



New Starters' Handbook
2020-2021
Foundation Stage

Welcome to Maltby Redwood Foundation Stage Unit

At Maltby Redwood Academy, we believe that the Early Years Foundation Stage is crucial in securing solid foundations our children are able to continue to build upon. We believe that from these acorns, our mighty oaks develop to leave in year 6. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst gaining a positive attitude to school and learning. We believe that all children deserve to be valued as an individual and we are passionate in allowing all children to achieve their full, unique potential. We begin each new year, by looking at the individual needs of our children and, taking into account their different starting points, we then carefully develop our flexible EYFS Curriculum which enables them to follow the path of their learning journey, at a point that is suitable for their unique needs and stage of development. Children in both our Nursery (Acorns) and Reception (Saplings) classes follow the EYFS curriculum, which has seven main areas of learning.

The Prime Areas:-

Personal, Social and Emotional Development

Communication and Language

Physical Development

The Specific Areas:-

Literacy

Mathematics

Understanding the World

Expressive Arts and design

We also follow the Development Matters key principles of:

A Unique Child

Positive Relationships

Enabling Environments

The teaching of these areas of learning is practical and playful with support and challenge from adults in class sessions, small group sessions and working on an individual basis. There is a combination of adult-led, teacher taught sessions as well as a wealth of stimulating continuous provision opportunities. Early number sense

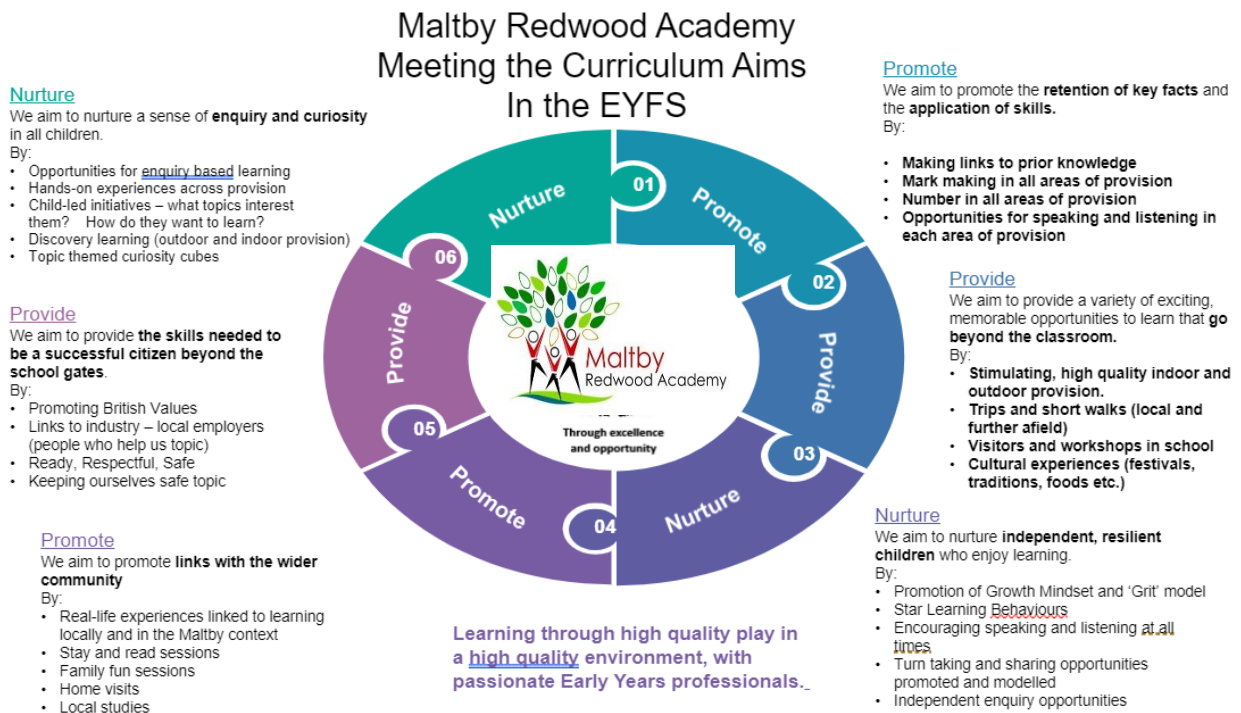
and Early Reading are a key area of focus as we know these have the greatest impact on children's future achievements. We follow a mastery approach to maths throughout the school and this begins in EYFS where children access learning at their level and are challenged to ensure a depth of knowledge across a range of contexts both familiar and unfamiliar. We follow the Read Write Inc phonics programme and we begin this in our nursery class, usually in the Spring Term but this is started sooner if children are settled and secure. Children are then assessed regularly to ensure they are accessing the right stage of the programme and that they continue to make good progress.

Throughout all areas of learning, and at the heart of the EYFS Curriculum, are the "Characteristics of Effective Learning". At Redwood, we strive to develop these key characteristics of "Playing and Learning", "Active Learning" and "Thinking Critically" in order to give the children the skills that they will continue to draw upon throughout their development. All of the crucial skills, knowledge and vocabulary that we teach are presented to the children throughout the year which encompasses a range of topics, which are designed with their interests in mind. A vital part of the Curriculum design and topics is therefore the transition period before the children enter our classrooms and where we get to know more about them and their interests. Home visits, stay and read sessions and links with families are a key part of this transition and we strongly encourage you to participate wherever possible.

We have recently made a significant investment in our learning environments, both inside and out and these are adapted regularly to meet the different and developing needs of the children in our care. We aim to ensure that these areas are always stimulating and exciting and that, importantly, they are accessible to all children, regardless of where they are on their learning journey. The environments are developed to promote independence and resilience within our children by allowing them to access the curriculum independently and confidently with the necessary level of support and challenge.

Within our EYFS Curriculum, children are assessed continuously through accurate and important observations. These provide us with information for future planning, not only for our individual classes but also for individual children's next steps in their learning. They enable us, as EYFS practitioners, to ensure learning is embedded and consistent and that all children continue to make outstanding progress within our EYFS setting.

Our Maltby Redwood Academy EYFS team strongly believes that the beginning of our children's educational journey is imperative in our mission of **'every child an achiever, through excellence and opportunity'**.



Our School Vision Statement

At Maltby Redwood Academy we believe that the school curriculum should be broad and balanced, offering children the opportunity to achieve success in many different areas. Although our curriculum is based on the National expectations, there are other planned opportunities that make up the wider curriculum.

School Details

Maltby Redwood Academy

Redwood Drive,

Maltby

Rotherham

S66 8DL

Telephone: (01709) 812848

Website: www.maltbyredwood.com

Twitter: <https://twitter.com/RedwoodMaltby>

Facebook: <https://www.facebook.com/Maltby-Redwood-Academy/>

Principal: Mrs H O'Connor

Session Times:

Foundation 1

We only have mornings or afternoon places available to our 15 hours free entitlement children.

Morning sessions are between: 8:45-11:45

Afternoon sessions are between: 12:15-3:15

AM	AM	AM	AM	AM
Supervised Lunch				
PM	PM	PM	PM	PM

However for parents eligible for the extended 30 hours entitlement and have applied and received their code

Monday – Thursday 8:45-3:15

Friday 8:45-12:45

Any hours extra to those in which your child is intitled to are charged.

Please see the office for full details on the costings.

Foundation 2 – Saplings

8:45-3:15

Security

In the interests of security and safety we do ask that you will be punctual for your child session. Staff will register F1 and F2 children on entry to the setting at the beginning of both the morning and afternoon sessions, The doors into the unit are locked promptly at 9 am and likewise at 12:15 each day.

If there are any changes to the usual collection arrangements for your child, please inform the school office as soon as possible. It is essential that your child is collected by a person over the age of 16 years and we will require your written permission if this person is under the age of 18.

Parents as partners

We recognise the importance of parents and carers in your child developing stages. As a primary care provider you are your child's first educators and we greatly value any input, opinions and information you can share with us about your child's interests, learning and progress.

Home School Diary

To facilitate this we will provide every child with a home diary. This book is a tool for you, your family and your child to work together. We encourage you to write about the activities you have done together with your child and they can proudly share with their class. In FS2 saplings the children will have a reading diary for you to record how your child is reading at home with you.

We provide many other opportunities for parents and carers to take an active part in their child's education . These include

- Open day events where parents are welcome to join in with activities
- Stay and play
- Sports day
- Celebration assemblies with the whole school

Class Dojo

Class Dojo is used to communicate effectively with home. We let you know when your child has been rewarded with a Dojo for whatever reason. We also send photos and messages to keep you up to date with your child's development. You are able to message your child's class teacher with any queries too.

Most importantly our family ethos is central to our school and as such we operate an open door policy where parents are actively encouraged to meet the staff to discuss any concerns at the earliest opportunity

Preparing your child for school

It will help your child starting school much easier and happier if they are independent and can do many things for themselves.

What should he or she be able to do?

Can he or she...

- Dress and undress themselves
- Use the toilet and ask to go there?*
- Tidy up after himself
- share toys and equipment
- hold on the handle a pencil
- sing some nursery rhymes
- practise counting to 10
- listen well and follow simple instructions

*We would encourage parents to help their children be able to use toilet facilities independently although we do have some facilities available should odd accidents occur or if your child is still at the training stage.

How can I help and what can I be doing before they join school?

- Encourage your child to be as independent as possible even if it takes them longer to get ready
- Get them used to routine of reasonably early to bed and up early enough for you and your child have a stress-free time to get ready for school
- Never threaten them with school. Be positive, show them what it is to have a fun and enjoyable experience
- Give your child as many varied experiences as possible
 - drawing
 - painting
 - cooking
 - singing
 - making models
 - playing games
 - jigsaws etc
- Let your child experiment with
 - Pencils
 - crayons
 - felt tips
 - chalks
 - paints

- playdough
- scissors
- Share stories and rhymes
- Read to them each day
- Count everything and share things out
- Use lots of one to one correspondence – eg. cup, plate knife fork spoon for each person

School Office

The Schools Office is open from 8:30-4:30 each day (term time only)

Business Manager is

Office Clerk is Mrs C Hinch

Educational Visits

Educational visits are also a crucial part of our curriculum and we encourage parents to join us wherever possible. Parents are always given prior notice and will be requested to complete a permission slip and return it prior to the visit. All educational visits are made payable via our parent pay app. All visits are paid voluntary and if there isn't enough payments visits may unfortunately have to be cancelled.

School uniform

See attached the uniform information sheet about the cost and where to buy full stop for physical activities FS2 children need a PE kit in a label bag.

As our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped for these areas at all times of the year. Please ensure their clothing is practical suitable for the seasonal changes.

For example:

- Waterproof jackets and wellies for wet and cold weather
- Sun hat, sun cream* and protective clothing in the summer months

We cannot stress enough the importance for your child clothing to be clearly named. As you can imagine with the number of children in our unit and the amount of new clothes jumpers and coats etcetera this can easily be lost or abandoned. We do our very best to find and return lost items of clothing but you will appreciate without it being named it is very difficult to do this.

*Sun cream needs to be applied before your child gets to school.

Parents Evening

There is a parents evening each term for children. Parents can speak to the foundation staff at anytime. Both F1 and F2 children will receive a record of achievement in the summer term.

Students

In the unit, we frequently have students following a range of childcare courses. All students work under the supervision of the foundation stage staff.

Governors

The governors of Maltby Redwood Academy meet regularly and their task is to have a clear strategic view of our school. There are five parent governors and these are selected by you as parents and remain at their post for a term of four years. When a vacancy arises the head teacher will write to all the parents for nominations. There is a list of school governors in the school office.

Special Educational Needs and Disabilities (S.E.N.D)

Our school is fully inclusive and we believe in early intervention full stop whatever the needs of the child we strive to meet them full stop if we have concerns about a child's progress we will discuss this issue with their parents and try to work through it supported and encouraging the child as much as we can. Likewise should you as parents have any queries or worries regarding your child development we encourage you to talk it through with us. We aim to work in partnership throughout.

Should it be necessary the school **S**pecial **E**ducational **N**eeds and **D**isabilities **C**o-**O**rdinator may be involved. The **SEND**CO can be contacted through the school office.

Health and Safety

We take great care to ensure that your child's experiences of school are fun by striving to make our Unit environment, and the activities we promote as safe as possible.

For reasons of Health and Safety, no jewellery is to be worn in our unit. Children with pierced ears should wear plain, round studs only while at school. It is crucial that this be the case as, due to the nature of our outdoor activities jewellery puts your child at an increased risk of accidents and therefore they will not be able to access 100% of the curriculum.

Please note, the LEA no longer inspects for headlice. Therefore we advise that you check your child's hair regularly.

We undertake regular fire drills, enabling your child to be familiar with the procedures, responding quickly and calmly.

Maltby Redwood Academy, like all other schools, is a no smoking zone. Therefore we must insist that you refrain from smoking within our school grounds.

Please feel free to refer to the school's Health and Safety policy.

School Dinners

Mrs Hill prepares hot meals for us daily in our school kitchen. A menu is available via our website, Facebook and from request at the office.

All children in FS2 Saplings, Y1 Willow and Y2 Maple are entitled to the Universal Free School Meals.

Please note those in FS1 Acorns who are eligible for 30 hours will have to pay £2.10 for their school dinner.

Pupil Premium

Your child could be entitled to extra funding at school called Pupil Premium. This means you would receive a significant discount on things like School Excursions. Please follow the link below for further details.

http://www.rotherham.gov.uk/info/200008/benefits-and-support/104/apply_for_free_school_meals

Snacks

All children in Acorns and Saplings are offered a piece of fresh fruit at break time and a carton of milk if they wish. They also have continuous access to their water bottle – please ensure this is refilled daily. Water bottles must only contain water, no juice or squash is permitted in line with the Healthy Schools initiative and DfE guidance "School Food Standards"

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788884/School-food-in-England-April2019-FINAL.pdf

Every child under the age of five qualifies for free school milk. Once children reach their 5th birthday milk will be available to buy and payable to the office via ParentPay.

Starting School

Those starting in FS1-Acorns please refer to your personal letter about dates and times for the induction.

When your child is due to start in our foundation unit you will receive a letter informing you of the fact and a visit will be arranged in normal circumstances. At the visit you will be given a welcome pack containing information about our foundation stage unit. Due to coronavirus we are unfortunately unable to hold transition meetings. However, you are able to come and look around the unit with a prior arranged time. Please contact the office for this.

Despite your child allocated a place with those for their initial year in FS1-Acorns, You will still have to register for a place in foundation to saplings. Therefore it is essential that you complete all paperwork issued so that we can do our very best for you and your child. It is essential for you to make us aware of any allergies dietary requirements or ailments that your child may have so we can ensure the best provision for them whilst they are with us.

Absences

Regular attendance is of the upmost importance to the Staff and Governors at Maltby Redwood Academy.

Should your child be ill and unable to attend, please let us know on the first day of absence. School will ring you should your child be absent without an explanation.

Staff at school want to support you fully in encouraging the best possible attendance. We will hold family meetings and/or can visit you at home to offer the best help in getting your child to school.

We encourage you to make dental/ hospital appointments outside of the school day. Should this not be possible, please bring in your appointment card/ letter for our records.

Children who regularly failed to attend

Despite foundation 1 being non statutory education should your child failed to attend for two weeks or more without the school being informed the letter will be sent asking if you still require the place. After a further two weeks of non attendance your child's place will be automatically re allocated to another child on our waiting list.

Sickness

Children are not happy at school when they are ill. They are much better at home with you where it is quiet and comfortable. Please do not bring them to school at these times even if they demand to come. Children should be symptom free for 48 hours before returning to school. Any child taken over the course of the school day

will be made as comfortable as possible until they can be collected. We will contact parents and then any other emergency contacts in our schools records . It is therefore essential that we are made aware of all contact numbers and kept up to date with any changes to avoid causing your child unnecessary distress. If your child is a diagnosed medical condition please let us know as soon as possible so that we are able to follow any necessary procedures.

Medication

If your child is being prescribed medication that needs to be administered within the school day either you can bring it into the at the appropriate time and give them their dose yourself or Alternatively bring it to school in its original name container with written instructions as to the dosage and we will administer it following the specific instructions all medicines are kept in the school office or refrigerator as appropriate. You must fill in a form at the office in order for this to happen.

Additional information

We also like to encourage children to collect materials we can use in our creative and workshop area. We always need empty boxes and cartons, string, wool, fabric, shells, bobbins, and corks etc. in fact almost anything.

Please do not send your child to school with sweets and toys from home for, whilst we are always pleased to see a new toy or book, it causes untold upset if they are lost or broken.

Access by car

Unfortunately there are no car parking facilities for parents cars within the school grounds both Redwood Dr and Chestnut Grove are very narrow and parking is already difficult for residents. School ask that you park safely and considerately at all times, observing road markings and avoiding parking on the footpaths or grass areas at the end of the school drive. In particular, we ask that you avoid creating objections of any kind whether to residents or school children and their parents. It is essential that the school maintains good relationships with local residents on your cooperation is very much appreciated.

We hope you find this handbook helpful and informative in supporting your child's integration into our school.

