



**Guildhall Feoffment**  
Community Primary School

**Early Years Foundation Stage**  
**Information Booklet**  
**2023-2024**

Welcome to Guildhall Feoffment's Early Years Foundation Stage

We are delighted to welcome you to our school community and we look forward to working alongside you during your child's educational adventure with us here at Guildhall Feoffment.

This booklet gives you some useful information about our Early Years classes. We know that it can be quite a daunting time to send your first child to school and want to reassure you that you are very welcome to ask us any questions which may not be answered by reading this booklet.

You may notice that the first year at school is referred to by many names: EYFS, Early Year's Foundation Stage, Early Years and Reception, any are fine and mean the same thing.



Our priority is that your child is happy, confident and enjoys coming to school. We will work closely with you to ensure we have an excellent understanding of your child before they start school.

### **Our Environment**



Our Early Years environment offers an enjoyable, bright and stimulating learning environment in which children are able to play and learn. The classrooms are interconnecting and have access to our exciting outdoor classroom area.

Children move through all three areas throughout each day. While they will be allocated a class, they will spend their time

mixing with all children when they first arrive. They will be allocated a class teacher who will be responsible for communicating with you, getting to know you and your child and ensuring we answer any of your questions. They will also be the adult who will lead their teacher directed learning opportunities, conducts their Little Wandle phonics sessions and shares class stories with the class.

Lots of the learning in Early Years will be based around a book of the week, which will be linked to an overarching topic. The children will then be provided with an array of evolving different self-directed learning opportunities which will link with the topic and the book.

## Settling in

We recognise and celebrate that each child is unique and that as they enter school their needs are very diverse. The children in Early Years follow the Early Years Foundation Stage Curriculum. Starting in Pre-school and nursery settings, the Early Years Foundation Stage provides the stepping-stones, which young children need in order to make a smooth transition into school. These foundations are then built upon as your child moves through the school.

The children will be allocated to a class and meet their teacher and the classroom assistants ahead of starting school in September. We will also visit their current pre-school settings to ensure that the transition from your child's current setting to school goes as smoothly as possible. We offer home visits in September, to give you and your child the opportunity to meet with us individually. Feedback from children and parents has always been very positive and gives you a unique opportunity to ask any individual questions you may have. We will also be offering a transition day for the children to meet their teacher before the end of the Summer Term.



## Helping your child to settle in to school

In order to help your child settle in quickly the following ideas can sometimes help:

- Explain to your child that they will be coming to school every day (sometimes children think that the experience ends after the first day!).
- Use the photographs and brochure from the school to look at photographs of all the wonderful things your child will be doing each day.
- Help your child learn to go to the toilet on their own, so they can be independent when they get to school.
- Talk about food the children may eat over the day. They will have milk and a fruit snack as well as a delicious lunch. Let us know if your child has any allergies or intolerances.
- If you have any worries or concerns, please check with us. We can answer any questions, no matter how small you may think they are. It is really important that you are happy and confident, so that your child feels the same way.

As a school, we work hard to make the settling in period a happy and successful one. We work closely with you and your child to get to know you all well and find out about things your child may be worried about. Please let us know if you have any worries for your child so that we can act quickly to resolve them.

**These things may help your child settle well into school**

Try and manage at least one meal each day with your child sitting at a table, using a knife and fork correctly and independently. We do emphasise appropriate table manners to support the development of your child's social skills.

Encourage your child to use the toilet and manage their personal care on their own.

Encourage your child to tidy up their own activities.

Encourage your child to share their toys and games.

Encourage your child to wipe and blow their nose on their own when they have a cold.

Whilst it does take a great deal of time and encouragement, children must be taught to dress themselves and learn how to put on and take off their own shoes. Well-fitting shoes which enable your child to run and play safely are advisable.

Encourage your child to hang their coat on a peg and to take responsibility for their own belongings.

Be patient, even when you are busy – let your child talk. Children love singing songs and reciting nursery rhymes – you can have a great deal of fun doing this together.

Try and spend as much time talking and listening to your child as you can.





## Starting Full Time

While all children start part-time to reduce anxiety and fatigue, eventually they will be ready to attend full days.

Once your child is ready for full time days; The Early Years gate opens at 8.40am where a member of staff will be ready to greet you. This can be a time to give us any details about your child which might impact on their day.

Staff will also be at the gate at the end of each day at 3.15pm as school ends to bring the children out to the playground.

At the end of the day children must stay with the teacher until their parent has appeared at the gate and acknowledged collection of the child and we ask for your support in reinforcing this with your child – it is so exciting to see Mum or Dad again at the end of the day that this can sometimes be forgotten.



If you have arranged childcare with 'The Mix' afterschool club, their staff will bring the children to their classrooms in the mornings and collect them from their classrooms at the end of the day.

If anyone else is going to collect your child please let the teacher and/or office know as soon as possible as we **cannot** allow your child to go with someone else unless we have been informed prior to collection. Please help

your child by reinforcing this message and letting them know who to expect each afternoon.

We politely ask that you arrive on time at the start and end of each session. Children can be upset if they arrive after the school day has started and lateness does disrupt the other children who will already be involved in activities. If you are going to be late at the end of a session, please ring and let us know so that your child does not worry or become distressed.

## Routines in Early Years

When your child starts in Early Years they will hang up their coat up and bag and put their water bottle on the tray inside each class. They will then go and join in a fun activity

We encourage children to look after their belongings themselves, from the very beginning (with help when needed), as this is an important life skill. Your child will need to bring a bag to school every day. The bag will hang on your child's peg but should also be very clearly labelled with their name. New bags can have quite stiff zips and buckles at first so it may be worth spending a little time over the summer helping your child master their new bag for themselves.

## Links with home

While your child is in Early Years you can expect that:

- Your child learns in a safe and happy environment;
- You will be kept informed about your child's progress and be involved in their learning;
- You will be informed about any situation that may be affecting your child's capacity to learn;
- You will be listened to and know that the personal details you pass on to the school will be treated with respect;
- We will be flexible, accommodating and have a sense of humour!



During their time in Early Years, we will share with you pictures of your child's achievements, continually building up a picture of your child's development and achievements across the year and collecting information and observations of how and what your child is learning on a daily basis. These are updated regularly and put on your child's 'portfolio' on Class Dojo and we would be delighted if you would add to these over the course of the year, sharing things your child has especially enjoyed or been proud of at home. This helps to build strong links between home and school and supports your child's learning and development.

As parents and carers, you will be kept well informed of events in school through our regular Class Dojo updates and class pages on Dojo. We will also let you know our themes and activities in Early Years through a termly Early Years newsletter so that you can contribute to your child's development and learning.

During the Autumn Term you will be invited to a **Curriculum Information Evening**, where we will give you further information about how you can support your child's learning at home with specific details about how we teach learning to read, write and use mathematics.

## Communicating with School and Parent-Teacher consultation evenings

These take place every Autumn and Spring in addition to your Autumn Home Visits, but your child's class teacher will always be happy to speak with you at the end of the day if you have any queries or concerns. If you do not drop off or pick up your child you can send a message directly to the teacher through Class Dojo. During the summer term you will receive a school report for your child which will include their achievements within the EYFS curriculum.

We ask that you please pass on any information about changes at home, which may affect your child's ability to settle in school. Something as little as a child hearing parents talking about moving house can unsettle a child at school, even if they appear to be acting normally at home. As adults we can forget how much our children overhear of our conversations!



If your child is poorly or has an appointment, please call the school office, rather than using Dojo so that we can ensure the information is passed on quickly.

### Reading

From early in the first term your child will take home a **book to share** with you and a few weeks later they will also bring home a **book from the Little Wandle Phonics Scheme**. The former is a book to enjoy and share (with you reading to them as much as possible) and the latter is a book to be repeatedly read with your child doing the reading and gaining in fluency as they repeat the reading. We recognise that reading at home is vital to your child making good progress in all other subjects and would encourage you to read with your child every day, signing the **Reading Log** and commenting on what your child has enjoyed. We really cannot stress enough how crucial this is to your child's progress.





## **Our Aims**

In our Early Years Unit we aim to;

- Create a happy, caring, safe and fun environment for all children;
- Encourage confidence, independence and a desire to learn;
- Focus on the development of every child as an individual, valuing and building on their previous experiences and responding to their individual needs;
- Work in partnership with parents and carers;
- Develop an enquiring mind, an interest in learning and an enthusiasm for the next stage of school life;
- Provide good foundations for life-long learning;
- Encourage good social relationships, developing a positive self-esteem and mutual respect for others.



## **The Early Years Foundation Stage Curriculum**

Much of your child's learning in Early Years will be through play. Children are offered a wide range of activities with an underlying learning purpose. Learning takes place through both structured and child initiated play.

Activities provided for the children include: sand and water play, cooking, large and small construction, painting, drawing, dough, role play, Ipads, music, sharing books, jigsaws, games, circle time, singing and outdoor play.

During the course of each day in Early Years your child will take part in all of the following:

- Phonics – activities to support and teach early literacy skills.
- Story/poem and singing times.
- Carpet time with the teacher where children reflect and share their learning.



- Continuous provision time – where the children choose freely from a range of carefully planned and selected activities each day, designed to provide just the right amount of challenge to move each child's learning on.
- Focus activities with an adult – where children are supported to practise and develop the skills they have been taught.
- Outdoor play – the children have free access to our outdoor learning area which offers a range of activities each day to support all areas of learning.
- Snack time - during the first term we ask that you provide a healthy snack for your child to eat every morning. Every child is also offered a fresh piece of fruit or vegetable every afternoon, offered as part of the Government's scheme for providing fresh fruit and vegetables each day to children under 7. Our school is also registered for a milk scheme, "Cool Milk" which is available to all our pupils and you are welcome to register your child for this. School milk is free for all under-fives and is subsidised for pupils aged five or older at around £15 a term. Each pupil registered with "Cool Milk" will receive a carton of semi-skimmed milk every day. Further details regarding this will follow.



- Lunch time - lunchtime supervisors (MDSAs) takes care of all the children at lunchtime to ensure that they are happy. Early Years children go into lunch before the older children, allowing them a more relaxed environment in which to adjust to new routines.

School meals are currently free to all children in Early Years, Year 1 and Year 2 under the Universal Infant Free School Meals ("UIFSM") Scheme.

We would like to reassure you that meals at this school are freshly prepared in our new school kitchen and that we use fresh, local produce where possible. Our meals are produced by a private company called 'Suffolk Eats' You can find out more about them and their daily menus on their website. Menus are reviewed regularly to ensure that they remain nutritious and attractive to pupils. Our school cook is happy to discuss any particular dietary needs and will do her best to accommodate these. Alternatively, parents can send their child with a packed lunch from home.

## **PE**

We are very active at Guildhall Feoffment and will tire out your children. Not only do we have PE once a week, we have our outdoor classroom and access to the larger playground in the afternoons for our ride on scooters and balance bikes. We also regularly visit our local parks and the water meadows for more outdoor fun.



Your child will need a PE kit. This must be clearly labelled with their name and kept in a suitable PE bag in school and taken home to wash every half term. PE kit should consist of a pale blue t-shirt and navy shorts as well as a pair of plimsolls or trainers. Please provide plimsolls or trainers which are slip on or with Velcro fastenings as young children can then be more independent at changing times. PE Kit can be purchased from Aubyn Davis in St John's Street.



If your child wears tights in cold weather, a spare pair of socks with the PE kit will be essential.

Earrings must **not** be worn for PE lessons and must be removed at home prior to coming to school.

### **Name Labels**

It is essential that all items of uniform and PE kit are clearly named with a sew-in or iron on name tape, or written in with a permanent marker. These are readily available from Aubyn Davies and from other local stores or on-line. We ask that all water bottles, coats, shoes and bags are also named

please.

### **'The Mix' before and after school care**

'The Mix' is our before and after school club. Children going to 'The Mix' straight from school are collected from the classroom by 'The Mix' staff. Likewise they will be accompanied in to school in the mornings. Please contact the school office for further information.

We hope that you have found this information booklet useful. We really look forward to meeting you and your child and hope to see you soon.

If at any time you have any questions or concerns, please do not hesitate to speak to a member of the Early Years Staff or the Headteacher, Mr Matthews. We will be more than happy to help.



**Our Values**  
**kindness**  
**integrity**  
**compassion**  
**endeavour**