



## **General Information for Parents**

### **Starting Benedict Biscop C.E Academy Early Years Foundation Stage**

Prior to your children joining us, staff will arrange a to see you and your child at home. This valuable opportunity allows us to meet your child in an environment where they are most comfortable. Staff can spend 1:1 time with you and your child and discuss any individual requirements. Transition into school will be staggered to ensure children are happy and settled and ready to begin their journey in Early Years.

### **How You Can Help Your Child to Prepare for Early Years**

- Talk to your child about starting early years and about how it is an exciting experience, something he or she will enjoy.
- Encourage your child to play with other children and share toys with them.
- Children should be able to attempt to put on items of clothing such as coats and shoes and be able to ask for support if needed
- Encourage him or her to tidy up after him/herself.
- Encourage your child to talk clearly about everyday experiences
- Look at books together, talking about the stories and pictures.
- Give your child opportunities for drawing his or her own pictures and if you do teach your child to write his or her own name, please do not use all capital letters.
- Involve your child in counting and sorting everyday things.
- Allow your child to practise cutting out using small scissors with rounded ends.
- Children should be able to go to the toilet and should not wear a nappy to nursery
- Children should not have a dummy or bottle in nursery.
- Encourage your child to use basic cutlery and drink from a cup
- Where possible, children should walk to nursery and not be reliant upon pushchairs

Supporting your child to achieve these objectives will ensure children are fully prepared to begin their Early Years journey with us at Benedict Biscop C.E Academy.

### **Clothing**

We believe that uniform plays an important role in the school ethos. Children need to be suitably dressed for the working day. A smart appearance helps to maintain high esteem and a sense of pride in the school community. Our school uniform is blue and grey and is strongly recommended. We recognise that children need comfortable hard-wearing clothes for early years, which are easy to wash. It is also advisable to provide a spare change of clothing for your child. Although aprons are provided for painting, clay, water play, etc

children can still become 'messy'. A change of clothing would allow your child to change and remain comfortable throughout the rest of the school day.

**Our parents have opted for the following as being practical.**

- Dark grey skirt /tunic [no more than 5 cm above or below the knee]
- Dark grey or black tailored trousers [not fashion trousers]
- School sweatshirt or sweat cardigan [with embroidered school badge]
- White school polo shirt.
- In Summer a blue gingham dress may be worn.
- School fleeces and warm coats with reflector strips are available via the school website
- For Health and Safety reasons we ask that children wear plain, dark, sensible, flat heeled shoes, trainers and boots are not suitable for wearing throughout the school day.
- No jewellery is allowed.

**Communication in EYFS**

**Parents as Partners**

Once the children have all been admitted and are settled into the Nursery routine, we welcome parents to come in and help children learn in our setting. You may wish to listen to children read or share a particular skill, hobby or interest with our children. Please speak to a member of the EYFS Team.

**Learning Journals**

In Early Years, practitioners record children's learning and development in Learning Journals. Learning Journals include photographs, pieces of independent work and observations. Staff and children value contributions from parents towards the Learning Journals to document important steps in progress which may have occurred at home. We appreciate contributions of photographs, writing, postcards etc.

**Open Week**

We will also invite you into the setting on a termly basis where you have the opportunity to come in and talk to your child's teacher, play with your child and celebrate their success with staff through the sharing of Learning Journals.

**Read all about it!**

Every month, we send out our EYFS newsletter so you can see and read about all of the lovely things the children have been up to!

**Me, Myself, My World Book**

Each child will receive a Me, Myself, My World book. The purpose of this book is for you to share 'out of school experiences' with us. We would like to see and hear about your adventures at home and would love your child to talk to us about them. You may choose to do this by adding photographs, bus/train tickets, drawings and explanations. This book will stimulate great discussions and allow staff to share your child's interests. Staff will look at these books during Key Person Time.

### **EYFS email account**

Please keep in touch with us over holiday periods and share your photos through our Early Years email account on [eyfs@benedictbiscopacademy.co.uk](mailto:eyfs@benedictbiscopacademy.co.uk).

### **Follow us on Facebook!**

We add regular posts to our Facebook page. Please follow us to see what children have been up to!

### **Snacks and Refreshments**

Every day in Early Years, children are provided with water, milk, fruit and a range of healthy snacks which children can access throughout the day at our snack table. Children are not allowed to bring sweets, crisps, etc. Birthday treats brought from home to share with other children are discouraged. This is due to an increasing amount of food allergies.

### **Health and Hygiene**

Children starting Early Years are expected to be toilet trained. Please ensure they know how to flush the toilet after using it and how to wash their hands. Please do not send your child to Early Years if he or she is not well. Your family doctor will advise you of the length of time that your child should be away from school if an infectious disease is involved. Diarrhoea or vomiting: if your child is suffering from either of these, please do not bring him or her to Nursery until **24 hours** after recovery.

### **Safeguarding Arrangements for Children**

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils and staff. In cases where the school has reason to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the local procedures and inform Children's Services of their concern. The safety and well-being of our children is of paramount importance at all times, for this reason we cannot provide class lists or personal details to parents.

### **Pastoral Care**

At Benedict Biscop C.E. Academy School we are all members of a close family. By virtue of the school's ethos and organisation close relationships develop between teachers and the children in their care and this may be enhanced by the quality of home/school partnership. Everyone has a responsibility to nurture and develop the whole child. Everyone has a right to be valued and feel respected. If you become aware that circumstances change and your child feels vulnerable, please contact your child's class teacher or the Headteacher as this will affect their learning and emotional well-being.

### **Contact Names and Numbers**

All parents will be asked to give their daytime telephone contact numbers and a password for their child. They will also be asked for the names of other people who can take responsibility for their child when they are not available or in the case of an emergency. People who do not normally collect your child will need to know the child's password. This will authorise the collection of your child. Only these people will be contacted in such circumstances, therefore it is very important that parents let us know of any change of address or new telephone numbers.

### **Taking Children Out During School Time**

If children are to be taken out of school during the session, parents/carers are asked to call at the school office and someone will collect your child from the provision. You will be asked to sign your child out of school, stating the time and reason. If the child is to be collected by an adult other than the parent, the school must be given the name of the person in advance and a unique password on collection. If children are to be taken out of school for holidays during term time parents must make a request to do so in writing.

**Once your child is 5 years old they have reached statutory school age.** Your co-operation in ensuring regular attendance and punctuality is essential. Attendance at school is crucial to your child's education and development. Should your child be absent from school for any reason it is your duty to contact the school stating the reason for absence before 9.30am on the first day of absence. If you do not telephone school to inform us that your child is absent the School Office will telephone you. You must send a letter explaining the absence on return to school.

### **Key points to remember**

- Whilst it is right that school recognises that some children and families may have occasional problems, the aim of us all is to expect regular attendance.
- Lateness is actively discouraged – it is disruptive for your child and the other children in class.
- Only explanations for absence will be illness, medical appointment or exceptional family circumstances.
- The school operates a First Day Contact policy. The school will make every effort to contact parents on the first day of absence. This also provides reassurance for parents that your child has arrived safely at school.
- A note explaining absence is essential on return to school.
- Attendance is monitored termly by Headteacher on a termly basis.
- The Department for Children, Schools and Families has ruled that parents should not expect, or be led to expect, that as of right, school will agree to family holidays during term time. Each application will need to be considered on its merits. Governors reserve the right to prosecute any parent taking holidays during school time and to withdraw the place for any child who does not return to school within 10 consecutive days of the agreed absence from school. This place may be offered to another child.

### **Friends of Benedict Biscop C.E. Academy (PTFA)**

The school is very proud of this association which not only raises money to enable us to enhance the education of the children but also provides social events for children and parents. The group are always eager to recruit new members and they hope you will support them in the events they organise.