

Foundation Stage Booklet



Aims and Objectives of the School

"Inspiring bright futures and minds"

The school aims to serve the community by providing an education of the highest quality and enabling all young people to become:

- **Successful learners** who enjoy learning, make progress and achieve
- **Confident individuals** who are able to live safe, healthy and fulfilling lives and
- **Responsible citizens** who make a positive contribution to society

We aim to educate and encourage children to live happily and work together in a caring environment by providing a range of opportunities for each individual to develop to the maximum of his or her potential in physical, intellectual, personal, social and moral terms.

At St Ives Primary and Nursery School, we believe our five outstanding areas are:

- **Outstanding care and nurture**
- **Outstanding standards and achievement**
- **Outstanding partnerships**
- **Outstanding sporting opportunities**
- **Outstanding environment and facilities**

The school recognises and celebrates diversity acknowledging that everyone irrespective of age, gender, creed or race has a part to play in our school community.

School Values

As a school, the children and staff have devised a set of values we believe are at the heart of St Ives. We aim to promote and teach these values in the hope that when a child finishes their schooling career with us they can leave with these skills and values embedded to prepare them for the next stage of their life. We teach these values through class discussions, assemblies and throughout the day. The school values are:



Rights Respecting School Award

We have been awarded the Rights Respecting School Award (RRSA) Level 1. Being a Rights Respecting school educates the children (and adults!) about their rights they have, from the United Nations Convention of the Rights of the Child (UNCRC), and how important it is to respect these rights. At St Ives we aim to create global citizens who understand the needs of other children around the world and discuss how we can work together to support one another. If you would like more information you can visit the website:

www.unicef.org.uk/Education/Rights-Respecting-Schools

School Code of Conduct

Our school code of conduct fully supports and implements our school aims which are further strengthened by our affirmative behaviour policy. This develops the ideas explored in circle time by continuing to support children in being responsible for their own behaviour and the school's rewards and sanctions system. Full details of policies can be obtained from the school website.

The Golden Rights

At St Ives Primary School we have three golden rights that help form the ethos of our school. These are our golden rights and how we respect them:

Golden Rights	How we respect the Rights
We have the right to go to school and learn (A28)	Work hard To look after property
We have the right to be safe (A19)	Be kind and helpful Be gentle
We have the right to be heard (A12)	Listen Be honest

When we have shown we have been respecting these rights we receive well done slips. Each child is responsible for collecting their own well done slips and when they have 10 they receive a gold card. Three gold cards results in a gold star badge given in achievers assemblies on a Friday.

Heath Academy Trust

St Ives Primary and Nursery School is part of the Heath Academy Trust. The Heath Academy Trust consists of six primary and first schools providing inspiring education for pupils from 2 to 11 years in East Dorset. The Trust ensures excellent learning outcomes for our pupils within a framework of strong collaboration and robust school-to-school support. To find out more information about the trust please visit the website:

<https://heathacademytrust.wordpress.com/>

Foundation Stage

When your child starts school they will be in Reception, which is also called the Foundation Stage. They will be taught from a document called the Early Years Foundation Stage (EYFS). The important thing is that your child should be happy and enjoy coming to school. There will be no learning without this. Building relationships, getting used to the classroom and enjoying learning are the critical tasks of the first few weeks.

The Foundation Stage Staff are:



Miss Light
Reception Teacher



Mrs Kenny
Teaching Assistant

We plan the teaching and learning so that it is appropriate, active, hands-on and provides challenge. We do lots of our teaching in smaller groups, making full use of our experienced and talented teaching assistants. We gradually increase the "listening" / sitting still times as the class matures.

THE FOUNDATION STAGE PROFILE

When the children start in September, we will spend a few weeks getting to know your child, watching how they play and get on with others and finding out all they already know. We will hopefully have some information passed on from any pre-school settings they attended as well. We will then use these initial observations and assessments to inform our planning. We have a system of on-going assessment that links with the Foundation Stage Curriculum. This does not involve formal testing but carefully planned hands-on activities involving play, group games and one-to-one discussions. In the Summer Term you will receive information about your child's progress in the Foundation Stage Profile.

COMMUNICATION

During the first term, either there will be a meet the teacher session or a presentation handout where the curriculum will be explained more. There will also be a parent's consultation for you to attend and talk to your child's class teacher during the Autumn term. You will discuss how your child has settled into school and if there are any concerns or worries. During the Spring Term there will be another parent consultation and written reports are sent out at the end of the Summer Term. Each half term you will receive a curriculum newsletter informing you of the current theme and what your child will be learning that half term. Each Friday you

will receive the weekly newsletter informing you of any news or events coming up in the next few weeks at school. These will be emailed to you so please look out of them. Other letters can sometimes be filed in your child's book bag, so please make sure they bring the book bag in with them to school every day. If you have any messages concerning your child, please speak to your child's class teacher after all the children have been collected by parents at the end of the school day. Alternatively, you may ring the school office and leave a message or arrange an appointment to see the teacher.

At St Ives, we also use the online learning journal, Tapestry. We use this as a way of recording children's learning and sharing it with you. You will receive a separate letter explaining Tapestry further and requesting your permission.

ARRIVING AT SCHOOL

Reception will arrive at school at 8.50am. You will be notified of the gate number your child will enter school. Please line up and a member of the Reception team will come and welcome the children in from the gate. You can pass any quick messages on to the adult on the gate but please help us by being prompt and saying goodbye to your child quickly. If you are quick and positive about them saying goodbye, it really does work!

COLLECTING CHILDREN

At the end of the day, you will need to collect your child from the same gate at 3.05pm. This is subject to change but we will keep you informed. Please wait for the teacher to send your child to you, you may need to bear with us as we get to know who belongs to who! We are careful to hold onto your child until we can see the person who is collecting them. If this is going to be someone different, do let us know. If for any unforeseen circumstances you cannot collect your child and decide to send another adult, please inform the school office as soon as possible so that a message can be passed onto your child's class teacher. For your child's security, we will not allow them to go with another adult without your permission. This can sometimes cause hold ups and embarrassment so please let the office know as soon as possible. If you have not arrived to collect your child by 3.15pm, they will be taken to the school office and you will need to go to the pedestrian gate to collect them from there.

IF YOUR CHILD IS ILL

If your child is unwell, please phone the school and let us know as soon as possible on the same day. It is important for our records that we have notification from you when this happens: the telephone is the quickest and easiest way. The latest guidelines from the health authority recommend that if your child has been sick they should not return until 48 hours after the last bout of sickness. We ask that in the interest of all the children you adhere to these guidelines.

MEDICATION

If your child requires medication we ask, where possible, that it is given around the school day. However if your child has medication that needs to be taken during the school day, we can only

administer medicine prescribed by a doctor. You will need to fill in a form and the medicine will be kept there. If your child has an inhaler, you will need to get one to be kept on the school premises so please inform the school office.

ARRIVING AT SCHOOL LATE

Any child who arrives in school late must be brought to the pedestrian gate where an office member of staff will let your child in and bring them round to the classroom.

IF YOU HAVE TO LEAVE SCHOOL EARLY

If you have to take your child out of school for a medical appointment, firstly you will need to tell your child's class teacher. When collecting them, please arrive at the pedestrian gate where you can inform the office you are here and your child will be brought to you.

IT'S GOOD TO TALK

Please feel welcome to tell us anything that is concerning you about your child, it may just be a bad night's sleep or the death of a pet. If necessary, we will make a note and make sure the whole staff team is aware of it.

WHAT WILL MY CHILD NEED AT SCHOOL?

Before your child starts school, you will need to ensure you have completed a school's admission form with up to date contact details and a photocopy of your child's birth certificate. Admission forms will be emailed to you.

School Uniform

Winter

Grey trousers/ skirt/pinafore

White shirt/school polo shirt

Blue school jumper/cardigan

Black shoes

Summer

Grey trousers/shorts/skirt/pinafore

Blue school polo shirt

Blue & white striped or checked dress

Black shoes/sandals (NOT open toed)

PE Uniform

Blue shorts

White school t-shirt

Plimsolls or trainers

Black jogging bottoms in Winter

ALL ITEMS MUST BE NAMED!

School uniform can be purchased online at <https://www.schooltrends.co.uk/> .

PE

Each half term, you will be informed of the days your child has PE. On PE days, they wear their PE kit to school.

Dressing for the weather

Please be aware that a **large** amount of learning at school is done outside. Children are encouraged to take risks in a controlled environment, for example using the climbing frame or playing in the mud. With this in mind please ensure that your child brings a named pair of wellies in to school in September and has a waterproof coat on overcast and wet days, as well as a hat, and gloves for the colder weather. During the summer months your child may like to bring a hat. Again, please ensure all items are named. We ask that a once a day sun cream is applied before school as we are unable to help the children apply it at school.

"The richest classroom is roofed only by the sky" Margaret Macmillan.

We know that the weather in our part of the world is not always desirable; however, we believe that there is no such thing as bad weather days... only bad clothing!

Did you know that in Scandinavia our children's counterparts still take their learning outside even in minus conditions. Help us to help your children experience continuous learning in the inside and outside environment that is our classroom.

A Named Coat

It is a huge help if your child can be taught to manage their coat unaided before they start school. This means turning the sleeves the right way in, putting it on, doing it up/undoing it, and **HANGING IT UP** on a peg! The sooner they manage on their own, the more confident they will feel. This applies to their school clothes too: you will be helping your child if you choose uniform styles that they can manage on their own. Try to gradually increase their independence with dressing/undressing, turning inside out clothes the right way, and putting their own clothes away at home.

Book Bag/ Water Bottles

You will be given a **NAMED** book bag and water bottle as a starting school gift from SISA, the St Ives School Association. These will be handed out on the first day at school. Please do not send your child in with an additional backpack. We have limited space on our school pegs and cannot accommodate for 30 backpacks on the pegs. Thank you for your cooperation on this.

Important Information

POLICY IN THE MORNINGS AND AFTER SCHOOL

- NO DOGS ON THE PLAYGROUND
- NO UNACCOMPANIED CHILDREN ON PLAYGROUND/FIELD
- NO CHILDREN ON ANY OF THE PLAY EQUIPMENT
- NO SCOOTERS OR BIKES TO BE RIDDEN ON PLAYGROUND
- NO BALL GAMES BEFORE OR AFTER SCHOOL
- NO PARKING IN THE BUS BAY OR SCHOOL CAR PARK
- NO ENTRY BY THE CAR ACCESS
- NO WALKING ACROSS THE SCHOOL CAR PARK

When dropping off and picking up your children please use the unofficial one way system along Sandy Lane. This is driving from the Woolsbridge Road end of Sandy Lane towards the school which will be on your left hand side, and after dropping off your child continue along in the same direction to the service road.

Clothing - Please label EVERY item of clothing your child needs to wear to school. Please also label your child's PE bag, water bottle, book bag and PE kit. Helping the children change during and after PE is especially difficult if the clothes are unlabelled.

Lunch Time - Hot meals are provided free of charge for all pupils in Reception, Year One and Year Two as part of our government's commitment to Universal Free School Meals for infants. The vast majority of families at St Ives take up this offer of a free hot meal and the children love it! Meals are provided by Forerunner, a local provider with an excellent reputation for catering in schools. Each day there are three options to choose from and the menu is on a three-week rotation. To register and order your hot meal please visit:

<https://forerunner.myschoolmealorders.com>

If your child is bringing a packed lunch and not having a hot school dinner, please bring their lunch in a paper bag or washable plastic lunchbox. No fabric lunchboxes. Please label their lunch box in large letters to enable easy identification. We actively support the Healthy Schools Award and to promote a healthy lifestyle. Please help us by providing your child with a lunchbox that is healthy. We are a **NUT AND EGG FREE** school.

Snack Time - We are part of the national Fruit for Schools scheme which gives each child in Reception a free piece of fruit everyday. Please do not bring in separate snacks from home. A drinks bottle can come to school containing **ONLY WATER** for classroom use throughout the day (**SQUASH, FRUIT JUICES & OTHER DRINKS ARE NOT PERMITTED**). Please tell us if your child has any allergies to food.

Colour Teams - When your child joins St Ives they will be put into a team. These are red, blue, yellow and green. If they have an older brother or sister at school they will be put in the same team. Your child will stay in these teams as they move through the school. Team points are awarded for good learning and positive behaviour and each team's progress is then

celebrated on a Friday in achievers assembly. Your child will be given a school water bottle with their colour team lid on.

Jewellery - Earrings must be of the stud variety. We only encourage jewellery if it is for religious purposes. Please do not wear earring on PE days. Watches can only be worn in KS2, but the school takes no responsibility for any loss or damage or accidents that occur through them being worn.

Money - Any monies brought into school for trips etc must be in a sealed envelope with the child's name, class teacher and some idea of what it is for, on the outside and handed to the class teacher or school office.

Security - Would parents note in particular the need to always enter the school via the main school entrance when collecting/delivering their child outside normal times.

Frequently Asked Questions

Do the children start full time straight away?

Yes, the reception children will start full time straight away in September. We have found from previous experience this is a very successful way to ensure they settle quickly into school life.

Is there a breakfast club and after school club?

Yes, breakfast club starts at 7.45am and after school club runs until 6pm. You can book your child in using <https://bookwhen.com/stivesprimary>

Can children bring scooters / bicycles into school?

Any scooters or bicycles which are brought into school must be CLEARLY NAMED and left in the cycle pods situated outside Year 2. The school gate will be locked after school starts so items left in the bike shed will be safe until the end of school. NO BIKES OR SCOOTERS SHOULD BE RIDDEN ON THE PLAYGROUND AT ANY TIME.

Where is the lost property located?

We do not have a lost property box as such as all named items will be returned to their owner. For other items please enquire at the school office.

Can I take my child out of school to go on holiday?

Please be aware that any holiday taken during term time will count as an unauthorised absence from school unless there are exceptional circumstances.

When do children attend assemblies?

Children will attend a form of collective worship or some sort of assembly each day. This may happen as part of a whole school assembly or in year groups and as individual classes. There will be a time for reflection during these times. Depending on when the children in the class have settled into school, they will have assembly every day in the school hall with the rest of the school.

What is the SISA?

This stands for St Ives School Association. As a parent of a child at St Ives Primary and Nursery School you can join this group which works very hard to raise additional funds and supports events in the school. There will be a representative for each class in the school. If you would like to know who that person is then please see your class teacher and they will be happy to advise you.

How do I find out what I need to know?

If you feel you need any additional information then please come and see your child's class teacher, as they will be more than happy to answer your questions. We look forward to working with you to provide a happy and effective learning experience for your child.

Where do they have their lunch?

The children will go into the hall with key stage one. The children will be directed to a table where they will have the opportunity to socialise with other children and their classmates.

Does the school have a swimming pool?

Yes! We are very fortunate to have an outdoor school swimming pool onsite. SISA do a wonderful job at maintaining it and raising funds to ensure we can keep up with the running of it. In the second half of the summer term, each class has 2 swimming lessons a week with a qualified swimming teacher as part of their PE curriculum.

For other specific information about our school, please look on the school website. We hope you found this document useful and it makes you feel a little more prepared for the exciting journey ahead. If you have any further questions please do not hesitate to contact the school via email: office@stivesprimary.com.