



Bitham Brook Primary School

Head
Every child a good learner

Hands
Every child knows how to be part of a team



Heart
Every child knows they are special

June 2017

Foundation Stage Two Information Booklet

Induction arrangements

All parents/carers are invited to attend an induction meeting at school on Thursday 8th June at 2.00 pm to gain information about how we help your child to make a smooth transition into school. Even if you already have a child at this school it is important to attend this meeting as changes to the school arrangements may have taken place since your last child started school.

In line with Wiltshire and National Policy, all Foundation Stage 2 children have been offered a full-time place at Bitham Brook Primary School. Following the phased induction period, if parents want their child to attend part-time or to delay entry until later on in the school year, they will have the opportunity to discuss this with the school at individual meetings scheduled to take place on Monday 10th and Thursday 13th July. During these meetings we will offer advice to help parents make the decision that is right for their individual child.

All children are invited to borrow Play Packs during the Summer Term. A member of the Foundation Stage team will meet the children in the feeder pre-schools or at home. Children are invited to make two visits to Bitham Brook in June and July before starting in September. A second meeting for parents and carers about practical arrangements for starting school will be held on Wednesday 5th July at 6 pm, at which time you will be told which class your child will be in. You will be invited to attend a short, individual meeting on Monday 10th or Thursday 13th July when medical/learning/additional needs can be discussed. Please sign up for a time at the first induction meeting.

Please also remember to return all of your admission forms as soon as possible to the school office and no later than **Friday 7th July**.

Starting school in September

Our admission number is 51 children and this is set by the Local Authority. We will have two Foundation Stage classes in September. All children are phased into full-time schooling with the Autumn-borns attending full-time from their 9th school day, the Spring-borns from their 12th school day and the Summer-borns from their 14th school day.

Your child is an Autumn-born if they were born between 1st September and 31st December.

Your child is a Spring-born if they were born between 1st January and 31st March.

Your child is a Summer-born if they were born between 1st April and 31st August.

Playpacks

Your child is invited to borrow from our library of play packs. Play packs are bags full of toys, games and books, which your child can borrow from school until they start full time education. It costs 50p to borrow a playpack and they are available in the school entrance hall on **TUESDAYS between 2.45 pm - 3.15 pm** beginning on **Tuesday 13th June 2017**. Children need to be supervised as items in them are unsuitable for babies.

Beginning of a session

Your child may arrive for registration anytime between 8.45 am and 9.00 am. During the early weeks if they are attending for an afternoon session they may arrive at 1.15pm. Please bring them to the playground entrance where lunchtime staff will open the green gate.

At the beginning of the session please accompany them to the classroom door and encourage them to put their own coat and water bottle away. There will always be an early morning activity to settle them whilst the rest of class arrives. After your child has put their things away please say goodbye and leave with a smile. After Christmas we will invite you to stay during this session to assist in a structured learning activity but for the first two terms we ask you help your child gain that all important sense of confidence in managing themselves into class independently.

Break time

Children are only allowed fruit to eat at break time. The school is a member of the School Fruit and Vegetable Scheme and all children are offered a **free piece of fruit** each day. Your child must bring a small named bottle containing **only water** which we will encourage them to access all day. Flavoured waters or juice drinks are allowed only as part of a lunch. Your child may bring **one small named, inexpensive toy** to play with at playtime. They will keep this in the treasure box in the classroom during class time. Children are additionally entitled to **free milk** until they are 5 years old and after their fifth birthday you can take advantage of subsidised prices. We will register your child for free milk with www.coolmilk.com.

Lunch

ALL infant children are entitled to free school meals as part of the government's Infant School Meals initiative. Our lunches are freshly prepared and cooked on the premises and are provided by BANES School Meals Service. BANES are committed to the Soil Association's Food for Life initiative and their menus have achieved the Bronze Chartermark standard. FS2 children will have an earlier lunch time from the rest of the school. They will be supervised by a member of the FS2 team. *Menus and order forms are included in your welcome pack so that you can pre-order lunches for your child.*

Free School Meals and Pupil Premium Grant

If your child would have been entitled to free school meals under the old system because you are receiving a qualifying benefit, the government will give the school a **Pupil Premium of around £1,300**. But, so that the school and your child don't miss out on this money, we need to know that you are receiving a qualifying benefit. If you are, please let us know by completing the free school meals application form in the welcome pack. Even if your child does not wish to have school lunches we would strongly advise you to complete the form if your child would have been eligible under the old system. This is because there are other longer-term advantages, such as in-school and extra-curricular

activities, help with the costs of musical instrument tuition from Year 3 upwards and help with the costs of residential visits in Years 5 and 6.

Qualifying benefits are:

- Income Support
- Income-based Job Seekers Allowance (NOT contribution based JSA)
- Income-related Employment and Support Allowance (NOT contribution based ESA)
- Support under Part VI of the Immigration and Asylum Act 1999 - National Asylum Seekers Support (NASS)
- The guarantee element of State Pension Credit
- Child Tax Credit (you must NOT be entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (April 2012))
- Working Tax Credit 'run-on' - the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit.

If you currently receive Working Tax Credit (other than the 'run-on') you are not eligible to claim.

Please speak confidentially to Mrs Williams in the school office if you have any questions about this and would like to apply.

End of a session

At the end of the session **please wait outside**. Please resist the temptation to watch the children through the window. Often, important messages are given to the children at this time and their full attention is required.

Your child will be sent out once the teacher has seen you. Unless we are authorised otherwise, children are released from the classroom at the end of the day only to parents/carers. If you are arranging for someone else to collect your child please sign the book in the cloakroom before school. Please make sure you are on time to collect your child. It can distress children when they are unsure who is collecting them. In an emergency you may ring the office before 3.00 pm. After 3.00 pm it may not be possible for office staff to get a message to the class teacher in time.

Absence

If your child is absent please phone the school **before 9.30 am on every day of absence**. You may leave a message on the school answer phone (01373) 859172 which operates whenever the school is not open. Unless your child is unwell or has a medical appointment or a previously arranged agreement with the Headteacher, it will be recorded as an unauthorised absence and may be investigated by the Educational Welfare Officer if the school does not receive a satisfactory explanation. The arrival time of any child who is persistently late to school is also investigated.

If you need to pick your child up from school early or bring them in late due to a hospital, medical or dental appointment please let office staff know the date and time in advance and bring along your appointment letter if you have one. These authorised absences are logged in a central register at the office.

Holidays in term time will **not** be authorised unless there are **very exceptional circumstances** and even then, only a maximum of 5 days (10 sessions) can be authorised at the Headteacher's discretion. All

requests for holiday absence must be made in writing on a Holiday Request Form to the Headteacher at least two weeks in advance. Forms are available from the office or from our website www.bithambrook.co.uk. Failure to apply for holiday absence in advance will result in the absence being recorded as unauthorised. Unauthorised absences of 5 days (10 sessions) or more will be referred to the Education Welfare Officer, who will issue a Penalty Notice to each parent for each child if the child's overall attendance rate is below 90%. Please note the information on Penalty Notices on the reverse of the holiday form and the unacceptable reasons for absence in term time.

Uniform

School t-shirts, sweatshirts and cardigans are available from our new uniform supplier, F+F Uniforms, and you can order by visiting www.tesco.com/ues or via the following link: <https://www.tesco.com/direct/bitham-brook-primary-school/13291.school> Prices start from £5 for a polo shirt and you will earn commission for the school and be able to collect Clubcard points when you order. A *limited* amount of uniform from Scholars (our previous supplier) in most sizes will be available to buy from the school office. Grey trousers or skirt completes the school uniform. A *small* amount of stock is still available at school (in the smallest size - 24 chest) and may be purchased at the start and end of the school day from the office or at the first induction meeting.

Please ensure ALL uniform is properly labelled with your child's name and remember shoes, vests, tights and socks are removed for PE. We cannot help children to be responsible for belongings they cannot identify.

Children need to be appropriately dressed - they will go outside every day whatever the weather. We do not allow high heels, open-toed sandals, jewellery, nail varnish, hair dye or transfer tattoos and we discourage the use of hair gel and extreme hair styles.

PE Kit

Your child needs their PE kit all week. PE kit consists of plain shorts, white t-shirt and daps. PE bags are available from the office in a variety of colours at £2.50 each. Slip on or Velcro daps are the easiest option for young children. Earrings should not be worn.

Homework

FOBBS, our Friends of Bitham Brook School parent teacher association, present each child with a reading folder in September free of charge, so you do not need to buy these. Your child will need to bring their reading folder to school each day. Sharing a book with your child regularly is essential in developing their early reading skills. When we feel your child is ready to begin learning sounds and reading keywords they will bring home resources to help learn these. We hold a series of meetings during the first two terms about how you can help at home with literacy, numeracy and general skills and it is crucial that you attend all of the meetings. At times your child may be asked to find out some information, or collect items for the role-play area.

Classroom helpers

We invite help from parents and grandparents when the children have had a chance to settle in class, sometime after Christmas. Please let your child's teacher know if you could help with activities such as reading, playing games, gardening, cooking or sewing. You will need to apply to be cleared by the Disclosure and Barring Service beforehand and complete and sign a Code of Conduct form. To apply for

DBS clearance (which is done online at the school office), please make an appointment with Jill Pullen, Finance Officer, who will explain the process to you. There is no charge for this.

Longer term routines

As soon as they are attending full time in school, the children in FS2 will have regular access to Quiet Zone opportunities where they will need a **named blanket** to lie on/under during story time, rest and relaxation during the first half term.

At the start of the Autumn Term, the FS2 children will have a separate outdoor time to the rest of the school to allow the children to familiarise themselves with their playground. Children need opportunities for fresh air and exercise in a secure environment, in order to promote their physical development, health and general well-being. The outdoor environment allows for children to learn by working on a larger, more active scale, and can provide for a wide range of different experiences and is used daily all year so **appropriate warm/waterproof outdoor clothing** should be provided. We ask for **named wellington boots** to be left at school in our wellington boot store from October onwards for outdoor activities.

The children are gradually introduced to assemblies. At first the children will only attend class, then unit assemblies. When confident with the routine, the children will then attend whole school assemblies.

Partnership with Parents

At Bitham Brook we feel that establishing a positive partnership is important. You are already your child's first teacher and you have much to share with us about them. We can share how we do things here at Bitham Brook too. We aim to do this through:

- Discussions with Head teacher and Foundation Stage staff prior to seeking admission
- Making information about Early Years and our Foundation Stage Offer available on the school website at: www.bithambrook.co.uk
- Visits to pre-school/home visits for those who have not attended pre-school where these are known to us
- First Induction Meeting for parents at 2.00 pm on Thursday 8th June 2017 when staff introduce how children learn and how we teach the Foundation Stage Curriculum
- This Foundation Stage information booklet for parents
- Welcome to Bitham Brook School booklet with activities for children
- Two induction sessions in school - the first on Wednesday 28th June and the second on Wednesday 5th July 2017
- Second Induction Meeting for parents at 6.00 pm on Wednesday 5th July 2017 when staff share starting school information
- Weekly school newsletters/termly class newsletters/Parents And Children Together (PACT) books
- A Literacy and Numeracy workshop for parents
- An open door policy where we can share concerns early
- Two Parents' Evenings throughout the year
- Two class assemblies each year, to which parents and carers are invited
- Celebration assemblies, to which parents and carers are invited when their children's achievements are shared
- Automatic membership of Friends Of Bitham Brook School (FOBBS - PTA)
- An Annual Report for parents

- ParentmailPMX® text and email communication service
- Parental help encouraged in the classroom and on visits (subject to clearance by the Disclosure and Barring Service (DBS) via the office).

The Foundation Stage Curriculum

The Foundation Stage curriculum is organised for children aged 3-5 years into FS1 and FS2. FS1 is offered in a variety of preschool settings, whilst FS2 is largely offered in schools. If your child has attended one of our feeder pre-schools then they should feel immediately at home here with recognisable and familiar opportunities for play and learning.

High Quality Indoor and Outdoor Play and Learning

Learning for young children is a rewarding and enjoyable experience in which they explore, investigate, discover, create, practice, rehearse, repeat, revise and consolidate their developing knowledge, skills, understanding and attitudes through activities that interest them. During the Foundation Stage, all of the areas of learning are brought together effectively through playing and talking.

The key ways in which young children learn with enjoyment and challenge is through:

- a well planned and purposeful curriculum,
- rich activities and experiences that stimulate children's interest and curiosity
- a balance of adult directed, adult supported and child-initiated play
- a secure environment with effective adult support
- indoor and outdoor opportunities for learning

So they can:

- explore, develop and re-enact learning to help them make sense of the world
- practise and build up ideas, concepts and skills
- learn how to control impulses and understand the need for rules
- be alone, alongside others or co-operate as they talk or rehearse their feelings
- take risks and make mistakes
- think creatively and imaginatively
- communicate with others as they investigate or solve problems
- express fears or anxieties in controlled and safe situations.

Assessment

We receive records and profiles from feeder settings to ensure continuity and progression. Please make sure you have passed on to us **Learning Journals and Foundation Stage transfer documents**. They will be returned sometime early in the second term after we have concluded our baseline Early Years Foundation Stage Profile.

Previous settings, dialogue with parents and other interested adults will all feed into the continuing picture of the whole child. Regular systematic observations of consistent and independent behaviour carried out while children are engaged in self initiated activities help to assess children's level of understanding related to specific skills. Discussions with children about their interests and their learning contribute to the profile. Some specific focused group work/whole class teaching is carried out and observations of these activities contribute to the final profile. Children will be assessed as Emerging, Expected or Exceeding expectations across seven areas of learning which are:

Prime areas of learning;

- Communication and Language (Speaking and Listening)
- Physical Development
- Personal, Social and Emotional development

Specific areas of learning;

- Literacy (Reading and Writing)
- Mathematics
- Understanding of the World
- Expressive Arts and Design

The EYFS Profile forms the basis of exchange of information with Year 1 teachers at the end of the academic year during transition from FS2 to Year 1. Where children have not completed the early learning goals they will continue to be offered appropriate learning experiences to do so.

First Day at School - What will my child need?

A smile

A positive attitude

A small water bottle

Learning journeys and transfer records from their Pre-School or Nursery (if not already handed in)

We really look forward to welcoming you to Bitham Brook and hope your child's time here with us is happy and rewarding. We want them to be successful learners, resilient individuals and responsible citizens and their journey starts here in Foundation Stage.

See you soon!

Ruth Kennedy (Foundation Stage Teacher)

On behalf of the Foundation Stage Team