

# Lister Infants Early Years Information Handbook.

## The Purpose and the aims of the Foundation Stage

We at Lister Infants believe:

*Every child deserves the best possible start in life and support to fill their full potential. A child's experience in the Early Years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow.*

*(Early Years Foundation Stage Framework 2007)*

The Early Years curriculum is organised in to six areas of learning:-

- **Personal, social and emotional development.** The disposition to learn, confidence to try new experiences; self confidence and self esteem; forming relationships; working as part of a group; taking turns and sharing; understanding what is right and wrong; personal care; independence and skills for independent learning; understanding and valuing differences between people, cultures and learning.
- **Communication, language and literacy.** Language and interaction skills; listening; extending vocabulary; role playing; phonics; recognition and use of letters; early reading skills; recognising their own name and some familiar words; understanding the enjoyment of books; early writing skills; writing their own name and other simple words; attempting to write for a variety of different purposes.
- **Problem solving, Reasoning and Numeracy.** Recognising numbers, counting, sorting, comparing and sequencing; recognising and recreating simple patterns; using language to compare numbers; practical problem solving; practical application of mathematical ideas in play activities; practical understanding of number operations such as addition, shape, position, size and weight.
- **Knowledge and understanding of the world.** Exploration, experience and scientific observation; the natural world; growth and change; designing and making skills; using technology to support learning; past and present family events; a sense of community; understanding their own and other cultures and beliefs.
- **Physical development.** Whole body and fine co-ordination skills, moving with control and co-ordination; using large and small tools;

## Lister Infants Early Years Information Handbook.

gaining manual control and safe handling skills and learning about good health.

- **Creative development.** Colour, texture and 3D form; music making; self expression; sensory experiences; using and exploring a range of creative media to reflect experiences and ideas.

The Early Learning Goals are organised in the same six areas of the curriculum. The new Early Years Foundation Stage framework sets the stages of development to allow all children to make progress and for continuous development from Nursery to Reception.

### What we do in The Foundation Stage.

We use Topics to help us meet the Early Learning Goals. Each topic is unique and carefully planned which are developed and implemented in a variety of ways through whole class, small group and individual situations.

Nursery topics:- My Nursery  
Festivals  
Water Play  
When I grow up  
Farm  
Bears

Reception topics:- Ourselves  
Animals  
Fantasy  
Journeys  
Amazing stories  
Minibeasts

We may also set mini topics within in our topics depending on the interests of the children in the class.

Our rooms are organised in to areas as recommended by the Department of Education to correspond with the Early Learning goals.

Our classroom organisation enables the children to have access to all of our resources. We believe that this encourages decision making and independence. We encourage the children to take responsibility for planning their own play and to look after and replace equipment.

Miss Kirsty Hamilton Early Years Co-ordinator.

# Lister Infants Early Years Information Handbook.

## **Outdoor Play**

Outdoor activities are an extension of our indoor provision. Children have set times at which they can go out and experience a world of discovery, problem solving and fun! Areas of learning are incorporated into our outdoor area. Reception and Nursery classes have opportunities to develop through the six areas of learning indoors and outdoors.

## **Assessment**

We assess the children continually by observing them in all areas of provision and in their development through play. Staff build up their assessments throughout the year and feed these in to each child's individual folders.

Our discussions with parents both formal and informal enable us to add to this profile and thus identify the 'next step' for development.

Parents play a vital role in the education of their children and we always look upon them as first educators. We believe it is important to communicate frequently and you may make a comment in their files on parents evening. We also invite parents in every half term for a 30 minute drop in session where parents can view their child's folder, add home achievements and developments and fill in a questionnaire.

## **What should we wear?**

We introduced a new addition to our uniform in the shape of navy jogging pants and they have proved to be very popular. These are for both Nursery and Reception children (as we are one in the Foundation stage) and can be worn with a school navy blue sweatshirt and a pale blue polo shirt. Although nursery children don't have to wear uniform, we feel it would be beneficial as some activities are messy! It will also keep your child warm during outdoor play and will protect them from any little falls that they may have on the playground. The jogging pants are also easy to pull up and down, which is very important for young children learning to use the toilet independently. During summer, girls can wear a blue/white check summer dresses and boys may wear grey school shorts. Jogging pants and sweatshirts may be purchased from the school office. We would also encourage you to purchase shoes or trainers with Velcro fastenings, as these are easier for the children to dress themselves independently.

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# Lister Infants Early Years Information Handbook.

## **PE Kit**

All reception children need a pair of pumps, shorts and T-shirt as well as a pump bag to be kept in school during term time and taken home in the holidays to be washed. (All PE kit available from school office if you wish)

This year we would like to ask parents to supply their child with wellies and a raincoat for outdoor provision. This will allow the children to truly experience the 'real' outdoors during rain, hail, snow or shine!

**PLEASE remember to label every item of your child's clothing!!**

## **School Information:-**

**Nursery Hours**  
**AM** 8.45 am to 11.45 am  
**PM** 12.15pm to 3.15 pm

**School Hours**  
8.50am to 11.45am  
12.45pm to 3.00pm

## **Firm Foundations Literacy Programme**

This is a new scheme that we have successfully introduced in to Nursery. The scheme promotes early Literacy skills and is delivered by you, the parent. Six parents a week, will be invited in to the Nursery on a Friday morning from 8.45 to 9.30 (morning nursery or 12.15- 1.00 (afternoon nursery). This allows you the chance to play with your child in the Nursery setting. This improves partnerships between the school and parents but also between you and your child. It allows your child the opportunity to share with you what they enjoy doing and provides you with your child at home. When you leave at 9.30/1.00 you will have the chance to take a literacy pack with you. The literacy pack has a parent prompt sheet, props and a rhyme. The parent sheet informs you of the reason behind the pack and what you need to do. All props etc are in the pack ready for your use. The pack is to be completed over the weekend and returned on Monday. The packs are levelled by colour and your child will progress through the packs.

Throughout the school year there will be the opportunity to participate in workshops/ meetings on how to help your child with reading/maths etc.

## **Big Talk Activities**

Big talk topic sheets will be sent out weekly to Nursery and Reception children to inform you of the topic for the following week. The topics are chosen by the children and are a way of stimulating talk and introducing

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## Lister Infants Early Years Information Handbook.

new words in the Foundation Stage. It has proven to be very successful in Nursery.

### **Letter Formation**

We now follow a new handwriting scheme. The scheme comes in two stages. The first stage is for Reception and a copy of it is at the back of this pack. This stage provides the foundation for years one and two. Please use lower case letters except for capitals at the start of their name.

### **High Frequency Words**

In Reception, the children are expected to learn 45 common words by the end of the year. We split this number into 5 lists of 9 words. These words are given out half termly. The first set will be given out at October half term. See list at back of the pack. It is very important to cut the words out from the list and learn them separately (as in flashcards).

### **Home Readers**

This is to foster the idea that reading is important, as it ensures that parents give their children some individual time each week and stresses the importance of books. Home Readers are given out on a Friday and are returned the following Thursday. Your child can choose their book and you are invited to make a comment on the sheet.

### **Storysacks**

These are big bags all based on a book. Inside the bag will be the book and a related non-fiction book, props, story tape, game etc all these objects are meant to bring the story to life and it has been tested that children will retain more information when all senses are stimulated. These storysacks are used in class and we hope they will continue to be a big hit with the children. We are constantly looking for helpers to make these lovely items, if anyone is interested please speak to a member of staff.

### **Book Bag**

We encourage parents to purchase a school book bag. This bag also allows us to put all vital letters in with the confidence that they will get to you in one piece!!!

# Lister Infants Early Years Information Handbook.

## **Toilet Facilities**

The Nursery has separate toilet facilities to allow children quick and easy access. In Reception, the children can go to the toilet during lesson time although we do encourage the children to go to the toilet on the way out to play and on the way back. The children put on a toilet band and walk sensibly to the main toilets.

## **Attendance and punctuality.**

Good attendance is always encouraged and Reception are part of the good attendance chart in school. If your child is absent from school, a letter explaining the absence should be sent with the child on his/her return to school. You may also phone the school to record absences.

Please ensure your child arrives on time at school to avoid disrupting your child's and the rest of the class' routine. A minor upset such as this can cause a lot of disorder within a class.

## **3pm Collection**

We will not allow your child to go home with someone we do not know, or if we have not been told that someone different is coming. Your child must be collected by a responsible person who is **over 14 years old**.

## **Milk and Milk money.**

Each child under five is entitled to free milk. Once your child has turned five, they are required to pay milk money, which is 12p per week unless you are entitled to free school meals, in which case milk is free.

## **Free Fruit and vegetables.**

The Liverpool Health Authority is providing schools with free fruit and vegetables. Each child has a free piece of fruit or veg each day. The fruit and veg provided are; oranges, tomatoes, carrots, bananas, apples, pears, strawberries and cucumbers. Please let us know if your child is unable to have any of these.

## **Biscuits**

On a Friday, we offer the children the opportunity to buy biscuits for 2p each (max of 3 biscuits). The money raised from selling the biscuits goes towards a different children's charity each term. The biscuits are donated weekly by each class on a rota basis.

# Lister Infants Early Years Information Handbook.

## **School Fund**

We ask for a small donation for school fund every week, which can be brought in any day. This money goes towards buying equipment for our lovely blooming school.

## **Lunchtimes.**

Please make sure that lunchboxes are clearly labelled. Please do not give your children fizzy drinks or cans. Dinner money is £9.00 per week (£1.80 a day) and should be paid on Monday, in an envelope, clearly labelled with your child's name, class details and amount. As we are a Healthy School and are trying to promote healthy eating from an early age, we only allow a small treat size piece of chocolate in packed lunches, no sweets please.

During lunchtime, the children receive lunchtime award stickers and lunchtime stars. If they receive 15 lunchtime stars, they will receive a dinnertime pencil as an award.

## **Reward Schemes and Certificates.**

The reward scheme in school is smiley faces. After 15 smiley faces, the children receive a 1 star badge, after 30, a 2 star badge and after 45, a 3 star badge. After 60 the children receive a certificate. If they manage to collect 90 smiley faces by the end of the year, the children will receive book tokens.

During assembly on Friday the child with the most smiley faces in the class will receive a star of the week award. Other awards for each class-certificates linked to our SEAL topic.

We have introduced a new sanctions programme this year, if anyone displays inappropriate behaviour they will have a minute removed from their playtime. If the behaviour continues extra minutes will be removed.

## **Sickness and medicine**

Mrs Davies, Miss Hamilton, Mrs Johnston, Mrs Day (Foundation stage) and Mrs Marshall, Mrs Hind (Key stage 1) are our registered first aiders. Unfortunately, our school does not have the facilities or staff for resting or nursing children in school. If your child is taken ill in school, please make arrangements to have him/her cared for. A child who is sick during the night should be kept at home the following day to ensure complete recovery. It is essential that you give your telephone number on your consent form whereby we can contact you in the event of an accident or

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## Lister Infants Early Years Information Handbook.

illness. We only administer long term medication to children. You are welcome to come into school to administer medicine if you wish.

We have an asthma policy so please inform us if your child has an inhaler and let us know if your child has any allergies. Inhalers can be kept in school if required. Please encourage your child to use the inhaler unaided. Children are allowed access to their inhaler whenever required.

### **Behaviour**

In order to promote effective early learning, we endeavour to create an atmosphere of mutual respect, we believe it is important to:-

- Set clear guidelines for appropriate behaviour (Golden Rules)
- Encourage all children to take responsibility for their own actions (looking after one another and equipment)
- Encourage positive behaviour at all times.

Our discipline strategies include:-

- Monitoring behaviour; encouraging positive behaviour and discouraging inappropriate behaviour.
- Reasoning and behaviour
- Encouraging children to express feelings to each other e.g if they have been hurt.
- Removing children from the activity if he/she continues to demonstrate inappropriate behaviour.

We rely on your support in the event of discipline problems. We believe that a partnership approach with open lines of communication ensures a quick resolution to conflict situations and serves the best interests of the children.

### **School Trips**

For your child to participate in school trips, whether it be a day out or a walk around the park, they must have a consent form signed by you. This states that you give permission for the children to leave school and have emergency medical treatment if necessary and requires emergency contact details in case of an accident. We have excursions related to our topics. Parents are also invited on these days in escorting the children, so long as they have had a CRB check.

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# Lister Infants Early Years Information Handbook.

## **Homework**

The Nursery gives out homework related to their rhyme of the week. This is generally the rhyme and a little practical activity. Reception children have 45 high frequency words by the end of the Reception year. These are split in to 5 lists and we send a new list each half term for you to practice at home. Reception will also send a topic cover home which you can fill in with your child's achievements from home related to the topic e.g Ourselves topic- your child managed to climb to the top of the climbing frame in the park etc. Reception send a maths and literacy activity sheet each week. Every week the sounds/letters that your child has been working on will be sent home in your child's sound book. This is to help you and your child, because our sounds are multisensory- they have an action to go with them! This makes it more fun!

In Nursery the children are set termly PSED targets e.g sharing toys etc and Reception children are set maths, literacy and PSED targets. These targets are sent home in the form of a booklet. You are very welcome to reinforce some of these activities at home with your child. Young children need lots of repetition in building up their skills and you will be doing them a great service if you do this.

## **Pupils with Additional Educational Needs**

Mrs Reaney is our Additional Educational Needs co-ordinator. She is responsible for developing and implementing the school policy. We have clear procedures for identifying additional needs and these are carefully monitored and addressed as early as possible. Progress is carefully monitored and regularly reviewed. You will be involved at every stage and your input will be gratefully received. We want to do the best for your child and will endeavour to make sure his/her interests are met.

## **Kids Club**

Details of the Kids Club after school provision can be obtained between 3.00pm and 5.45pm from the co-ordinator, Mrs J Worrall on 0151 254 1394 (Lister steps)

**We hope you have found this information useful and that we have helped put your mind at rest. If you have any queries, please do not hesitate to ask a member of staff. We look forward to working with you and your child in the future.**

**0151 228 4069- Mrs McEwan Headteacher.**

Miss Kirsty Hamilton Early Years Co-ordinator.