



Early Years Handbook 2024 - 2025



Imagine – Believe - Achieve

Meet the Early Years Team



Mrs Evans
Assistant Headteacher
Early Years Lead



Miss Willis
Nursery Teacher



Miss Dunn
Reception Teacher



Mrs Hodgson
Reception Teacher



Miss Airey
TA



Miss Bainbridge
TA



Mrs Gallacher
TA



Mrs Ithurralde
TA



Miss Malcolm
TA



Miss Naisbitt
TA

Leadership Team



Mr Kirby-Bowstead
Headteacher



Mrs Hindson
Assistant Headteacher/
SENCO

Role of Parents/Carers

Educating your child is a partnership between home and school. At Heathfield, we recognise the pivotal role that parents/carers play in their child's education and work hard to build up positive relationships with you. We aim to make the transition from home to school as smooth as possible. We ask for your support through sharing stories, listening to your child read their school reading book and completing activities with your child at home to support your child's development.

Imagine – Believe – Achieve

We welcome you to our Early Years Foundation Stage. Here at Heathfield Primary School, we pride ourselves in providing a secure foundation for future learning and development of our children. In this handbook you will find information on the expectations in Nursery and Reception, information about our curriculum and general information about how you can help at home.

Our vision

To provide a happy, stimulating, safe environment which allows each child to develop their full potential in our ever-changing world, intellectually, physically, socially, emotionally and spiritually.

Our School Aims

- * To enable all our children to achieve their full potential;
- * To empower our children with skills for life;
- * To provide a welcoming, happy and safe environment for children, parents/carers and staff;
- * For our children to be happy and enjoy all areas of school life;
- * To help pupils to develop healthy, fit bodies and equip them with a wide range of physical skills;
- * To make learning exciting, creative and fun;
- * To develop confident and independent learners;
- * For our children to develop self-esteem and be confident, responsible individuals;
- * For our children to have an understanding of and respect for their own and others' beliefs and cultures.



Nursery

We currently offer both 15 hours and 30 hours provision.

All 3-4 year olds are entitled to 15 hours free early learning and some children may be entitled to 30 hours.



For children accessing 15 hours entitlement, we currently offer morning sessions from 8:45-11:45am and afternoon sessions from 12:15-3:15pm.



For children accessing 30 hours entitlement, the session runs from 8:45am to 2:45pm. These children will eat their lunch at school and can either bring a packed lunch from home or pay for a school dinner. School dinners are priced at £2.30 per day. If you would like your child to stay at Nursery until 3:15pm, there will be a cost for the additional half hour payable direct to the school.

Children should be brought to the Nursery gate off the school yard at the start of the session where they will be greeted by a member of our Nursery team. If your child is late, you should come to the main entrance at the office so they can be registered. At the end of the session, you should collect your child from the Nursery yard if you finish at 11.45am or from the Early Years main entrance if they finish at 2.45pm. If a child is collected late, they will be taken over to the main office where they will wait to be collected. Please phone school in advance if you are going to be late or if a different person is picking up your child. For safety reasons, we will not let an unknown person collect your child until we have confirmed this with you.

Staff will be available for brief messages at the start and end of the day. We encourage parents/carers to make appointments if they require a longer discussion.

Helping your child at home

When your child starts Nursery, they will receive a 'Home/School Diary'. This is a communication book that you can use to liaise with staff. You can use it to share what your child has been doing at home, adding photographs or comments. This is a great tool to develop communication skills as we can engage in conversation about your child's interests, family and home life.



Once a month, your child will bring home a nursery rhyme pack. This will include the nursery rhyme your child has been learning in Nursery. It will come with props for your child to use at home and you can join your child in practising their nursery rhyme.

Reception

The Reception children will enter and exit through the Early Years main entrance. We open the door at 8.45am and close it at 8.55am. Your child should be collected at 3:05pm. Depending on which class your child is in, they will either need to be picked up from the Early Years main entrance or the Nursery yard gate. If your child is late, you should come to the main entrance at the office so they can be registered. Please phone school in advance if you are going to be late collecting your child or if a different person is picking up your child. For safety reasons we will not let an unknown person collect your child until we have confirmed this with you.



Staff will be available for brief messages at the start and end of the day. We encourage parents/carers to make appointments if they require a longer discussion.

Reception Baseline Assessment

The Reception Baseline Assessment (RBA) is a short, interactive and practical assessment of your child's early literacy, communication, language and mathematic skills. All children undertake this assessment when they start Reception. It provides a helpful snapshot of where your child is when they start school and to measure progress as they move through KS1 and KS2.



Helping your child at home

At Heathfield, we use the 'Little Wandle Letters and Sounds Revised' phonics and early reading programme. Every week, we will send a home learning sheet to share with you the phonemes and graphemes your child has been learning in class that week. Please practise the phonemes and words on the sheet to help your child continue their learning at home.

Towards the end of the autumn term, the children will start reading sessions. Your child will bring home a copy of the book they have been working on in class to continue their reading at home. Please try and read this book at least 3 times. You can write comments in their reading record book. Books are sent home on a Thursday and handed back in on a Tuesday. Your child will also receive a library book. This book is to be shared with the child to help encourage a love of reading!



Uniform

All Reception children need to wear school uniform. In Nursery, this is optional, but encouraged.

The school uniform is as follows:

- * Grey shorts/ trousers/ skirt/ pinafore
- * White shirt/ polo shirt/ blouse
- * Royal blue jumper/cardigan
- * Summer dress – blue gingham



Plain black shoes should be worn, with no markings.

PE Kit

Children in Nursery and Reception will have PE lessons every week. Children should come to school in their PE kit on the day their class does PE. We will let you know your child's PE day at the beginning of the school year.

PE kit is as follows:

- * Plain black, navy or grey shorts/jogging bottoms
- * Plain white t-shirt
- * Plimsolls and/or trainers

Uniform, including jumpers, can be purchased from www.myclothing.com

Please note for health and safety reasons, the only item of jewellery children are allowed to wear is a single set of stud earrings. These should be removed on PE days or covered with micropore tape.



We spend a lot of time outdoors, in all weathers. Please remember to send your child with a coat every day. If you have a spare pair of wellies, please send these into school as well; we love being outside!!

In the summer, they may need a sun hat and sun cream applying before they come to school. Please do not use NIVEA Sun Kids Protect and Care range as these products contain almond which may be harmful to children and staff with allergies.

Please remember to name ALL of your child's belongings to make it easier to identify items that get lost.

Useful Information

Attendance

It is important that children attend regularly to make the best use of their education. Good attendance is crucial for pupils to ensure continuity and good progress in their learning. In both Nursery and Reception, children will be expected to arrive at school on time and attend school regularly.



All absences have to be recorded in our registers. If your child has an appointment or is ill please let us know at the office by 9.30am on the following number: **01325 252144**. Please do not use Facebook messenger to report an absence.

Parents/carers requesting time off during term time are required to complete a leave of absence request form. These are available from the office. Please note, term time holidays are only approved in exceptional circumstances.

Safety

We do all we can to keep children safe in school, but accidents do happen and we have qualified first aiders in school. If an injury occurs, your child will be given an accident slip describing the incident and the action taken. Whenever possible, a member of staff will explain the accident to the adult who collects the child at the end of the session.

Behaviour

At Heathfield, we have some clear routines and expectations at the centre of our behaviour approach – setting the tone from the second that the children and families arrive at school. Our three, simple school rules are explicitly taught, referred to, recognised and discussed throughout a child's time at Heathfield. These are:

- * Ready
- * Respectful
- * Safe

In the Early Years, we use the phrases 'good sitting', 'good looking' and 'good listening' to help children start to understand what it means to be ready, respectful and safe. We also use visual pictures of happy and sad faces to help children understand which behaviours are acceptable and unacceptable. The child will be given two verbal warnings with a yellow face. If the behaviour continues, they are shown a red face and are given a short time-out using a sand timer.

Children are rewarded regularly for good behaviour through positive praise and stickers. In each classroom, there is a recognition board where children will be recognised for following the school rules.

Our full behaviour policy can be found on our school website.

Milk and snack

Free milk and a piece of fruit will be available to children each day. Children should bring in their own water bottle, labelled with their name.



Food allergies/preferences or medical needs

It is very important that you inform school of any allergies, special requirements or medical needs that your child has. We will ask you to fill in a care plan with some contact details and information about any allergies. All information will remain strictly confidential and will help us to keep your child safe.

School Dinners

All children in Reception are eligible for a free school meal. However, they may bring a packed lunch from home if you prefer. As part of our 'Healthy Eating' policy, the school does not allow the children to bring sweets, chocolate bars etc. in their packed lunch.

Please do not send nuts or peanut butter into school or any foods containing these items. This is for safety reasons as we have some children in school with severe nut allergies.

If your child has any allergies or a special dietary need, you will need to complete a care plan with a member of our office team before sending your child for school meals.

Pupil Premium Funding

When pupils are admitted to Heathfield, we will ask for some details from you so that we can check whether they are entitled to additional funding to support their learning in school.

Information you provide us with

We are careful to only ask for information from you if we have a legitimate need to know and we are rigorous about keeping your information safe and secure in line with GDPR regulations. Further information can be found in the 'Privacy Notice' on the Lingfield Trust website <https://lingfielddeductiontrust.com/>

Communication

Throughout the school, we use an online tool called **MarvellousMe** to communicate and engage with families. Teachers can send messages via the MarvellousMe app and can award children badges to share the good work your child has been doing in class.

Whole school newsletters and notifications are also sent via MarvellousMe. The app is free to download. When your child starts, you will be given a join code to help link your child to their teacher. If you have any problems getting set up with MarvellousMe, please ask at the main office.



ParentPay



We are a cashless school and use ParentPay for any payments. You can use ParentPay to pay for school dinners, breakfast club and trips. You can use ParentPay to make payments securely and conveniently from your computer or mobile device. When your child starts, you will be given more information on how to download and use ParentPay.



The Early Years Curriculum

The Early Years curriculum is used from the beginning of Nursery to the end of the Reception class.

It is organised into three prime areas and four specific areas:

Prime Areas:	Specific Areas:
<ul style="list-style-type: none">* Communication and Language Development* Physical Development* Personal, Social and Emotional Development	<ul style="list-style-type: none">* Literacy* Maths* Understanding the World* Expressive Arts and Design

Communication and Language

The development of children's spoken language underpins all seven areas of learning and development. Your child will learn to listen attentively, talk confidently and clearly, express their ideas and feelings, and enjoy stories, songs and poems.

Personal, Social and Emotional Development

Children's personal, social and emotional development (PSED) is crucial for children to lead healthy and happy lives and is fundamental to their cognitive development. Your child will learn to be self-confident, take an interest in things, know what their own needs are and tell the difference between right and wrong. They will learn to co-operate with each other, take turns and share. They will also learn to manage their own basic hygiene and personal needs.

Physical Development

Physical activity is vital in children's all-round development, enabling them to pursue happy, healthy and active lives. Your child will learn to move confidently, controlling their body and handling equipment both indoors and outdoors. They will learn to hold a pencil effectively and use tools such as scissors, paintbrushes and cutlery.

Literacy

It is crucial for children to develop a life-long love of reading. Reading consists of two dimensions: language comprehension and word reading. Your child will learn to understand and retell stories and hear and say the sounds in words. They will read and write some familiar words and simple sentences.

Mathematics

Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. Your child will develop an understanding of maths through stories, songs, games and imaginative play. They will learn to count, recognise numbers and will develop a deep understanding of the numbers to 10. They will begin to understand simple additions and subtractions and will explore patterns within numbers including odds and evens and double facts.

Understanding the World

Understanding the world involves guiding children to make sense of their physical world and their community. Your child will explore and find out about the world around them, asking questions about it. They will find out about some past events and different cultures and beliefs. They will learn about some important processes and changes in the natural world such as the seasons and changes in states of matter.

Expressive Arts and Design

The development of children's artistic and cultural awareness supports their imagination and creativity. This includes art and craft activities, dance, imaginative play and role play. Your child will explore colours, shapes and materials, make models, tell stories and make music.

Worries about your Child's Development

If you are worried that your child may be having difficulties, help is at hand. Please come and speak to your child's class teacher and share any concerns.

Some children can have difficulties with:

- * Speech and communication
- * Understanding and learning
- * Sensory and physical development
- * Behaviour or relating to other people

A child or young person can be identified as having a special educational need or disability (SEND) if they:

- * Have a learning difficulty which makes it much harder for them to learn than other pupils of the same age
- * They require special educational provision to be made for them

We make every effort to be a fully inclusive school. We welcome all children into our school community and aim to support every child to reach his/her full potential both academically and socially. Our SENCO, Mrs Hindson, will help support you and your child, as well as staff in school, to make sure they are fully supported.

And Finally

We believe that children need to be in a caring, secure and happy environment where they can participate in stimulating and exciting activities that are planned through careful observation. By doing this, the children are motivated by their own aspirations and learn in a way that suits their individual needs. This will help them to become happy and confident learners, which will lead them to flourish and succeed as they progress through our school.

