



## **Dame Dorothy Primary School Early Years Information**

Our setting accommodates children from the ages of three to five and offers places for up to 56 children, (30 reception and 26 nursery age children.)

Children of Reception age attend five full days per week and those of nursery age fifteen hours per week, (comprising of five, 3 hour morning sessions).

As Nursery and Reception children are taught in the same area, the setting is referred to as the EYFS (Early Years Foundation Stage).

### **Staffing**

Mrs A L Gibson	Assistant Head Teacher & EYFS Leader
Mrs C Ingamells	Teacher
Mrs L Merritt	Teacher
Mrs M Ho	Teaching Assistant
Mrs G Stoddart	Teaching Assistant
Miss A Ward	Teaching Assistant
Miss F Lavelle	Teaching Assistant
Mrs K Gordon	Teaching Assistant

### **Opening Times**

Nursery 8.45 – 11.45

Reception 8.45 – 3.15

We open our door at 8.45, and, in accordance with the safeguarding procedures within school the doors are locked promptly at 8.55am. Any children arriving late must use the main school entrance and sign in giving the reason for lateness.

For children of school age there are two options for wrap-around care, Breakfast Club and Early Birds, a small fee is charged to cover breakfast. Please see Mrs Elliott for details as numbers are restricted.

For children of Nursery age, wrap-around care is available within the Day Care setting. This is a private arrangement with Day Care and therefore will incur a fee. For further information please contact Day Care direct on 0191 5537618.

Please call school (0191 5537610) if your child is unable to attend. As a safeguarding measure all unknown absences are followed up by a phone call. School works very closely with an assigned Local Authority attendance officer to ensure that attendance figures are as high as possible.

## Transition

### Joining the Setting

Nursery children are helped to settle happily into the setting with an induction process involving a visit by two members of staff to your child in their home. This helps the children to feel more secure with the staff they have previously met when they first come into the setting. During this visit staff will fill out a transition form, contact forms and permission slips and more importantly, chat informally with your child. This is also an opportunity for parents and carers to inform staff of any details about their child that they may feel are relevant, such as particular likes and dislikes etc and to ask any questions that they may have.

We will require proof of identity so please have a birth certificate or a current passport available.

Members of staff will carry out home visits during the first fortnight of the school academic year in September.

The next stage of the transition will be a period of visits and short sessions over the following three weeks. This is a flexible arrangement that focuses upon the needs of your child. Whereas we encourage parents to leave their children once they are settled, we also understand that some children may require additional support.

### Uniform

We have a uniform at school and, although this is not compulsory in nursery, it allows the children to feel a part of the school community when they wear it.

Royal Blue sweatshirt or cardigan,

Yellow polo shirt,

Grey trousers, shorts or skirt,

Black shoes,

Blue checked dresses for girls in the summer term.

Items of uniform with the school logo can be bought from Little Gems.

As the children have constant access to the outdoor area please provide your child with a pair of wellies. Please ensure that all items of clothing and footwear are clearly labelled with your child's name.

It would be of enormous benefit if school shoes are velcro fastened with no laces and that your child has practised fastening / unfastening them.

### PE in School

A PE kit is also required for Reception class children (Navy shorts and a navy t shirt to be kept in a drawstring bag). We ask that the kit is kept in school and not taken home on a weekly basis as they are only worn for a short period each week. Staff will send them home for washing each holiday. If you require a PE kit they are available from main reception.

To help to identify PE bags it is good practice to fasten a key ring to the bag that is easily recognised by your child.

School policy is that children without a PE kit will not be able to participate in the class lesson. We also ask that children do not wear earrings on PE day.

## Medicines

In accordance with school policy prescribed medicines can be administered by a qualified first aider. A specific care plan will be drawn up by staff member Mrs. Leslie, if required.

## Snacks/Treats

Fresh fruit and milk is available daily for your child, in addition to this, staff also provide a variety of other healthy snacks such as breadsticks, cheese, crackers etc. This cost is met by a weekly contribution of 50p. We send out envelopes on the first week of every term for the snack money. This money is also used to fund the cost of parties and other treats e.g. Easter egg hunt.

## School Dinners

Universal free school meals are available for every child in reception and we provide a hot and nutritious selection along with a salad bar. There is a wide range of choices so that you can be sure there will always be something on the menu your child will enjoy. The aim is to teach the children healthier eating habits while boosting their performance in school. It is essential that all families who qualify for free schools MUST still register with the Local Authority. Please see Mrs Lydon for details. The menu can be viewed on the school website.

Staff are on hand to help at lunchtime but school expect children to be able to use a knife and fork appropriately.

## Preparing Your Child

The expectation will be that children entering our setting are toilet trained. Please start this process now if your child is still in nappies. If you are experiencing difficulties in this area staff can arrange support from a specialist health visitor.

We do appreciate that accidents can happen so please provide your child with a full change of clothes for each session they attend. These can be put into a bag and stored in the cloakroom should your child need them. They will also be useful if your child should get messy in some other way such as in the water or painting area!

Starting school is a new adventure and it would be very helpful if you could talk to your child in an encouraging way so that school is a happy experience for everyone.

'Readiness for school' means that the children are supported in being:

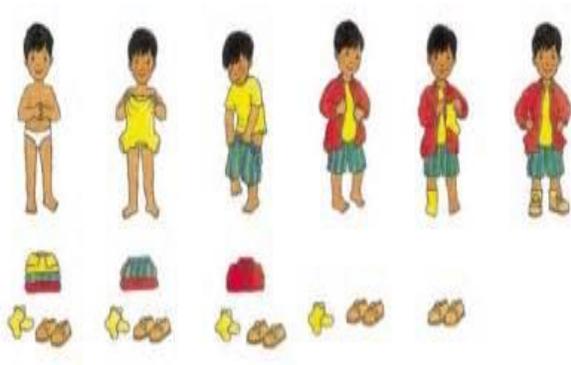
1. independent and being able to care for themselves
2. confident to make choices and say what they want or need
3. comfortable to talk to adults and other children
4. happy to build relationships and friendships
5. curious and eager to find out about the world

## Reporting

Parents are invited into the setting for parents meetings 3 times a year and a written report is given in the summer term. Children are assessed in 7 areas of learning; PSED / Speaking and Listening / Physical / Literacy / Numeracy / Understanding the World / Creative Development. Children are awarded a level of emerging, expected or exceeding in each area. It is hoped that by the end of the Reception year your child will achieve a 'Good Level of Development' or GLD. This required an expected level in 5 Prime areas.

**Please help your child with following skills:**

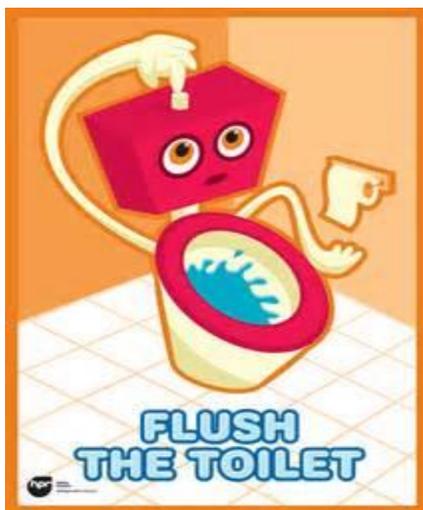
Dress and undress themselves



Hang up their coat, hat and scarf



Use the toilet and flush it afterwards



Wash and dry their hands



Use a handkerchief



Share toys and take turns



Tidy up



Be confident to try new activities



