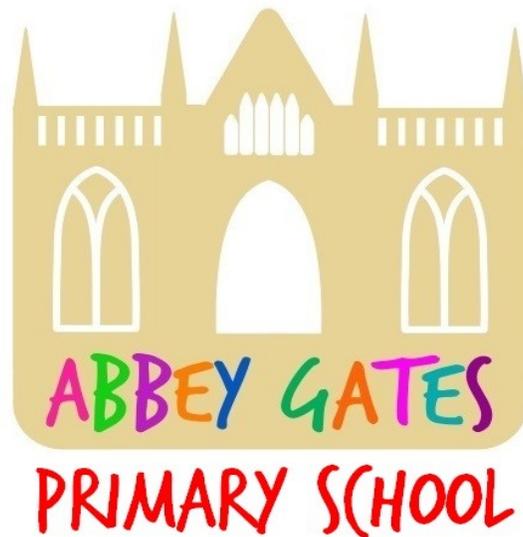


Welcome to Abbey Gates  
Primary School

Foundation Stage Unit



Information for parents



# Welcome to Abbey Gates

## Foundation Stage Unit

We would like to welcome you to the Foundation Stage Unit at Abbey Gates Primary School. This booklet has been produced in order to give as much information as possible to you as parents, and your child. It may help to answer some fundamental questions about your child starting school. Other information can be found in the Foundation Stage Policy and the school prospectus which is available on our school website.

**Our Foundation Stage Team consists of:**

**Foundation Stage Leader:** Mrs Keeley Bowell

**Foundation 1 Teacher:** Mrs Rachel Hallam and Mrs Kitching

**Foundation 2 Teacher:** Mrs Keeley Bowell

**Teaching Assistants:** Mrs Catherine Wilmot  
Mrs Heather Tomlin  
Mrs Louise Whitworth  
Miss Megan Kingswood

The day is planned to capture your child's interests and imagination. The children learn to share, find out, take turns and learn through talking, listening, reading and sharing stories. We aim to provide a safe, caring and happy environment for your child to play and learn in. We want your child to enjoy their time with us.

Although the Foundation Stage Unit is seen as a distinctive Stage and follows its own timetable, it is still very much part of the main school.

The staff are always happy to talk with you about your child and share any concerns with you. We would be grateful if you would let us know of any family changes or circumstances so that we are able (if necessary) to help your child.

## Foundation Stage Times

F1 (pre-school children) - Morning session - 8.50am- 12.00pm

All day sessions - 8.50am - 3.25pm

Afternoon Sessions - 12.50pm - 3.25pm

F2 (reception children) - 8.50am - 3.25pm - Monday to Friday

## Funded sessions

Families that receive 15 hours of funded childcare can pay for additional sessions, where available, for £11.00 per session plus £5.00 for lunchtime cover.

Abbey Gates also offers **up to** 30 hours of funded childcare for eligible families. These hours can be shared with other childcare providers. Parents should state their preference for sessions on the form provided by the school office and sessions will be allocated where possible.

## Arrival

Please ensure that you arrive on time so that your child can be registered in their group. Children should enter through their own classroom doors, when the bell rings (NOT through the main entrance).

## Collection

Please collect your child from their classroom door at the end of the day. For safety reasons, children must be brought and collected from school by a person over the age of 16 years. Please tell us if someone different will be collecting your child or if you are going to be late for any reason.

Please **DO NOT** allow any children to use the outdoor equipment before or after school.

## Health and Safety

We care very much about the health and welfare of each child. Children are encouraged to value themselves as individuals and to become aware of the needs of others.

In the case of an accident or illness, a parent will be contacted.

We do not usually give medicines to children but if your child requires an inhaler or other emergency treatment due to allergies, please speak to a member of staff. Parents' written consent is required before administration of any prescribed medicines. Please contact the school office for further information.

## Sickness

If your child has been sick or had diarrhoea during the night, we ask that you to keep your child off school for 48 hours to prevent rapid spread of the infection.

If your child is unwell and the illness is infectious, then we ask that you consult your family doctor before bringing your child back to school.

Please check your child's hair regularly for head lice as we no longer have a school nurse available to do this. If your child has head lice we ask that you treat your child at home and refrain from bringing them into school until the child's hair has been treated. It is also important that the school becomes aware of this as we need to send letters out to ensure all parents/carers check for the same problem.

## Sun Protection

The FSU follows the advice in the Abbey Gates Sun Protection Policy. Appropriate clothing should be worn by the children and parents/carers are asked to apply all day sunscreen to their child/children before school during the summer months.

### Fruit and milk

All children receive fruit and milk at story time. F1 receive milk free of charge and F2 children until they are 5, after which a small charge applies. All children will need to be registered with cool milk in order to receive this. Details are supplied separately in your pack.

Please let us know if your child has a dairy and/or food intolerance.

### Behaviour

At Abbey Gates we believe that all children should be able to enjoy and participate in the learning opportunities provided within a safe and caring environment. We show the children how to take responsibility for their own behaviour. Because of this, the following simple rules have been developed:

Do not run in school.

Look after and take care of all equipment and belongings.

Ask politely for help.

Return things that you have used to the correct place.

Always say sorry straight away if you accidentally hurt someone.

No throwing.

Use toilets properly.

Always try to finish something you have started.

Take turns and share.

The children are made aware of the rules and safety issues when they start in the Foundation Stage Unit and the reasons for them. A policy of positive behaviour reinforcement is adopted by all staff. If your child has any behaviour difficulties, we will inform you and work with you to overcome them.

We recognise the achievements and efforts of all the children, however great or small. The children regularly receive reward stamps or stickers for something special they have done.

## Uniform

Our school uniform consists of:

### Winter

- Black or grey trousers/skirt/pinafore
- Red sweatshirt or cardigan
- White school polo shirt/shirt
- Black school shoes

### Summer

- As above or red gingham school dress
- As above or school shorts

A leaflet providing further information about school uniform is enclosed in this pack.

We feel that it is of extreme importance to encourage independence from an early age. Therefore, we would ask parents/carers to ensure that their children are dressed appropriately to encourage independence when going to the toilet, taking their shoes off and getting changed for P.E.

We would like to stress the importance of **clearly naming** all items of clothing as these sometimes get mixed up during the times when they are getting changed for P.E.

Please ensure that your child has their P.E kit (with plimsolls) in school from Monday to Friday.

Your child will need to bring a coat and suitable footwear as we also value outdoor play in all types of weather. It is useful if wellies can be left in school all week to cater for Trekking Tuesday sessions and wintery weather conditions.

## Daily routine

### Notice board

At Abbey Gates we use a topic-based approach to learning throughout the school. In the foundation stage we link these topics closely to the interests of our children. We will update our notice board weekly to inform you of these topics and of the exciting activities we will be taking part in. Key information is also included about specific events or items that your child may need to bring into school that week.

### Morning welcome and registration

Your child will come into school at 8.50am. We ask that you support your child in finding their name to self-register and hang up their belongings on their chosen peg. Book bags and lunch boxes should be placed in the boxes provided and children are given time to "get busy".

After the parents have left, the children will be brought to the carpet for registration and morning discussions.

### Group sessions

Throughout the day your child will participate in short group focus sessions. These include singing songs, sharing stories, counting and numbers, learning about the world and gross and fine motor before accessing the continuous provision.

Your child will also take part in guided activities planned by their class teacher. During this time children will develop their concentration, basic key skills and creativity.

### Phonics

In phonics your child will learn to listen to and distinguish between sounds, orally segment and blend words and begin to recognise some letters. We use letters and sounds and jolly phonics to plan for and teach letter names, sounds and actions.

### Fruit, milk and snack time

Before play time in the morning and afternoon, your child will be given fruit, milk and snacks (if provided). During this time we encourage children to wash their hands, talk about food, health and hygiene and share stories together.

### Play time

We have a morning and afternoon playtime when your child will access the Foundation Stage playground; using the bikes, climbing equipment, stage and mud kitchen.

### Continuous provision

Throughout the day your child will be given lots of opportunities to engage in self-chosen activities, promoting learning through play in a range of areas. The adults will also set up activities for your child to participate in, in order to meet their learning needs. We really encourage independence by asking the children to self-select their own resources, develop their ideas and find things out through exploration and investigation. During 'busy time' your child will have access to our F1 outdoor area.

Areas of provision include:

- Sand
- Water
- Creative area
- Maths
- Writing
- Baking
- Role play
- ICT
- Investigation
- Construction
- Fine motor
- Reading area
- Outdoor provision

### Baking

We regularly bake in the foundation stage and ask for a contribution of £2 per term to provide us with the ingredients needed.

### Settling in

Each child varies in the amount of time that they need to settle in. Remember, it is not uncommon for children to cry when parents leave them. More often than not, they will be playing happily a few minutes later! Try to not to worry too much, we will do our best to help your child settle in the best way possible according to their individual needs.

Please ensure that you say goodbye to your child before you leave.

### Parental and Carers Help

We believe that close links with parents and other family members are essential and we want you to feel welcome in our unit. Please come and join in whenever you wish, there are so many activities that require adult supervision, and help making and maintaining resources. We will be grateful for any help/time you can offer. Ideas include working on the computer, baking, tidying, sorting, playing games, listening to readers, helping with trips/visits, such as visiting the library once a fortnight, or whatever you wish!

If you have a particular skill or interest, please feel free to come and share it with the children. You will need to read and sign the parental guidelines which can be obtained from the school office prior to your visit.

### Stay and Play

In F1 and F2 we plan half termly 'Stay and Play' and 'Come and Play' sessions. We welcome parents, carers and grandparents into the unit during this time to play with their child and see the wonderful things we have been learning.

### Items we may find useful...

Old, clean pairs of socks, varying in size.

Washed milk bottle tops.

Cardboard tubes.

Wool (plus anyone who can knit!).

Clean/empty cardboard boxes.

Wellingtons (any size).

Old clocks, radios and magnets.

Large buttons.

Yoghurt pots and margarine tubs.

Old birthday/Festival cards.

Wallpaper.

We always ask for things related to our topic, please look at the notice board in the classroom window to find out more.

## Helpful Hints

- We believe that getting to school on time is important. Please try to encourage your child to come into the cloakroom on their own as soon as possible.
- In F2 your child's coat peg is labelled with their name which we encourage them to find on their own. In F1 the coat pegs have pictures above them and your child can choose any peg for their coat. It helps us if the coat has a name inside.
- Clothes that are easy to get on and off are the best and very much appreciated by staff. Easy fastening shoes are ideal e.g. Velcro, buckles and slip-ons.
- We prefer children to leave their own toys at home. A child can become very anxious if they get lost at school. We do not mind 'comfort' toys when a child first starts school if they will help with settling in.
- Our school now uses the School Gateway system for payment of dinner monies. F2 children receive free dinners; in F1 if your child is to have a school dinner, please pay online via the School Gateway <https://login.schoolgateway.com>.
- If your child brings sandwiches, please ensure their lunch box has their name on.
- Your child is welcome to bring in healthy snacks to eat outside at morning break time. As an accredited 'Healthy school' we recommend healthy snacks such as apples or carrots.
- Children should bring a named water bottle to school, to which they will have access throughout the day. We do not allow canned, fruit or fizzy drinks, only water please.

## And Finally...

Our Foundation Stage Unit is a child's world, where children learn to become independent and to make friends with other children and adults in a safe and secure environment. They learn through a play-based curriculum exploring all kinds of materials and experiences.

### **Our schools mission statement is:**

"It is our vision to be a leading school providing quality education in a caring environment. All children will be encouraged to achieve their full potential and become responsible, independent individuals."

