



## Saltford CofE Primary School

Saltford CofE Primary School  
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Headteacher: Dawn Sage

Co-Chairs of Governors: Megan Jackson and Richard Rowland

### Information Letter for Early Years Foundation Stage Classes

September 2019

Dear Parents and Carers

We would like to offer you a very warm welcome to Foundation Stage and the start of your child's school career. This letter is intended to provide all the key information you need for this term. Please ensure that you read all newsletters, letters and notice boards and access our website regularly as the term progresses. We also send regular text messages with important information. Please ensure to update your mobile numbers and emails with the school office. Please follow this link for guidance [here](#).

The Early Years Team are as follows;

Miss Honeybell Bumblebee Class - Early Years Foundation Stage Leader
Miss Donovan Butterfly Class - Class Teacher
Mrs Browne – Higher Learning Teaching Assistant
Mrs Knight – Teaching Assistant
Mrs Sewell – Support Teaching Assistant
Mrs Lewis - Support Teaching Assistant

To encourage the development of your child's independence we actively request that you support your child to follow the early routines we are setting up. At present we are following the entry procedure for the split morning and afternoon starts. All accompanying adults are encouraged to participate in this and help to settle the children in. Your child may bring a comfort toy/blanket during this time.

In the week commencing 23<sup>rd</sup> September 2019 (or before), we kindly ask that all parents/carers remain outside the classroom door and enable the children to come in independently and let the staff take full responsibility for settling them into class. Comfort toys may still be brought in until further notice.

Access to the Reception classes is through the lower gate of the EYFS area. This is also the disabled and pushchair route for anyone accessing other areas of the school. Everyone else, children and adults, must take the upper route through the EYFS area to access the rest of the school.

#### **Entry Routine from Week 3**

- Please wait until the Teacher opens the classroom door at 8.50am.
- The children will then;
  - Say a calm and happy goodbye, **outside the classroom**, to the person who has dropped them off.
  - It is most important that you leave swiftly and out of your child's sight so they can settle quickly. It can be very upsetting to see 'Mum' / 'Dad' just outside the window so please do catch up with other parents but away from the Reception Classrooms!**
  - Put their water bottles and lunch boxes (if they are having a packed lunch) away
  - Put a peg onto their choice of dinner for that day. You will receive more detail on this closer to the time.
  - Put their snack into their locker.
  - Hang up their coats and bags in the corridor.
  - Sit on the carpet ready for registration.

Unless there is a specific reason why you need to be in the school building we kindly ask that parents/carers do not go into the cloakrooms as the corridors get very congested at this time. We would like to remind parents that buggies should not be brought into the classroom or corridor because of the safety hazard they bring.

During the split session weeks the school gates will be opened at 11.50am and 1.10pm for the end and start of the sessions. Please wait until these times before coming into the school grounds.

**School Grounds:** It is really important that we are able to ensure all adults and children can move around the school safely. At drop off and pick up times the volume of people increases greatly. **No child is allowed to use their bike or scooter within the school grounds.** At drop off time please dismount and walk to the bike sheds or scooter pods to park it up. At the end of the day please ensure that once you have collected your bike or scooter you do not use it until you are out of the school grounds. This rule applies to everyone including pre-schoolers and adults.

**EYFS Outdoor Play Area:** The equipment and resources provided outside are specifically for use during the school day only. Please do not allow your child, including younger siblings, to play on the equipment before and after school.

**Snacks:** We have a healthy snack policy for morning playtimes. We encourage the children to eat one piece of fruit or vegetable at this time, not chocolate, biscuits or crisps. A named water bottle should only contain water, which the children can then refill independently from our water fountain. It is essential that your child has a named water bottle that is easy for them to refill during the day. A healthy snack, fruit or a vegetable, which is provided by the Government, is given to the children every afternoon play which we encourage children to try. Milk can be purchased through the school milk service. <https://www.schoolmilkservices.co.uk/>

**Topics for the Autumn Term:** Our topic for this first term is 'All About Me', we will also learn about some 'Traditional Stories' and 'Harvest Time', including an exciting trip to a farm (more details will follow). We will be learning about all kinds of families, our School and our likes and dislikes. The teaching of Phonics will be introduced through Phase 1 and 2 of the programme 'Letters and Sounds' which initially focuses on close listening skills, rhyming and discrimination activities. We will also be learning about numbers and shapes. To enhance the children's learning we would gladly welcome any resources that you would like to bring in to school to support our topics. Please make sure all objects are named and not too precious!

**Golden Time:** Every child earns their 'Golden Time' each week by keeping the Golden Rules. They are given a 30 minute free choice session as their reward. On a Friday toys, colouring sheets, books, puzzles and games may be brought in to play with during Golden Time. These are to be kept in the classroom and not taken out to play. Please be aware that while we do our best to take great care of anything that comes from home, we would not recommend that your child brings anything of great monetary or sentimental value. Please make sure they are **named**. **We do not allow digital / electronic toys, battery operated toys, cameras or swap cards during Golden Time.** Please make sure that these toys are not too large. We do provide alternative activities for Golden Time so please don't feel you need a toy every week.

**Nut and seed life-threatening allergy awareness:** We have several children with severe life-threatening nut and sesame seed allergies and a reaction can be triggered by airborne contact. For safety reasons, we must insist that parents/guardians do not send children to school with peanut butter sandwiches, Nutella, cereal bars containing nuts etc. or indeed anything containing nuts or sesame seeds (i.e. on buns or snack bars.) This also applies our aim above to discourage confectionery for birthday celebrations – sweets and chocolates can contain traces of nuts and seeds. Thank you for your co-operation and understanding with this.

**Birthday celebrations:** We do not wish to spoil any child's birthday happiness but at the same time we do not want to add to the issues that we all know sugar causes for children. School council's presentation about the issues around sweets being sent in for birthdays can be found [here](#) and their presentations linked to our sugar smart campaign can be found [here](#). We are introducing other ways of celebrating your child's special day in school without cakes and sweets. We think these are choices for you to make for yourselves at home. So please do not send sweets, cakes or other treats into school when it is your child's birthday. You may wish to consider an Amazon voucher so the class can buy a book or a game for wet play as an alternative.

**Voluntary Support:** We will be sending out a letter requesting voluntary help shortly. If you can help, however briefly, we are always very grateful. If it is not possible for you to help on a regular basis please volunteer to help with swimming in your child's class (after Easter for EYFS classes), as most classes are usually desperate for help. In addition if you, or a member of your family e.g. Grandparents, can offer help outside of school hours please do let us know as we have many other jobs that we would be very grateful to receive help with. All helpers will require a DBS check. Forms are available from the school office.

**Reading Bags:** Reception children will receive their red reading folder, provided by school, sometime after the Literacy evening in September. These should come to school every day and be placed in the box provided. In them you will find a reading record book which is a useful tool for communication between home and school as well as keeping track of reading activities. Initially there will be some picture and phonic based activity books for you to share and discuss with your child. If you are able to please spend ten quiet minutes, on these activities, each day, it's amazing how this will aid your child's progress. It's also really important to keep reading to your child as this is an invaluable time for both of you. Playing games (especially with dice) is excellent maths homework.

**A meeting about how we deliver Early Literacy skills at school will be on Thursday 26<sup>th</sup> at 7pm. (A letter will follow shortly with more details)**

**Costs:** There will be activities (dressing up days) and trips which will require payment. We always ensure that the cost is kept to a minimum. If you do have any concerns please contact us. Where payment for trips or events is required, the school uses School Gateway, an online payment system. A link to the School Gateway system is available on our website or through <https://login.schoolgateway.com/0/auth/login>

**Physical Education:** P.E. kit should be a red t-shirt, black shorts and daps with velcro fastenings. During colder months children can wear long warm trousers and a zip up fleece as we will go outside (this is optional). Please follow this link to the uniform information [here](#). Please ensure kits are kept in school at all times.

<b>Class</b>	<b>PE1</b>	<b>PE2</b>	<b>Outdoor</b>
SH Bumble Bee	Monday	Thursday	Friday
GD Butterfly	Monday	Tuesday	Wednesday

**PPA Time:** This is class teacher's support time away from the classroom to carry out planning, assessment and moderation tasks. Mrs Browne HLTA (Higher Learning Teaching Assistant) provides cover for the Reception teachers. She may also teach when the teachers attend training and courses etc.

<b>Class / Day</b>	<b>Support Teacher</b>
SH – Alternate Fridays	Mrs Browne
GD – Alternate Fridays	Mrs Browne

**Lost Property:** **Please make sure that everything is named.** This includes things like socks, shoes, hats and gloves!! If everything is named then we will save a huge amount of time that is wasted when searching for lost items. The lost property box can be found in the Infant Corridor.

**School Dinners:** The children will start staying at school for lunch time from Thursday September 26<sup>th</sup>. We will be contacting you shortly with more details about lunchtime and dietary requirements. The current menu can be found [here](#).

**Hair:** We would like to request that all long hair (**boys & girls**) is put up for school in an effort to help prevent the outbreaks of head lice which are so common. We kindly request that children don't wear large, oversized bows, hair slides or Alice bands. All hair accessories should be red.

**Jewellery:** Children should not wear any jewellery to school. Earrings should be small studs as hoops can catch and tear.

**Key Dates for Autumn Term 2019:** All term dates and the parent calendar can be found [here](#).

It is our aim to provide you and your child with a very secure and positive start to life at school by delivering a broad and balanced curriculum which prepares them for the joy of lifelong learning. We look forward to working with you and your child over the coming year and forming a strong and productive partnership with you all. Please do talk to us if you have any questions or concerns.

Yours sincerely,



Miss Honeybell  
Foundation Stage Leader  
Bumble Bee Class



Miss Donovan  
Butterfly Class