



## CHAFYN GROVE SCHOOL



# INFORMATION FOR PARENTS/CARERS OF EARLY YEARS CHILDREN

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## **WELCOME TO EARLY YEARS**

All staff within the Early Years department extend a very warm welcome to you and your child.

Hopefully this simple guide will answer most of those small but important questions that you might have.

## **A BRIEF EXPLANATION OF HOW THE EARLY YEARS FOUNDATION STAGE WORKS**

The Early Years Foundation Stage (**EYFS**) is a curriculum for children from birth to five years of age. It comprises seven areas of learning and development that are all important and inter-connected.

- **Communication and Language, PSED (Personal, Social and Emotional Development) and Physical Development** known as the 'PRIME' areas.
- **Literacy, Mathematics, Understanding the World and Expressive Arts and Design** known as the 'SPECIFIC' areas.

There are also three 'Characteristics of Effective Learning':

- **Playing and Exploring** – children investigate and experience things, and 'have a go'.
- **Active Learning** – children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.
- **Creating and Thinking Critically** – children have and develop their own ideas, make links between ideas, and develop strategies for doing this.

The characteristics of effective learning examine the **way** your child learns rather than the content of the curriculum.

Our educational programme is shaped by the seven areas of learning and we value and praise achievements across all the areas. At the end of the Reception year every child is assessed against the 'Early Learning Goals', which summarise the knowledge, skills and understanding that all young children should have gained by the end of their first year at school.

## **DAY TO DAY INFORMATION FOR CHAFYN GROVE EYFS**

### **Nursery Class**

Children can join the Nursery from the age of 3 years. We run on a session basis enabling you to choose as many sessions each week as necessary to suit your child's needs. This is a flexible arrangement and the bookings are checked and up-dated each term to ensure that we are getting the balance right. Some children attend full time as soon as they join us and others start with only a few sessions a week and build up to full time as they become ready.

In partnership with Wiltshire County Council, we offer the Funded Early Education (FEE) grant. This is available up to a maximum of 15 hours per week, for six terms, from the term after a child's third

birthday and is subject to the completion of the relevant SCC declaration form each term. Our funded hours are provided in the mornings between 8.30am and 11.30am. If you are **not** claiming FEE hours from an alternative provider the 15 hours will be fully funded and there will be no extra cost.

Parents/carers may also use the Tax-Free Childcare to access funding.

### Reception Class

When children enter the Reception year they are beginning full time school. Some children will 'bound' into the classroom with confidence and enthusiasm and be eager to explore, while others may be more cautious, preferring to observe activities rather than participate. We respect that each child is different and during the settling in period we take the lead from the individual to ensure that the transition is a happy and positive experience. For these reasons we would ask parents to discuss their child's specific needs with us ahead of them starting school.

The structure of the day is as follows:

Nursery		Reception	
8.25	Registration	8.25	Registration
8.30-10.30	Morning session (including morning snack)	8.30-10.30	Session (including morning snack)
10.30-11.00	Playtime	10.30-11.00	Playtime
11.00-11.30	Morning session	11.00-11.55	Session
11.30-12.30	Mid-morning session (including lunch)	11.55-12.30	Lunch
12.30-1.10	Playtime	12.30-1.10	Playtime
1.15-3.30	Afternoon session (including afternoon snack)	1.15-3.30	Session (including afternoon snack)
3.30	Finish	3.30	Finish

Wraparound care is available before and after school comprising of Breakfast Club, early morning drop off, After School Club and Supper Club. Please ask for details regarding charges for these.



### FAQs

- **How will I register my child each day?**

On arrival, for both Nursery and Reception, please sign your child in on the sheets provided indicating what time you have arrived and what time you intend to pick up.

- **What happens at the end of the day?**

At 3.30pm (or the end of the session if earlier) we ask parents to wait by the picket fence outside the Nursery classroom. If for any reason you are held up and know that you will be late to picking up your child, a phone call or email to the office, or an email to the class teacher is helpful. If we have not received authorisation, we will not allow your child to leave with another person. At approximately 3.35pm we will pass your child to After School Club staff and they will add your child to their register. This is charged for in Nursery, but free until 4.40pm for Reception aged children.

- **Should my child be out of nappies before joining?**

Yes please. The expectation is that children are fully toilet trained, confident using the toilet and wearing pants in the daytime (rather than pull ups or nappies) prior to joining. Of course, we fully understand that accidents can happen and that help is sometimes needed by young children. We are equipped to deal with these matters sensitively and effectively if required.

- **How will I be able to support my child's learning?**

Each term children in Nursery and Reception base their learning around a different topic, for example 'Let's Have Fun with Stories', 'I Wonder What...Rhymes?' or 'I Wonder What's...In the Garden?' and all seven areas of learning are covered within each topic. The Pre-Prep Newsletter and posts on social media (Facebook and Instagram) provide an excellent starting point for chatting to your child about what they have been up to each week.

At the beginning of the Autumn term we hold an 'Early Years Parents' Talk' which outlines more information on the Early Years Foundation Stage and the ways in which young children learn. It is an excellent opportunity for parents to gain an insight into the workings of an Early Years classroom and to be able to ask questions about how to support their child's learning.

During the first half of the autumn term, Reception aged child will begin to learn the letter sounds and will bring home 'sound' flashcards to practise. Later in the term (and this will be at different times for different children) they will start bringing home reading books to share with you. It is vital at this stage that the children enjoy their work. They have a full day at school and might be tired by home time and, if this appears to be the case, we would always advise you to save their sounds work/reading for another day.

- **Swimming Lessons**

All children in Pre-Prep have swimming lessons in the on-site pool during the summer term. Some children are water babies and already competent swimmers, others need confidence to test the water, so lessons are designed to meet differing needs, with high staff:child ratios.

Reception children should have a named black swimming costume or trunks (as specified on the uniform list), a school swimming hat, goggles and a towel. Nursery children can wear any colour costume or trunks and should also have a swimming hat, goggles (if they use them) and a towel. Some children like to wear a wet suit to keep them a bit warmer or a rash vest to protect them from the sun and both are permitted. Suitable footwear (crocs or flipflops) to wear to and from the pool is also helpful. Changing for swimming really begins to test independence, particularly in getting ready quickly and looking after personal belongings but, of course, the teachers are on hand to make sure everything runs smoothly!

- **Where can I buy my child's uniform?**

As part of the school's welcome information, all new children receive the school uniform list.

Nursery parents, please ask staff about the particular sessions that you wish to attend as these may include activities such as PE where extra kit may be needed.

All new school uniform is available online through our uniform supplier Monkhouse ([www.monkhouse.com](http://www.monkhouse.com)). The Monkhouse website is simple and easy to use and is open to parents 24/7, 365 days a year. The school has a dedicated shopping page displaying all our uniform and sports kit. Size guides and measuring guides are provided. Monkhouse provides

a free 'Click and Collect' service to school once a week during term time. Alternatively, there is a free home delivery option if you spend above a certain amount. During the school holidays, as the school is closed, it is home delivery only with a postal charge. Any in-stock items should be dispatched within 48 hours of ordering. Returns are free of charge.

'Eights' is the name for our school house system. This originates from when the school had just 32 children and was split into 4 groups, each of 8 children. They are named after the plays of Aristophanes (circa 400 BC) and are as follows:

Knights – Red      Wasps – Yellow      Birds – Blue      Frogs – Green

Your child will need the appropriate 'Eight' coloured t-shirt for PE lessons.

The 'Friends of Chafyn Grove' also run a small on-site second-hand shop. For more information on this please visit the Facebook page '**Chafyn Grove School – Second Hand Uniform**'. For second-hand queries, please use Facebook Messenger to contact Mrs Lucy Minter, the school's parent volunteer managing the second-hand stock.

The Parent Reps also have a private Facebook group ('**Chafyn Grove School second-hand uniform buy and sell**') which parents can request to join. This offers an option for parents to buy and sell items privately.

### **Ballet kit**

There is an option for Nursery and Reception children to join ballet lessons during a lunchtime playtime and these are taught by a visiting dance specialist. For these boys wear their PE kit and black ballet shoes and girls wear either a ballet leotard, ballet shoes, ballet socks or tights and a bolero cardigan or their PE kit. If your child is Kindergarten age within Nursery they will need to wait until the academic year that they turn four before they can start.

- **How will my child celebrate a birthday?**

We like to help children feel a little bit special when it is their birthday. For this reason, children are allowed to wear their own clothes on the day. If a birthday falls at the weekend or in a holiday then children may wear their own clothes on the nearest school day. There is a weekly birthday assembly which allows us all to celebrate together.

You are welcome to send in a cake (or something similar) for the children to share at snack time. Alternatively, a cake may be ordered through the school by contacting the school office. Please do remember our school's policy of 'nut free' foods only.

- **What will my child have to eat during the day?**

Morning and afternoon snacks are provided each day. Milk is offered as an alternative to water in the mornings if the children would like it and plastic cups are provided.

Lunch is the main meal of the day and is prepared and cooked by the catering staff in the school kitchen. High quality ingredients are used and special diets, such a gluten or dairy free, are catered for. A vegetarian option is also available. There is a three-week rolling menu which is displayed in both the Nursery and Reception classrooms, as well as being posted on the school website.



Nursery children sit together at a table and are supervised by Early Years staff. Reception children sit on 'family tables' with Year 1 and 2 in a 'family style' and are supervised by Pre-Prep teachers and teaching assistants. Every child is given a choice about the amount of each food type they would like and are encouraged to eat a little of everything on offer. They may choose the daily dessert or a yoghurt to complete their meal. Staff sit facing the children whilst they eat and food is cut up to a size that is right for each child's age and size to help prevent choking. Good table manners are modelled promoted and, from the earliest age, we encourage children to use a knife and fork and to feed themselves. It is helpful if you can also practise this at home.

Children who stay at school for After School Club beyond 4.40pm are provided with an additional light snack.

- **How will teachers feedback information about how my child's learning is progressing?**

We have Nursery and Reception parents' meetings in the Autumn and Spring terms and provide written reports during the year as well. Reception children have an additional parents' meeting at the end of the summer term where their Foundation Stage profiles are shared, and any Nursery children leaving at the end of the year to start school elsewhere will also be offered a meeting then. In the meantime, please do not hesitate to speak to us about any worries or concerns you or your child may have, however small they may seem. We appreciate how important the little things are! We are usually available at the beginning and end of each day, or we can arrange a mutually convenient time to chat.

- **What if my child is struggling or naughty?**

If we feel that your child needs extra support of either an academic or pastoral nature, we will contact you to talk about it. Many problems can be resolved quickly and without much intervention. If we become more concerned, Early Years' staff are able to discuss individual children with our SENCO (Mrs Hannah Rogers). We will be guided by her if outside agencies need to be involved.

- **What if my child is injured or ill?**

If you need to keep your child at home because of illness we ask that you to telephone or email the office before 8.30 am. Please note that they need to be off school for **48 hours** from the last incident if they have had diarrhoea or vomiting. If your child becomes ill or suffers a serious injury at school, he or she will be taken to the duty matron who will contact you and make arrangements for you to collect your child. If a minor injury is sustained matron will tend to your child. You will be sent an email giving details of the accident and any action taken or medication given. If your child has regular medication such as an inhaler, or they need a course of antibiotics, we will ask you to fill in a permission form so that we can administer the medicine when necessary.

- **How will I complain if I am dissatisfied?**

We hope that we are able to avoid the need for complaint by asking you to raise any problems as soon as they occur. The class teacher or the Head of Early Years (Mrs Helen Morgan – [hmorgan@chafyngrove.co.uk](mailto:hmorgan@chafyngrove.co.uk)) should be approached in the first instance. If necessary, the Headmaster (Mr Simon Head – [headmaster@chafyngrove.co.uk](mailto:headmaster@chafyngrove.co.uk)) can also be involved. If your complaint should be more serious and concern a breach of a school contract, the full complaints procedure can be found on the Chafyn Grove website. Should your complaint be concerning the Early Years Department failing to fulfil the EYFS requirements, you are invited to contact Ofsted or ISI. Our Complaints Policy can be found on the class notice boards or details of how to go about this can be obtained from the school office.

- **Where can I find out more information about Chafyn Grove School?**

The Chafyn Grove website ([www.chafyngrove.co.uk](http://www.chafyngrove.co.uk)) has lots of additional information about the school, including some of the school policies. If you wish to read any policy which is not on the website, please ask a member of Early Years staff. Each class has a parent who acts as a representative in the School/Parent Forum (Parent Reps). They can be a helpful lifeline to new parents, often answering little questions you may have, and also organise social events so that you can get to know everyone in the class. The Parent Reps should in touch over the summer holidays.

More specific information about the EYFS may be found on the Department of Education website [www.education.gov.uk](http://www.education.gov.uk) or the Wiltshire website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).