



Moor End Foundation Stage Unit

Information Booklet



'Learning and having fun to be the heart and future of our community'

I would like to extend a warm welcome to you from Moor End Community Primary School from all the staff, Governors and children and am delighted you have chosen to entrust us with your child's education and welfare. Please use this information booklet to help you understand more about the life and work of our happy Nursery and Foundation unit.

Here at Moor End the safety and happiness of your child is central to the ethos of the school. I have excellent, dedicated staff who work hard to provide a broad and balanced range of activities that are exciting and stimulating, experienced in a safe and vibrant learning environment.

By attending our foundation unit, your child may be experiencing a 'learning' environment for the first time; an environment that has achieved the Lancashire 'Step in to Quality' and 'Step Outside' mark of achievement, which is only given to exceptional providers.

We believe it is important that teachers and parents cooperate to develop an atmosphere of trust and confidence, if any questions ever occur do not hesitate to contact the teaching staff or myself. Your child's educational journey starts from today and we are here to help and offer advice.

Finally, thank you for entrusting us with the care of your child and I look forward to meeting you and your child at Moor End Community Primary School.

Yours sincerely



Andy Martin
Headteacher



Meet The Foundation Staff



Nursery Teacher:

Mrs Walker



Left Reception Teacher:

Mrs Holdsworth

Right Reception Teaching Assistant:

Mrs Ainscough

We can't wait to meet you!

About the Foundation Stage

The foundation Stage is for children aged 3 to 5.

At Moor End School; Foundation Stage children are catered for in the Foundation Stage Unit.

The Foundation Stage provides a programme of appropriate learning experiences. It depends on a well-established relationship between the parents, the child and the staff.

We aim to provide for individual needs and to provide a secure, happy and stimulating environment, where children can make progress in all 7 areas of development. The prime areas being:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Four other areas, through which the prime areas are strengthened and applied are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Art and Design.

This booklet will explain how children are introduced into their class, times of sessions and how you can help.

Reception Parent Information

Reception Opening Times

The foundation Unit doors will be open from 8.45am where the children will be greeted by a member of the foundation stage staff. All reception children should be in school to start the day by 8.55am. At 8.55am the doors to the unit will be locked.

The children come into school via the Foundation Unit (off Bright Street).

The end of the school day is 3.15pm. Children will wait in the Foundation classroom for their name to be called. Parents/carers are invited into school to collect their child. They will only be handed over to parents or carers whom the reception staff know.

Late Arrivals

There will be at least one occasion when the alarm lets you down. When this does happen please do not keep your child off school. Let him/her have their breakfast then bring them in. All late arrivals must enter school via the Main Office on White Ash Lane.

Running of the Reception Day

Children will enter school via the foundation unit entrance between 8.45 and 8.55. They will then enter the reception based part of the unit. Once they are in class they participate in a range of activities until it is time for our morning welcome song and register.

Throughout the day the children are involved in whole class teacher directed and group learning, along with child initiated learning. Each area of learning in the unit is set up for children to learn through exploring and play. The children have directed activities when learning their letters and sounds, communication and language, literacy and mathematics **every day** as we feel it is vital in their development. Your child will end the day with a whole school assembly or a story.

A key worker will be allocated to your child who will help to develop their personal and social side too.

Playing outside

No matter what the weather- rain or shine, reception plays out in all weathers. We have a fantastic foundation garden where the children can choose to play safely. We do not have our playtimes with the rest of the school (exception of dinnertime) until the summer term, this is to help prepare for the transition into year 1. It is

essential that you dress your child with appropriate coats (*inexpensive*) and we ask every child to bring a pair of wellies to keep at school.

On hot days we ask that parents prepare their children with sun cream before they come to school, sun hats and glasses.

P.E

We have P.E twice a week. Please do not send your child wearing pieces of jewellery; this is for the safety of your child. We do not encourage ear piercings but if your child does have their ears pierced please make sure their earrings are removed before coming to school. We are not allowed to take earrings out and we do not allow earrings to be covered with a plaster.

Uniform

On the next page, you will see details of our school uniform. As children use a variety of equipment daily, we ask that appropriate shoes are worn (not peep toes or sling backs, please). If your child does have their ears pierced, please can you ensure that they **only** wear studs. Please do not have your child's ears pierced during school terms as they will not be able to participate in P.E until they can be taken out.

P.E Kit

Children will be required to bring a pump bag with their P.E kit inside (see school uniform sheet). Please do not send your child's P.E kit in a big bag as the pump bags share the same hook as their coat. Your child will have two P.E sessions per week. Your child will be expected to be able to put their own P.E kit on but we will help initially if they need support. Please practice dressing at home.

Please ensure that all uniform and coats are named.

Our School Uniform



School uniform is available from Abbey Street Shopping Centre, Accrington. Grey or black trousers and skirts may be worn along with a red jumper or cardigan. We also have a checked school skirt which is very popular. Red jumpers or cardigans. For younger children we recommend velcro fastening shoes too.



Your child requires a t-shirt, some shorts and black pumps for their P.E kit. We recommend velcro pumps as children tend to find them easier to put on and a drawstring pump bag.



Your child will be given a free red bag from school, although we ask for a contribution of £3.00 if a replacement is required.

Health Matters

Bumps and grazes go hand in hand with children at play. We deal with them as you would at home, with accidents recorded in the school accident book.

If your child becomes ill at school, or has an accident, we will contact you as soon as we can. This is the reason for the Emergency Contact Form you will be asked to complete. We think it is better to be safe than sorry, and suggest that 'serious knocks' are attended to by a visit to a Doctor or the Accident and Emergency department at Royal Blackburn Hospital.

Absence- If your child is not going to be in class, because of illness or an appointment, please let us know - ring or send a message on the FIRST day. When he or she returns to school, a brief note giving the reason for absence helps to keep our records straight.

The staff are not required to give medicines to pupils. However staff will administer prescribed medication if 4 doses a day are necessary and we have written consent. Please see the teacher for further details.

A USEFUL CHECK LIST

| DISEASE | INCUBATION PERIOD | MINIMAL PERIOD OF EXCLUSION (subject to clinical recovery) |
|----------------|---|---|
| Chicken pox | 11 – 21 days | 5 days from onset of rash |
| German Measles | 14 - 21 days | 5 days from onset of rash |
| Measles | 15 – 20 days (commonly 10 days to onset of illness and 14 to appearance of rash). | 5 days from onset of rash |
| Mumps | 12 – 26 days (commonly 18) | 5 days from onset of swollen glands. |
| Whooping Cough | 7 – 10 days | 21 days from onset of paroxysmal cough |
| Scabies | | Until adequate treatment instituted |
| Impetigo | | Until local lesion has healed |

CHILDREN WHO HAVE BEEN IN CONTACT WITH THE ABOVE NEED NOT BE EXCLUDED FROM SCHOOL

Any children suffering from vomiting or diarrhoea **must** stay away from school for 48 hours to recover and to minimise the spread of infection to other children and staff, in line with Lancashire County Council policy.

We will need your emergency contact details as soon as possible in case we need to get in touch with you throughout the day. Please fill in the sheet provided in your pack.

IMPORTANT

It is very important that we know who will be meeting your child after the session. If there is any change to the adult who will be meeting your child please LET US KNOW. For obvious reasons we will not release your child into the care of someone we do not recognise as a parent or a bona fide representative of a parent.

We want your child to feel happy and secure whilst in our care. If they are upset or worried about something that has happened at home or school, it helps if you let us know. The reception teacher is available at the beginning and ending of the day to listen to any concerns. An appointment may be made if you wish to discuss your child at length. Please use Tapestry (online journal) to share any news about your child e.g. a family event, an achievement or general news about what they have been doing at the weekend. We always share news during class assembly time and the children love to show their friends their pictures of their experiences from home.

The designated person for Child Protection or confidential issues is Mr Martin our headteacher.

Tasting and eating

In reception, we participate in a lot of activities surrounding baking and tasting. Please ensure you let staff and teachers know if your child is allergic to any food or drinks. This information can also be added on your pre-school sheet.

Snack time

Throughout the day the children have access to water and they will have the opportunity to have a fruit snack and a drink of milk. Milk is free until the term they turn 5. If you wish your child to continue to have milk there will be a charge of £12.00 which needs to be paid at the beginning of term.

Lunchtime arrangements for Reception Class children

All reception and key stage 1 children are entitled to **free** school dinners provided by our canteen staff. However, you may prefer your child to bring a packed lunch. He or she will need a labelled box and also a plastic flask for his or her drink. No glass containers please. We encourage healthy eating therefore we do not allow fizzy drinks or large chocolate bars.

WHICHEVER ARRANGEMENTS YOU CHOOSE, PLEASE GIVE TWO WEEKS NOTICE IF YOU WISH TO CHANGE.

If your child chooses to have a school dinner, they will collect and take their meal to their class table. The children are well supervised by welfare assistants who also care for the children when they go out into the playground after their meal. Reception staff spend time in the dinner hall with the children to help with transition from classroom to dinnertime every day. They model and encourage good manners during this time and help with the pouring of drinks and cutting of food if required.

The school receives additional funding for pupils whose parents are in receipt of benefits. If you are in receipt of benefits would you please register at the Area Education Office if you have not already done so. If you wish to enquire whether you are eligible please telephone 01254 220714.

Welfare Assistants.

The team of staff play an important part in looking after the children at lunchtimes by encouraging good manners, keeping a watchful eye on playground games and generally seeing to their welfare.

Ways in which you can help your child at home

Parents are a child's first teachers. The early years at home are the years in which a child learns more quickly than at any other time in his or her life.

Enjoy being together!

Talk! The more you speak with your child the more you will help him or her to think, and to speak clearly. When your child asks questions, answer them simply, clearly and truthfully. Try to introduce new words.

Some ideas to try:

1. Try to find a special time every day when you and your child can share a book together. Let your child see that you enjoy reading.
2. Visit places together- the park, library, post office, etc. take a ride on a bus or train, notice all the signs, house numbers, etc. that you come across.
3. Sing rhymes and songs.
4. Collect things- shells, buttons, pebbles, etc.
5. Play simple games -e.g. jigsaws, shop, matching games, counting songs and rhymes, ball games, etc.

You will have more ideas of your own – enjoy yourselves!

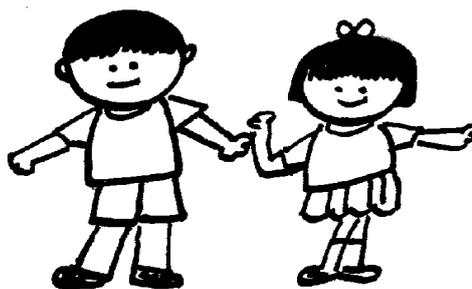
Letter formation

Before children can write they must be able to control their hands and fingers. They can learn to do this by using jigsaws, chalk, felt - tip pens, dough, plasticine, blunt ended scissors, big building blocks and other toys which need hand control.

Often young children will see others reading and writing and will want to write their name. If you do help your child at home, please **do not** use capital letters (only at the start of their name). There is a rhyme to support each formation which your child will learn during their time in the foundation unit.

When your child does start school it would be helpful if they could do some of these things.

- 1 Dress and undress.
- 2 Take off coat, gloves, hat and hang them up.
- 3 Fasten own coat.
- 4 Change shoes and wellingtons.
- 5 Use the toilet and flush it.
- 6 Wash and dry hands.
- 7 Use a knife and fork.
- 8 Tidy away toys.
- 9 Use a handkerchief.
- 10 Share toys and be prepared to take turns.



Newsletters/homework

Every Friday your child will receive a newsletter from the reception team explaining what reception have been learning during the week. Any important dates and homework will be explained. Homework reinforces the work achieved in class and most homework will have a practical focus. All homework should be placed in your child's red bag every Thursday. We also have an observation app that can be downloaded to your phone or computer which can be used to help show your child's learning at home or any important events in your child's life (see separate information sheet).

Each term you will receive a topic web to explain what the children will be learning about for that term. Our topics follow the children's interests. Whole school newsletters are also sent out.

Friendly Thursday

Once a month we invite parents or other family members (grandparents, aunties/uncles) to spend some time on a Thursday morning with their child/relation, taking part in fun activities. This also allows the opportunity to meet other parents as well as spending quality time playing with your child. The children and staff love to spend time with parents, grandparents, aunties/uncles and we hope you will join us.

More information about school life can be found on our school website or facebook page.

website: www.moor-end.lancsngfl.ac.uk/

Facebook: [Moor End Community Primary School.](#)