



**A Parents' and Carers' Guide to starting
the Foundation Stage at
Northborough Primary School
2020/21**

We trust this welcome pack provides you with all the information that you need to ensure your child feels both welcome and excited about their first days at school.

Where is our school and how do I get in touch?

Northborough Primary School is a one form entry Primary School situated in the heart of Northborough Village on Church Street, Northborough, Peterborough PE6 9BN.

Email Address: office@northborough.peterborough.sch.uk

Contact Number: 01733 252204

Mrs Holland is the class teacher for Foundation (commonly referred to as EYFS)

Mrs Jackson (Deputy Head) is the co-ordinator for EYFS, KS1 & 2

Mr Mallott is the Head Teacher

Term Dates

<u>Autumn Term 2020</u>	
Thursday 3 rd September	STAFF TRAINING
Friday 4 th September	STAFF TRAINING
Monday 7 th September	TERM STARTS
26 th - 30 th October	HALF TERM
Friday 18 th December	TERM ENDS
<u>Spring Term 2021</u>	
Monday 4 th January	STAFF TRAINING
Tuesday 5 th January	TERM STARTS
15 th - 19 th February	HALF TERM
Friday 26 th March	TERM ENDS
<u>Summer Term 2021</u>	
Monday 12 th April	STAFF TRAINING
Tuesday 13 th April	TERM STARTS
Monday 3 rd May	MAY BANK HOLIDAY
31 st May - 4 th June	HALF TERM
Wednesday 21 st July	TERM ENDS
Monday 20 th July	STAFF TRAINING

Child Protection and Safeguarding Children

Northborough Primary School is committed to the protection and safety of its children.

A copy of our Child Protection Policy and Safeguarding Procedures are available under the parents section of the school website.

The school has three named Designated Child Protection Officers; the Headteacher, Mr Mallott, Deputy Head, Mrs Jackson and SENCO, Mrs Hussey.

Access

Please note that there is no parking available on the school grounds unless you hold a Blue Badge. Please park with consideration for our neighbours when you need to visit the school. Parking is available on Church Street beyond the double yellow lines.

What time does school start and finish?

- Doors open at 9.05am and Mrs Holland will welcome the children
- The school day begins at 9.15am with register
- Break time: 10.45am – 11am
- Lunchtime 12.30pm – 1.30pm
- Meals
All children have the option to enjoy a hot school lunch – prepared in the school kitchen and served in the dining hall. Children from the Foundation Class to Year 2 are entitled to Universal Free School Meals. Menus are updated termly and are available on the schools website. Children can order a school meal on the day.
- End of School 3.30pm

What happens during the school day?

- * 8.50am the gates around the school are unlocked
- * 9.05am the classrooms doors are opened by the class teacher who welcome the children in.
- * 9.15am the classroom door is closed ready for registration. If your child arrives after 9.15am please take him or her to the school office. The office staff will bring the children to the classroom. This ensures that our registers are correct in the event of an emergency.
- * 9.20am – we energise with an action song and then do a few heavy work exercises to prepare for listening. Whole class Daily Phonics teaching then child initiated exploring and adult led guided group work. Free flow between the outside and inside class rooms. We always have a little tidy up before a break so that when we come back the class is neat and tidy and welcoming
- * 10.30am – 10.45am – morning assembly
- * 10.45 morning play on the play ground / field
- * 11.00am wash hands to get ready for fruit/veg snack and milk
- * 11.15 whole class maths teaching
- * 11.40 child initiated exploring and adult led guided group work. Free flow between the outside and inside class rooms.
- * 12.20 Tidy up and wash hands for lunch
- * 12.30 lunch time
- * 1.30pm children come in from playground lead by the class teacher and play leaders
Class register then dough disco or peer massage
- * 1.45 whole class teaching related to our topic

child initiated exploring and adult led guided group work. Free flow between the outside and inside class rooms.

- * 2.50pm end of the day tidy up
- * 3.00pm story time and music/singing
- * 3.20 get ready for home
- * 3.30pm - home time

What is the Curriculum like?

Northborough School is committed to developing a love of learning through a curriculum in which children are inspired, excited and challenged. If the children enjoy their learning experiences, they will want to engage in these learning experiences again and again.

Our philosophy is simple; if children enjoy learning, they will set themselves aspirational goals or dreams. Within an exciting, challenging and creative environment, children will achieve these goals whilst inspiring each other and driving their learning forward. Our 'Pride' philosophy towards the curriculum creates this community of learning.

How is the teaching and learning structured in the Foundation Class?

In the Foundation class, children progress within a language rich environment. A language rich environment is about using every available opportunity to use language, to interact, to take turns, to share and to talk. To start, the adults in Foundation will be focussed on a baseline assessment so that teaching and learning can be planned from the correct starting point.

The Early Years Foundation Stage Curriculum comprises seven areas of learning and development. All areas of learning and development are important and are inter-connected. Three Prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three prime areas are:

Communication and Language Speaking, Listening & Attention, Understanding	Giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.
Physical Development Moving & Handling, Health & Self-Care	Providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
Personal, social and emotional development Self-Confidence & Self-Awareness, Managing Feelings & Behaviour, Making Relationships	Helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

We also support children in four Specific areas, through which the three Prime areas are strengthened and applied. The specific areas are:

Literacy Reading, Writing	Encouraging children to link sounds and letters and to begin to read and write.
Mathematics Number, Shape Space & Measure	Opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
Understanding the World People & Communities, World, Technology	Guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
Expressive Arts and Design Exploring materials, Being Imaginative	Enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Our staff will ensure there is a balance between activities led by children, and activities led or guided by adults. Learning takes place indoors and outdoors, through play, exploration and creative thinking. As children grow older, and as their development allows, there will be a gradual shift towards more activities led by adults. This will help children prepare for more formal learning, ready for Year 1.

In planning and guiding the children's activities, our staff will reflect on the different ways that children learn. These characteristics of effective teaching and learning are:

- **playing and exploring** - children investigate and experience things, and 'have a go'
- **active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

We aim to offer a variety of after school activities; children in Foundation will have the opportunity to join after the February half term. Parents are notified via a ParentPay email when online booking opens/ closes. Bookings must be made online via the schools website. Bookings must be made each half term to ensure the emergency contact and medical information provided is as up to date as possible.

What Topics will the children learn about?

Theme	Big Question	Topic Links	SMSC / Diversity links
My Wonderful World	I wonder what makes you smile?	<p>PSHE getting to know each other, our likes and dislikes</p> <p>Festivals: Christmas, Diwali and Ramadan</p> <p>Foods from different Countries</p> <p>Roles of people who help us in school and our families</p> <p>What was I like as a baby? How have I changed?</p>	<p>Respect for each other and different faiths</p> <p>Looking at the Value of Friendship</p> <p>Imagination and Creativity - respect for other opinions and findings in our creative play</p> <p>Moral – school rules and values</p> <p>Understanding what is right and wrong</p> <p>Social - turn taking, sharing likes and dislikes, working together, acceptance of different cultures</p> <p>Cultural - respect and celebrate different festivals and foods from different cultures</p>

Other Topics

Our topics reflect the interests of the cohort and might change from year to year but generally we might learn about:

- People Who Help Us - our family, doctors, shop keepers in the community, police (stranger awareness), farmers, dentists, vets, paramedics, refuse collectors etc
- Christmas including a visit to the pantomime every two years
- Nature Detectives – we hatch chicks in school and keep caterpillars until they metamorphose into butterflies. We grow vegetables and plants. We visit Rutland Water and Moore Farm
- Splish Splash Splosh! All about water including scientific concepts like floating & sinking; waterproof materials; freezing and melting. Pirates. Water Habitats.

Is Religious Education part of the Curriculum?

Our RE curriculum follows the locally agreed syllabus.

Is Physical Education taught?

All children will have PE lessons as part of their timetable. Children will not be excused from regular PE unless a letter is written to the class teacher. The schools PTFA have very kindly ordered a PE t-shirt for every child joining us in September.

What are the arrangements for Special Education Needs?

Children are all individuals and develop at their own individual pace. Where we believe that a child is not achieving as well as we would expect we would start a process of identifying and addressing his or her special needs.

Mrs Holland (Class Teacher), Mrs Hussey the Special Educational Needs Coordinator (SENCO) and parents and carers discuss the child's strengths and weaknesses and suggest appropriate

strategies or learning programmes. This may include giving a child extra support on an individual or small group basis.

If the child's progress is still very slow, with the agreement of the parents and carers, we may call upon the advice of another professional such as an advisory teacher, educational psychologist, speech therapist, occupational therapist or educational welfare officer.

Children's progress will be monitored and tracked with our Passport that has been tailored to their needs by the Class Teacher and our SENCO, Helen Hussey. Parents and carers are always involved in discussions from the beginning and no decisions are made without parental agreement.

Please contact the school office to arrange an appointment if your child has received any additional support or you have any concerns regarding their development.

Do I have to provide milk and snack?

Your child will get a healthy snack every day throughout Foundation, Year 1 and Year 2 free of charge. Every child will also be offered a carton of milk every day while they are 4 years old **as long as parents/carers register with Cool Milk** <https://www.coolmilk.com/> . As soon as they turn 5, this milk will need to be paid for if you want your child to continue getting it. The charge is minimal and you do this via the Cool Milk Website.

What do I do if my child is ill?

Sickness and Absence

- If your child is absent, please phone the school on 01733 252204 on the first day of absence and, if the absence is for more than one day, please continue to phone each day. You can leave a message on the absence answerphone (option 1). Please clearly state your child's name, class and reason for absence.
- If your child is unwell for more than two days, a letter needs to be sent to the school office on their return to school. If you do not provide this information, a ParentPay chaser will be sent on a Friday.
- We have a duty of care to your child, therefore if you have not reported your child's absence you should expect a phone call from the school office.
- For medical appointments during the school day, notification is required in advance. Appointment cards/ emails/ letters or text message reminders must be shown or send in to the school office. Routine appointments should be made outside of school hours to minimise disruption to your child and the classes' day.

What if my child is late for school?

If you arrive late with your child, the school office will sign your child in the late book.

At Northborough Primary School, we believe in working with parents and carers to maintain high levels of attendance for every child. It is therefore imperative that we work together to help resolve any attendance concerns. If there are any issues regarding attendance it is vital that parents and carers contact the school as soon as possible so that we can support your child.

Our full Attendance Policy is available on our website.

How do we work together with our families?

Partnerships with Parents and Carers

We believe children learn best when we work in close partnership with our parents and carers and the wider community. There will be many opportunities to actively participate in your child's learning journey. 'Family Friday' is an opportunity to drop in and share your child's Red Folder. Mrs Holland will hold evening sessions about teaching Reading, Writing and Maths. There will be Phonics Café when you can come and watch a phonics lesson. We encourage every family to become actively involved in the school; this forms our community of learning. In Foundation, the children will take home a reading book and a book to share with their parents or carers. It is recommended that all children spend between five and ten minutes per day reading. There will also be some Mathematics games and topic related activities throughout the year. Every half term Mrs Holland set a homework task.

Can you help in school as a parent?

We welcome any parents or carers, including grandparents, who would be willing to volunteer to help with school activities, e.g. cookery, reading, group activities, accompanying children on outings and visits etc. We also run a Reading Buddy system for people who want to come and read with children on a weekly basis. Please come and get a flier from Mrs Jackson or the Office if you are interested.

All helpers require an enhanced DBS check.

How do we communicate and share information with our families?

Weekly Newsletter

Mrs Holland produces a weekly newsletter which is sent to parent's electronically via ParentPay. It has information about sounds we have learnt, diary dates, requests for things like junk or a photo from home, general information, birthday celebrations.

Termly Newsletter

All our class teachers prepare a newsletter with details of the term ahead including links to the curriculum, learning objectives and trips/visitors.

Whole School Monthly Newsletter

Mrs Jackson produces a whole school newsletter once a month to share work and achievement across the school. Our PTFA and school Governors also provide an update.

Letters

We will send letters home in the book bag from time to time, plus an electronic copy via ParentPay. It might be we want your permission to go on a trip or we might want to notify you of something specific to Foundation.

Who can you contact and how?

We take a positive approach to 'child support' and believe that the majority of situations are best resolved quickly and efficiently by discussing any concerns with the Class Teacher.

Class Teachers are available at the classroom door at the start and end of every day, for an informal conversation.

For a longer discussion or to speak to Mrs Jackson (EYFS and KS 1 lead - she is your first port of call) please make an appointment in advance if possible by telephoning or emailing the School Office, as staff are often in class.

It is most helpful if a letter/ email is sent setting out the concerns so that these can be given some attention prior to the meeting, such as by consulting records, or members of staff or, where appropriate, by having a preliminary talk with your child.

Parent and Carers' Consultation Evenings are held during the Autumn and Spring terms.

What is our School Reporting System?

Continuous assessment of skills and achievements takes place through the term. Parents and Carers' Consultation Evenings are held during the Autumn and Spring terms. Appointment booking is made online via the schools website. Parents and Carers receive a full written end of academic year report at the end of the Summer Term.

In Foundation you will be invited to sign up to a secure platform called Tapestry. Both teachers and families can upload relevant observations for each other to share. More information will follow. In class we keep a Red Folder for every child and we file bits and pieces that provide evidence towards the Early Learning Goals. You can come and share these folders with your child at Family Friday.

We follow the GDPR guidelines regarding your privacy.

How do we use electronic communication and email?

The school uses an email system called ParentPay, which enables correspondence to be emailed to parents and carers. All new parents and carers will receive activation details during your child's first week of school.

Parents and carers can write to the school at office@northborough.peterborough.sch.uk correspondence will then be forwarded to the staff concerned.

Tapestry

Children in Foundation have an on line learning journey which parents can access at home. Please complete relevant paperwork contained in your welcome pack.

Class Dojo

When your child moves in to Year 1 we will suspend their Tapestry account and provide login details to 'Class Dojo' – the schools communication platform that teachers and families use every day to build a close- knit school community sharing what's being learned in the classroom through photos, videos and messages.

School Website

Term dates, special events, class news etc can be found on the school's website. The website address is www.northboroughschool.co.uk

How do we communicate information in an emergency?

Emergency messages, for example during bad weather, will be sent via ParentPay and posted on our website.

How do I pay for things in school?

We are a **cashless** school; we have introduced a convenient way to pay for trips, and much more online, using ParentPay a secure service. You will have a secure online account, activated using a unique username and password, your details will be provided during your child's first week at school.

What equipment will my child need?

Parents and carers are asked to co-operate fully by providing the uniform and ensuring children wear it correctly to and from school, and at other times as required. Some items are only obtainable from Shotbowl our school uniform provider. 2 Blenheim Way, Northfields Industrial Estate, Market Deeping, Peterborough. PE6 8LD. Telephone: 01778 348788 or email shop@shotbowl.com

You can shop school uniform online

www.shotbowl.com/Northborough_Primary_School_Uniform. other items can be purchased from high street stores.

Please ensure that all articles of clothing and other items brought to school are clearly marked with the child's name. We can only return named clothing to the owner including trainers, wellies and hats.

Outer Wear

In winter, children need a warm waterproof school coat. Denim, leather or fur jackets are not considered suitable for school. In summer an anorak, cagoule or similar should be brought to school when the weather is unsettled.

Optional item – Northborough Primary School Coat available from Shotbowl. Many of our Foundation children have a wet weather all in one in school so that they can access the outdoor class room in all weather.

Footwear

Shoes should be suitable for school wear enabling your child to play safely at playtimes. Children should not wear trainers to school.

Wet weather shoes – we use our outdoor environment throughout the year even when it is wet. Wellingtons are essential and preferably left in school so they are never forgotten.

Trainers – children in Foundation will not go outside for PE until the Spring Term therefore trainers are not needed until then.

Summer shoes – we do not allow children to wear open toed shoes or sandals at any point during the year. A good pair of school shoes will be useful throughout the seasons.

Essential

Northborough branded bookbags, PE bags, sun hats and caps with the school logo are available from Shotbowl

PE KIT - All PE kit should be clearly named and brought into school in a named PE bag

Northborough Primary branded PE t-shirt in navy (provided by the PTFA) Foundation class only. Available from Shotbowl after you have received your free t-shirt

Black shorts, jogging bottoms or leggings
Trainers with elasticated fronts or Velcro for those unable to manage their own laces – needed from the Spring term
A navy jumper/ hoodie for PE

Valuables

Children should not bring any valuables into school. The school will not take responsibility for any items brought into school, unless by prior agreement.

Before and After School Childcare

Please contact Sunflower Seeds Pre-School for Before and After School Club Provision.

Address: Church St, Northborough, Peterborough PE6 9BN

Phone: 01733 253685

Email: office@sunflower-seed.co.uk

Will there be School Photographs taken?

Individual photographs will be taken in the Autumn Term and class photographs will be taken in the Spring Term. Parents and carers will have the opportunity to purchase a package of photographs.

The school utilises photography and video clips of the children on a regular basis, please read and sign the parental permissions of the new student form.

Will my child go on any educational trips?

A consent form is included in your welcome pack, the trips and activities covered by this consent include; all local visits which take place, adventure activities (on-site) at any time and sporting activities outside the school day. You will receive information about each trip or activity before it takes place.

Bikes & Scooters

Children are able to bring their bikes and scooters to school. They can be kept in the sheds provided at the front of the school. Children should get off their vehicle when they get to the school gates so that everyone can arrive safely. All bikes and scooters are brought to school at your own risk.

Birthdays

If you need a list of class names for cards etc please let the office know at least 5 working days in advance. We are only able to provide first names. Sometimes when it is a child's birthday they choose to bring in some small bags of sweets to share with their classmates, this needs to be arranged in the playground by parents and carers, please do not ask staff to assist with this.

Fears and Worries

We know that children can develop irrational fears and worries about all manner of strange things! Please do tell us if you know that this is the case for your child. It means that we can be ready to reassure if we know that they are likely to become unsettled. Each class has a worry box where children can write down anything they are worried about. Teachers read these and provide appropriate responses.

Please impress upon your child the importance of telling their teacher or adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.

Goodbye

Many years of experience have taught us that tears dry as if by magic when Parents have gone!

Please make your goodbyes as quickly as you can. We promise that almost before you are out of the gate all will be fine. Please avoid following your child into the cloakroom to check that they are ok, this is not permitted for safeguarding reasons. If there is a problem we will contact you.

However we know that every child is different and if a child is really not settling we will work closely with you to devise the best strategy for your child.

Head Lice

Alas these appear, from time to time, to be part of school life. If your child does get head lice (and most do at some point!) please treat immediately and continue to check and treat as long as lice or eggs are visible, usually two weeks. It is better for children with long hair to have it tied back when possible. If we are all vigilant it prevents the lice from spreading around the class so please let the school know if your child gets them so we can try to stop them continuing to spread.

Independence

This is the key to how quickly children make progress in the very early days of school. Right from the very start we encourage the children to be independent. Please help us by starting this at home. Let them dress themselves in the mornings (you need to leave lots of time for this if they are younger!), tidy away their things and do as much for themselves as they can. The more independent they are the easier it is for them to settle quickly into school life.

Lunchboxes

Please choose a lunchbox and water bottle that your child can manage to open by themselves. If they are younger then it helps to give them plenty of practice at opening and closing it. Maybe you could practise by having a picnic in the garden using the lunchbox?

You know your child's appetite best but please do try not to overdo it. In our experience new parents are sometimes inclined to provide enough lunch to feed the whole class! If they have too much in their lunchbox children will sometimes decide that if they can't eat it all they won't eat anything! If your child does not finish the food in their lunchbox we will not dispose of it as it is important for you to see exactly what your child has eaten.

Nut Allergies

We have several children who have severe nut allergies. Please do not send nuts in to school for packed lunches (this includes peanut butter sandwiches).

Painting & Messy Activities

We always try to ensure that the children wear aprons when taking part in potentially 'messy' activities. However accidents can happen and sometimes children fear you may be cross or upset if they get paint, glue or clay on their clothes. Please try not to make your child feel anxious about this. Everything we use in school, we have been reliably informed, washes out!

