

## **ST WYSTAN'S SCHOOL AND NURSERY** **EARLY YEARS FOUNDATION STAGE POLICY**

### **OUR ETHOS**

Every child should be happy, secure, valued and confident. At St. Wystan's School and Nursery, our philosophy is to value every child as a unique individual, who enjoys learning and thinking for him or herself, and the Fundamental British Values (of democracy; the rule of law; individual liberty; mutual respect for and tolerance of those with different faiths and beliefs and for those without faith) underpin our ethos.

We provide a supportive and secure environment in which every child can flourish and learn at their own pace and in their own individual way. Our role is to stimulate and encourage their development and enjoyment of learning through a variety of different activities in secure indoor and outdoor situations, through play and through structured and creative activities. We encourage the growth of social skills and empathy amongst the children. The relationships which the children develop with each other and with our staff are central to their happiness and lay the best possible foundation for their future.

### **ST.WYSTAN'S SCHOOL**

St. Wystan's School is a school that caters for children from 2 years 6 months. All of the children who enter our Nursery and Kindergarten are part of our School community. Miss Haynes, the Head of the Nursery and Early Years Co-ordinator, and Mrs Ingleston-Orme the Kindergarten teacher, will extend a warm welcome when you visit and will show you our facilities. They will be pleased to answer any of your questions, either about our Nursery, Kindergarten or about the rest of the school. We send parents and prospective parents copies of the school's prospectus on request, or parents themselves can request a copy from our web site. That document gives details of the school's address, location and contact details, together with a list of staff and Governors, as well as a great deal of information about the aims and ethos of the whole school. The curriculum and activities for our older children are explained in some detail. A great deal of further information about the school is available on our web site, including a list of the school's policies. Copies can also be sent out on request. All parents, including Nursery parents, are given copies of the Parents' Handbook.

As an integral part of the school, the Nursery and Kindergarten children make full use of the School's facilities (such as the dining hall and playground), although they have separate classrooms and outdoor play can be at a different time from the rest of the school. They have the benefit of dedicated Music and PE specialists, and French when in Kindergarten.

St. Wystan's school is registered with the DCSF and with Ofsted as an early years' provider. We participate in the Government's free Nursery entitlement for 3 and 4 year old children.

### **ADMISSIONS**

Children who have turned 2 years 6 months can join us, either for mornings or afternoons only or for the whole day, subject to availability. Our morning places are especially popular, and we advise parents to contact the school's Bursar as soon as possible to reserve a place.

We take a maximum of 20 children on any session. We cannot guarantee a full-time place will become available to children who initially enter on a part-time basis, nor are we able to guarantee that a child can switch from an afternoon place to a morning place, or vice versa.

The whole school's Admissions policy applies to the Nursery Department as much as to the rest of the school. It appears on our web site, and copies can be sent to parents on request.

### EQUAL OPPORTUNITIES POLICY

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school's Equal Opportunities Policy can be sent to parents on request.

We welcome children with disabilities and special educational needs, and we adhere to the Government's SEN Code of Practice.

### DAILY ROUTINE IN NURSERY.

Children who have turned 2 years 6 months can join us on any sessions subject to availability. The hours of our sessions are:

- [Mornings: 8.40am – 11.55pm]
- [Afternoons: 12.55pm – 3.40pm]

Children attending the morning session may stay for lunch, which is served at 12.00pm, and be collected at 12.55pm, instead of 11.55am. The afternoon children arrive in time for the session that starts at 12.55pm. The afternoon session ends at 3.40pm.

After School Care begins at 3.45pm when children from the Lower school come in to the Nursery to play, read or watch an appropriate television programme until parents arrive. Our term dates are on our web site and are sent to parents regularly.

### OUR STAFF

Miss Haynes is the teacher in charge of the Nursery Department, with day to day responsibility for all of its activities, and is the Early Years Coordinator. Mrs Ingleston-Orme is the teacher in charge of the Kindergarten class. Miss Betteridge and Mrs Smedley are both part-time Nursery nurses, each qualified at Level 3. Mrs Gundel is also qualified at Level 3 and is assigned to the Kindergarten class, on a full-time basis.

### OUR FOUNDATION STAGE CURRICULUM

At St. Wistan's school we offer a broad and balanced Foundation Stage curriculum for our youngest pupils, which is based upon the Early Learning Goals and the seven areas of learning and development. All children are given equal access and opportunities to develop their knowledge and skills in:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematical Development
- Understanding of the World
- Expressive Arts and Design

All children learn through play with a mixture of child initiated and teacher led learning opportunities. Learning takes place both indoors and outdoors.

Our curriculum is planned for the year. We plan for predicted interests, providing related activities in a variety of mediums, including books, art and craft, imaginative play, music, ICT, construction and block play. We gradually introduce phonics, using the 'Letters and Sounds' programme, and reading is taught daily in Kindergarten through a structured reading scheme. Mathematics is introduced through different activities, such as counting games, weighing activities and measuring, and is also taught daily. All children are encouraged to participate in dance, music and P.E. All children are gradually introduced to the principles of writing, and to the use of computers.

By the end of the EYFS, we aim for the children in Kindergarten to be enthusiastic and confident learners, who are ready for the more structured, less play-based, environment of Year 1.

### THE ANNUAL CURRICULUM MEETING

All parents of children in the EYFS Department are invited to an annual curriculum meeting in the autumn term, when the aims of the year's curriculum and the methods of delivering the curriculum through indoor and outdoor play and through more structured activities will be explained.

### DAILY COMMUNICATION

Every child is given a Communication diary from the time that they join the Nursery. This is the main method for communications between parents and Nursery. We note things that each child has done that day, and ask parents to write down anything relevant or useful for us to know about.

Once starting in Kindergarten they will have a reading diary which is used for regular two way communication.

We also speak to most parents on a daily basis and encourage parents to verbally share information with us, too.

### ASSEMBLIES

Assemblies are slightly more formal occasions which foster the development of self-restraint and a collective spirit. They are basically Christian in tone, but are designed to be respectful of other faiths. Assemblies provide an excellent public setting in which to commend children for special work, acts of kindness or helpfulness, and to reward them with badges/special mention certificates. Kindergarten regularly attends the school assemblies, and the Nursery attends on a Friday morning when the entire school meets for a 'celebration' Assembly.

### OUTDOOR LEARNING

All of the children spend time outdoors every day, except in extreme weather. We use the outdoor space for various activities, involving playing with water, sand and some ball games. The children are encouraged to select their own resources and direct their own play and learning. The children are also taken to our 'Jubilee Field' to take part in a range of outdoor learning experiences, including finding out about the seasons of the year, by observing seasonal change, listening to environmental sounds, etc.

### VISITS

We organise excursions to the local park, Jubilee Field, Church etc. These are designed to help the children to acquire a basic understanding of our traditions, of the natural world and of the wider world around them. The school calendar lists the major visits that are due to take place over the coming term, although some very local visits, which involve no more than an hour out of school, are arranged at shorter notice. We require signed permission

slips each time, for even the shortest visits. We will send letters in advance, about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

### BEHAVIOUR

All children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Miss Haynes, the Early Years Co-ordinator, is the named practitioner for behaviour management.

We praise appropriate behaviour and explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions but parents are always informed when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Teacher and/or the Head of the School and to agree a joint way of handling the difficulty.

### FOOD AND DRINK

Children in the Nursery are offered a snack supplied by the kitchen and a drink of water or milk during the morning. In Kindergarten, children bring their own healthy snack. Drinking water is available throughout the day, as we fully recognise the importance of proper hydration.

The children who stay all day, together with some of those attending either the morning or afternoon session, eat lunch in the hall with Lower school at 12.00pm. The Nursery children eat at a table together with the Nursery assistants and there is a teacher present to oversee the other children. Children are also provided with a fruit snack in the afternoon.

Half termly menus are available on the school website and are on display in the Nursery. We offer our pupils a widely varied and healthy and tasty diet and make provision for children with allergies or intolerances. We also cater for vegetarians. Our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

### SPECIAL DIETS

All food that might contain nuts or traces of nuts is clearly identified, but we aim to be a 'nut free' school. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in their medical records. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Catering Manager is happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

### KEEPING IN TOUCH

We appreciate that sending your child to Nursery School can be a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness. That is why we invite your child to spend at least half a day in the Nursery before they join us. Once they have joined us, you are always welcome to visit the school.

Your child will be allocated a 'key person' (a legal requirement of the EYFS) whose role it is to help ensure that every child's care is tailored to meet their individual needs. Also, the Early Years Co-ordinator has overall responsibility for ensuring that children's needs are met. You are usually able to see your child's key person at least once a day and the Head of Nursery and Kindergarten teacher twice a day when you drop off and collect your child, and many worries can be speedily resolved by an informal chat. Otherwise, you are welcome to make an appointment for a longer (or more private) conversation with your child's teacher, or with the Head of the School. Any concerns will always be treated in complete confidence.

We have a weekly newsletter for parents, which is full of news about activities and outings. We also encourage children to take home their art work for you to admire and display at home! We send invitations to parents to a number of events during the year, and very much hope to see you at:

- The Harvest Festival service
- The family Christmas event for Nursery and parents
- The Nativity Play for Kindergarten and the Lowers
- The Christingle Service, which involves the whole School
- Sports Afternoon
- Toddle for Barnardos
- Mother's Day and Father's Day events
- Form teas in Kindergarten
- Form lunch weeks
- Headteacher's Assemblies
- Open Mornings during the year.

### PARENTS' EVENINGS

We hold Parents' meetings during the Autumn and Summer terms at which parents have the opportunity to talk to their teacher about their progress and to raise any concerns which they may have.

### REPORTS

Children are assessed throughout their time through numerous observations, using the EYFS Development Matters statements and Early Learning Goals. Summative reports, which supplement the comments in the communication diary, are prepared on each child and sent to parents at the end of the Autumn and Summer terms.

If a child is two on entry to Nursery and has not attended another Early Years setting prior to St Wystan's, a two year old progress check is carried out during their first term in order to assess their level of development and ascertain any areas that may need additional support. If there are any issues to be discussed with parents, a meeting is arranged.

### EYFS PROFILE

At the end of the EYFS, we complete a detailed EYFS Profile on them which summarises their learning and development against the Early Learning Goals, which have been determined by the Government. You will of course, receive your own copy, which we will discuss with you at the time that it is completed. We are required to share your child's EYFS profile with Derbyshire Local Education Authority.

### STORAGE OF RECORDS

We store all of our confidential records on pupils in locked cabinets. Parents may arrange to see the records of their children in accordance with the whole school's policy on Reports and Record Keeping. You have the right to make written comments on your child's records, which will then be treated as part of that record. The School is registered under the Data Protection Act and complies with its provisions for example, about the disclosure of information relating third parties.

### COMPLAINTS

We hope that you will not feel the need to formally complain and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's Complaints procedures (which apply equally to the Nursery and have been drafted to meet the specific requirements for EYFS pupils) are on our web site. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of investigation within 28 days. We maintain records of complaints for three years after your child has left our school.

### SAFEGUARDING

The school's safeguarding policies, including its policy for the safer recruitment of staff, are enforced rigorously in the EYFS Department. Copies of the policies, which apply throughout the school, are on our web site and can be sent to parents on request.

### MEDICAL MATTERS

Please keep your child at home if they are ill or infectious, and phone us on the first day that they are ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if they become ill during the day.

A first aid box is located in the Nursery office, and is checked and replenished as necessary. At the present time, all of the EYFS staff are qualified Paediatric First Aiders. This qualification is renewed every 3 years.

### MEDICAL CARE

Although your child will normally receive medical care from your family GP practice, we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We would therefore be grateful if you would complete and return the medical questionnaire before they join the school.

### CHILDREN WITH MEDICAL NEEDS OR SPECIAL EDUCATION NEEDS WHO REQUIRE SPECIAL ADJUSTMENTS

If your child has medical needs, Special Education Needs or requires any special adjustments, we will invite you to a meeting with the Head of the Nursery, and the Head of the School and the school's Special Education Needs Coordinator and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, before they join the School.

### MEDICAL RECORDS

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and of all medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment, however minor.

### EMERGENCY MEDICAL TREATMENT

In accepting a place at the school, we require parents to authorise the Headteacher, or an authorised deputy acting on their behalf, to consent on the advice of an appropriately qualified medical specialist to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

### MEDICINES AND TREATMENTS BROUGHT TO SCHOOL FOR PUPILS

Please advise the School of any medication that you bring into the school for your child. If your child has a medical condition which necessitates regular access to medication, please inform the Head of the Nursery or Kindergarten class teacher, so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for the child.

Copies of our Policy for Administering Medicines can be sent to you on request.

*Please remember that we need your written consent for every medicine before we are allowed to give it to your child.*

### MEDICAL QUESTIONNAIRE

All parents of new pupils are requested to complete and return the questionnaire before your child starts at St Wystan's.

### MAINTAINING A SAFE AND SECURE ENVIRONMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow your child to go home with you, unless we have received your advance permission that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

The entrance to our building has security locks, making it impossible for visitors to proceed further until opened from inside. Each child is handed over by a member of staff to his or her parent or carer.

### HEALTH AND SAFETY

We update and review our risk assessments regularly on the Nursery's and Kindergarten classrooms and other indoor areas, the outdoor play space and all the equipment and toys used by the children every year in order to ensure that everything with which your child may come into contact has been assessed and that potential hazards are kept to a minimum. Daily checks are carried out to ensure that children are in a safe and secure environment. We welcome your comments and suggestions for improvement.

This document is reviewed and ratified annually by the Governing body, or as events or legislation change requires.

AUTHOR: Rachel Haynes (Early Years Coordinator)

READ AND APPROVED BY: Chair of the Governors and SLT

READ AND SHARED: Staff of the school

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