer term. During this meeting you will complete the admission forms for your child and receive important information e.g. regarding free school meals, uniform etc. You will also be given the date that your child will start school. There will also be an opportunity during this visit to meet the Foundation Stage staff and ask any questions you may have.

You and your child will have the opportunity for a further two shorter visits. These will allow your child to familiarise themselves with the setting.

### 2. Starting Early Years at Nursery level (Sept)

We will have a staggered intake; where the oldest and youngest pupils will attend for opposite sessions for the first two weeks. All children will be attending 9am-3pm by the third week of term. If for any reason your child is struggling to get used to school we will discuss a delay in going full time with individual families.

#### Week 1 - (First Monday of the term)

Group 1 (Oldest pupils) - 8.55 - 1.05pm

Group 2 (Youngest pupils) - 1.15 - 3pm

**Week 2 - (Second Monday of the term)**

Group 2 (Youngest pupils) - 8.55 - 1.05pm

Group 1 (Oldest pupils) - 1.15 - 3pm

**Week 3**

All pupils are full time.

**Further Information**

- Copies of policies and complaints procedure are available upon request at the school office



We take great care of your children and they are well supervised.

Although a child has never gone missing we are required to have a procedure in place to make sure they are safe as quickly as possible.

#### Procedure for dealing with a Missing Child

1. Ask children/other adults if they know where the child has gone.
2. TA to inform the office and Head teacher (or Deputy Head teacher). School building and grounds to be checked by all available adults. Adults to check Claude Street and local back streets. (If Deputy Head teacher is teaching and Head teacher is not in, TA to cover Deputy Head's class)
3. Person in charge to telephone police (tel: 999)
4. Telephone parents - inform (office)
5. Person in charge to gather information regarding the child from all classes. When last seen? Where seen? Wearing? Any issues that day?
6. Head teacher to liaise with police/parents.



### **Procedure for Dealing with Non-Collection of Child**

1. Wait approximately 10 minutes for parents/adults to show - reassure child.
2. Class teacher to phone emergency contacts. Ascertain the cause of delay and expected time of arrival. If imminent, teacher continues to supervise the child and ensures they are handed over appropriately.
3. If parent/carer informs teacher there is to be a delay or no contact can be made, the teacher must speak to a member of the SLT to agree next course of action. This may involve continued supervision or contact of extended family.
4. If contact still cannot be made, senior member of staff to contact Duty and Investigation out of hour's team.
5. Follow up incident with parents to prevent reoccurrence where possible.