

Oldfield Primary School

It's fun to learn



Starting School

Please be aware that this document was written in May 2021 with the view of a return to normal school life in September 2021. Any changes to the normal school day due to COVID-19 will be communicated to you separately. Please ensure you keep up to date with any amendments or changes to usual policy and procedure.

At the start of the Day

On your child's first day we will have a staggered during the morning and we will finish slightly earlier. Further details will be sent to you before the beginning of term.

Please bring your child into school to the far end of the KS1 playground. This area is unsupervised so please stay with your child until a member of the EYFS team comes out to collect you (this area will be clearly marked). Children will enter through the cloakroom attached to their classroom. You are welcome to come into the classroom where a member of the EYFS team will be available to show you and your child where to go and where your children should put their belongings. You can then hand your child over to a member of the team and say goodbye. Occasionally, some children become upset at this time, we have found that it is better if parents/carers can say their goodbyes and leave fairly quickly if this happens. Prolonging the parting tends to make matters worse. Children are usually fine with a bit of distraction once the parents /carers have left. If your child has been particularly distressed, we will phone you to reassure you that they have settled down.

As the term and Early Years year go on, we aim for the children to become more independent in the mornings. We will encourage you to say goodbye at the cloakroom door and, ultimately, in the playground at 8.50am. The exact time at which individual children will be ready to develop their independence in this way will vary. We are sensitive to individual needs, but hope that parents /carers will trust us in this area.

Where possible, we encourage you not to use the *Kiss and Drop/Early Risers Club facilities during the first week.

*Details regarding the Kiss and Drop system is available in our leaflet in your information pack

Getting your child ready for school

We all want children to get the most of their time in school. One way in which you can play a big part is by equipping their children with some of the practical skills which will help them to be independent when they start school – this is a huge help for the children in terms of their confidence and self-esteem. We understand that children develop at different rates and do not expect every child to be able to do everything on the list, but it would be very useful if you could spend time with your child helping them to learn how to:-

1. Use the toilet alone, (including wiping bottom) flushing and washing their hands afterwards
2. Fasten and unfasten coats and shoes – Velcro strips are much easier than buttons and laces
3. Get dressed and undressed
4. Sit on a chair safely at a table – get your child used to doing activities e.g. playdoh, painting, colouring at a table
5. Get used to sitting at the table for meals, cutting up their own food and using a knife and fork, especially useful if they are having hot school lunches.
6. Sit quietly for a few minutes and listen to and follow instructions; e.g. puzzles or games
7. Taking turns/sharing toys or games

The Early Years Foundation Stage Curriculum

There are seven areas of learning and development in the Early Years Foundation Stage, all are important and inter-connected and will develop the skills the children will need in Year 1 for the National Curriculum which are explained below.

Communication and Language

The use of language is at the heart of learning. It is very important that children learn to express their needs and feelings effectively and discuss their ideas. Parents/carers can help by providing role play opportunities and taking time to talk and really listen to their children during everyday situations without any distractions.

Physical Development

This is essential for health and fitness. It includes the development of gross motor control, such as balance, large scale movements and an awareness of space, and fine motor control such as manual dexterity when handling and using different tools. Upper body strength, hand-eye coordination and fine motor control are vital developmental skills to acquire before more formal skills are introduced. Providing lots of fun opportunities to play safely both inside and out with balls, tricycles, climbing frames as well as 'fiddly' toys and tools such as threading, Lego and beads will help to develop these important skills.

Personal Social and Emotional Development

Children's social and emotional development is very important and underpins learning in other areas. They need to become independent, to be able to consider the needs of others, and to gain confidence in familiar group settings. Parents/carers can develop these skills by arranging playdates, meeting up with their friends at the park etc.

Literacy

Reading and writing are taught through a phonics scheme. This is a structured scheme, with a multi-sensory approach. All children learn to read in their own time. Spending time looking at books together, visiting the local library, enjoying rhymes and songs and reading stories regularly will help develop your child's reading readiness.

Children begin to write by mark making. This is when children write squiggles, lines, circles for example, on paper, in sand, shaving foam.

All forms of mark-making, scribbling, lines, squiggles are pre-cursors to 'writing'. Some children will find chubby chinks or crayons easier to handle than pens and pencils, or they may prefer to make marks in sand or mud with their finger, or a stick. All attempts are of equal value.

Mathematics

You can help develop the key skills of counting, sorting, shopping, sharing fairly, sorting items by shape or colour for example. Talking about whether there is enough, will lead to an awareness or 'too many' or 'too few'. When building with constructions toys, use positional words such as 'inside' 'on top', 'between' to support the development of early mathematical language/concepts.

When playing in the bath or sink use the language of capacity such as; 'full', 'empty', 'overflowing'. Ordering glasses/bottles based on capacity, looking at different coins and discussing a daily routine links to time.

Understanding the World

Children learn best by first-hand experience – this helps them to make sense of the world around them. They need the chance to explore and manipulate a range of materials, such as water, wet and dry sand, dough and good old-fashioned mud! Children also benefit hugely from meeting and interacting with different people, encountering and caring for other living things, using different tools and equipment and going to places of interest.

The skills and knowledge gained from these experiences form the foundations of many subjects. Developing an early willingness to experiment, asking questions and finding out about things for themselves, gives children the ability and confidence to tackle a wide range of situations.

Expressive Arts and Design

This includes model making, art, music, dance, role play and imaginative play. These activities will help your child to express their ideas, feelings and preferences using all their senses. You can help by teaching nursery rhymes and tapping to the beat of familiar songs, by collecting junk and providing glue, string etc., for imaginative modelling. Role play with toys such as, Play-Mobil and Duplo, will help develop your child's imagination.

Role Play and Show and Tell

Part of the children's provision is a themed role play area, which is always available for them to access. The classroom theme is changed on a regular basis and communicated to the parents/carers so that they can support their child at home.

At the start of each role-play theme, you will receive a newsletter. There will be suggestions of activities that you can do at home to support your child's learning in the particular theme. We also have regular 'show and tell' sessions where we encourage children to bring along and discuss an object for example; a book, a picture or something they might have made at home.

'Show and Tell' is an optional activity. Children have the opportunity to ask their peer/s a question. We find that over time more children want to take part as their confidence grows. We do not make children take part if they feel uncomfortable speaking in front of others. During 'Show and Tell' an adult is always on hand to offer support and prompts when the child is speaking. If you would prefer, you can send in a photo of your child's show and tell. We kindly request that your child takes part in show and tell only once a week.

We also enjoy sharing children's recent out-of-school achievements at these sessions, for example; a swimming certificate or football trophy. We find focussed 'show and tell' is a very good way of developing children's speaking and listening skills.

General Information about Oldfield Primary School Routines and Procedures

Playtimes

Early Years children have morning playtime and their lunchtime break in their own playground. In the afternoon they use the KS1 playground and snug area/equipment for their break.

Children are given their first water bottle free of charge on the first day of term and should be named. This should come into school daily refilled with fresh water – not juice or squash. Children will be encouraged to drink their water throughout the day to ensure they stay well hydrated and their bottle will be re-filled when empty. Replacements can be purchased from the school office at £2.50 per bottle. Additional lids can be purchased for £1.50.

At morning break time children enjoy their snack from home and water in the classroom. In the afternoon they are provided with a snack from the NHS School Fruit and Vegetable Scheme. We want the children to eat healthily, therefore, snacks sent in from home should reflect this – fresh fruit or vegetables only. Please do not send your child in with any nuts as we do have a number of children with nut allergies; this also includes cereal bars.

Children only need to bring in 1 piece of fruit/veg in a small, named container. In order to help your child with eating their snack, please can you cut any grapes in half, peel oranges and cut up apples.

Children are entitled to free milk if they are under the age of 5. Once your child is turns 5 you can pay for them to have milk each day, you will receive information about free or subsidised milk for your child in your information pack.

Lunchtimes

When your child starts school, you may choose whether they will have a school lunch or bring a packed lunch. From September 2014, all infant children are offered **free school meals up to and including Year 2**.

At Oldfield we operate an online system for ordering and *paying (*from Year 3) for school lunches. Lunches can be booked on a daily, weekly or termly basis. Lunches need to be ordered by **midnight** the night before to ensure your child has a hot school meal. If you do not order for your child, you will need to provide them with a packed lunch. If your child has not been ordered a hot lunch and also not provided with a packed lunch the school office will contact you to arrange for a lunch to be brought in for them. We also ask that if you choose to order a hot lunch for your child that you do not send in a packed lunch for them as well as the school will incur costs for any unnecessary meals. **On the first few days of term we ask you to provide your child with a packed lunch from home as they will recognise the food at lunchtime. Hot meals will be available to order once an on-line log in code is set up for them. Unfortunately we are unable to provide this until they start and are officially on roll.**

The lunches are cooked on the premises and a range of three hot, healthy meals are available daily. The menus can be seen at school and on the school's website at www.oldfieldprimary.com and have been revised to meet strict nutritional standards. Specific dietary requirements, such as allergies can be catered for, within reason, and you should include this information on the admission form and OA4 form enclosed with this booklet.

In the admissions pack there is also a dietary requirements form from our caterers Caterlink if your child has a genuine food allergy. If your child cannot eat any foods due to religious or dietary requirements, please make sure you make this clear on both the Admission Form (under the section in red) **and** the OA4.(Off-Site Activity, Medical and Consent Form). Please note that we do not serve Halal meat. Water is freely available with hot lunches.

If you choose to provide your child with a packed lunch, items included must be of a healthy nature and the use of Chocolate/Nutella spread is not allowed as we have a number of children in school who have nut allergies and we are a nut free school. Children should have a healthy snack in their lunch such as a yoghurt, piece of fruit or vegetable sticks. Nuts are not permitted due to allergies. Children who bring a packed lunch to school can bring in a non-fizzy drink such as squash or a carton of juice. We request that this is not in a can or in a glass bottle. A named flask, bottle or carton is preferable. Children are asked to bring home any rubbish from their packed lunch so you can see what they have eaten.

If you believe your child is eligible for Pupil Premium (if your family receives Income Support), please complete the relevant form within the Admission Pack.

All children wash their hands before leaving the classroom to go to lunch.

End of the Day

The Early Years children are ready to leave at 3:20pm and we ensure each child is collected by an adult. For the first 2-3 weeks we ask that you please wait on the KS1 playground (as per the morning) and when the children are ready to leave, a member of the EYFS team will come out to collect you to come onto the play-deck (this again will be clearly marked). This is to help the children get ready calmly in the afternoon for home time as they are often distracted when they see their parents/carers at pick up time. Once the children are more settled parents/carers and carers are welcome to come up onto the decking at 3:15pm to wait for their child.

If someone other than the parent/carer is collecting your child, the school needs to know who this will be. We ask you to complete a slip to be given to the teacher with these details on and copies of this slip will be included in the information pack. If you are going to be delayed, please telephone the school office (01628 621750) as soon as possible, and we will keep your child in school until you arrive – it is important that we know about any delay.

Kiss and Drop/Grab and Go

We offer a drop off/collection system for parents /carers who are unable to walk their child to school and drop them off/collect them in a car. During the morning 8:40am to 8:50am we operate Kiss and Drop; whereby parents/carers can drop their child off in the left-hand side layby outside the school, an adult will escort them into the playground where they will wait with a member of staff and be escorted to the classroom when the whistle blows at 8:50am. Children should not be dropped off before 8:40am as there will be no adult on duty.

At the end of the day we run a similar system, Grab and Go between 3.40pm and 4.00pm when the children are lined up outside the school and cars pull into the left-hand side layby. An adult will open the door and help the child get into the car. It is the parents/carers/driver's responsibility to ensure that the child is safely secured in their car seat before leaving the school premises, so we ask that children practice clipping and un-clipping their seatbelts.

For the first week of EYFS we suggest that the EYFS children do not use the Kiss and Drop or Grab and Go systems.

A leaflet with full details regarding the Kiss and Drop/Grab and Go system is available in the information pack.

Parents/carers as Partners

At Oldfield, we strongly believe parents/carers are children's first and most enduring educators. When parents/carers and teachers work together, the results have a positive impact on children's development and learning. Every Monday, we look at the purple pages book. This is for you to record any significant moments in your child's learning at home for example;

- Doing up their own buttons
- Eating a new food
- Learning a new skill
- Developing a new interest
- Using new vocabulary

You may also add anything else that surprises you! Just a brief comment to describe the moment or a photograph to capture it, will help us to know your child better and plan for their learning in school. The book will be signed each week to show that your comment has been read. Parents/carers for whom English is an additional language are very welcome to come in and tell us about any significant moments and we are, of course, always available to talk to parents/carers about any other queries.

Home learning

After the children have settled in, we will begin to set children 'home learning', this will be discussed at greater detail during the parents/carers meeting in the Autumn term.

Toys

Children can bring in a '**small**' toy from home for playtime, car, skipping rope, doll etc. (no fighting toys) but please discourage children from bringing in 'special' toys from home as they are their responsibility.

Letters

Children will regularly receive letters from school. Please ensure any reply slips or forms that require your signature are returned to school promptly.

We use an electronic system to communicate with our parents/carers by e-mail via ParentMail (with or without attached letters). You will be asked to supply e-mail addresses on the admission form and in due course you will be asked to sign up to ParentMail. Please check the website regularly for any updates. If you do not have access to a computer on a regular basis, please inform the school office and they will provide you with a paper copy.

Lost Property

Lost property is collected and kept in a box in the EYFS classrooms. If it is named, it can be easily returned to its owner. **Please remember to make sure all clothing and PE kits are clearly named.** Try to encourage your child to take responsibility for their own possessions.

Occasional accidents do happen at school and we would appreciate you supplying a change of underwear and socks/tights in the children's PE Bag.

Oldfield School Association (OSA)

We have a very active parents/carers association who support the work of the school in many ways. They will be in touch with you as part of the induction process.

School Nurse

The school liaises with the School Nurse who makes regular visits.

The nurse will carry out a health assessment on your child during the term in which he/she is 5. This involves routine weight and height checks, along with hearing and vision tests. This enables any problems to be detected and help organised as soon as possible.

Birthdays

As part of the healthy school policy we ask parents/carers not to hand out sweets or cake at the end of the school day if it is their child's birthday. Instead children are able to wear their own clothes to school on their birthday or a day close to their birthday if it falls in the holidays or at the weekend.

Uniform

In Early Years: Uniform for Oldfield can be purchased at Goyals or Schools Direct.

"In Early Years:

- "Tailored, dark grey trousers of the type sold by school outfitters and department stores" (not jogging pants). Dark grey shorts may also be worn if desired.
- Dark grey skirt or pinafore dress, around knee length.
- Navy blue V-necked sweater or cardigan with school crest embroidered on.
- Pale blue polo shirt.
- Hijab (Blue or Black).
- Grey leggings when worn with a summer dress.
- Grey, white or navy socks - long or short. White, navy or grey tights in winter.
- Navy, white or blue and white checked ribbons, hairbands and scrunchies.
- Traditional leather shoes in black (no trainers of any description or boots).
- Light blue checked dresses may be worn in the summer (not striped).
- PE kit for all children will be navy shorts, navy jogging bottoms, white polo shirts and plimsolls or trainers.

Once children enter Year 1, the polo shirt will be replaced by a white school shirt with collar and the school tie. Further information is available on the school website at www.oldfieldprimary.com

Other Items available but not part of the school uniform

School fleeces- available to order from School Days Direct.

The Hi-Viz Back Pack is available from the school office. (This is not to replace the book and PE bag detailed below) at a cost of £10.00. We encourage children to only bring in a school back pack if they are attending an after-school club (such as Wise Owls).

The Hi-Viz Back Pack is more suitable to children in Key Stage Two due to its size.

Children should not wear nail varnish or jewellery in school, except stud earrings or items that have to be worn for religious reasons. Please make sure your child's class teacher is aware. We suggest that your child does not wear earrings on the PE Day – this day will be communicated to you in September. If your child does wear earrings to school on the PE Day, we will tape them over in school.

On occasion, the school may have a charity event when the children are allowed into school in their own clothes, these are known as 'Mufti' Days. Clothes and footwear should be appropriate for being in school; no flip flops, heeled shoes or fancy dress.

They will also need:

- **NAMED** PE bag for spare clothes to be kept in (available from the school office)
- A **NAMED** blue book bag (available from the school office)
- **NAMED** Waterproof Coat (to keep in school)
- If your child is not having the universal free school meals, a packed lunch can be sent in a **NAMED** lunch-box (no glass bottles, sweets, or nuts please)
- One **NAMED** Colouring, Puzzle or Dot to Dot book for rainy days
- A **NAMED** drink of water only (in a school sports bottle only) New bottles are available from the school office at a cost of £2.50 and spare lids £1.50
- A **NAMED** healthy snack of fresh fruit or vegetables, not healthy biscuits, nuts or yoghurts for break time

General Comments

- Please name **all** clothes and shoes **CLEARLY** with name tapes or indelible markers, i.e.: Sharpie [Biro or ink washes out], particularly those which are common like jumpers.
- Please keep to clothes on the uniform list and try to choose clothes easy for your child to manage when they go to the toilet or have to change if they have an accident.
- If you are sending in a small amount of money for a mufti day or class donation, please send it enclosed in a named envelope with the reason clearly written on it. If you are sending in money for a trip/activity, please hand to a member of staff in the classroom.
- Please dress your child according to the weather. If it is cold, please send in hats, gloves and scarves clearly named. In the warmer weather we would ask you to provide a sun hat. Please apply sun cream before school as necessary.
- If your child is on medication such as antibiotics, they should be at home getting plenty of rest. If it is really necessary for us to administer medicine during the day, please call into the office to fill in a form. We also need clear instructions on how and when the dose is to be taken. If your child is on medication for asthma, please ensure you complete the form enclosed with the admission form pack.
- **Please call or email the office each day that your child is absent.**
- If your child is not well enough to attend school, then please contact the office by telephone in the first instance, preferably before 9.30am. You may leave a message on the absence line on 01628 621750 or send us a message via ParentMail. You should state your child's name, class name and the reason for the absence i.e.; cold, cough, upset tummy. On return the child should bring with them a letter signed by the parent or carer outlining the reasons for their absence. If your child needs to attend an appointment i.e. dentist or doctors, a letter or email still needs to be sent into school.
- If your child has suffered from vomiting or diarrhoea, they are unable to attend school for 48 hours from the last episode.
- **If you think that your child has any symptoms of COVID-19, please keep your child off school and contact the NHS COVID helpline regarding a test. Likewise, if a member of your household has tested positive, please keep your child off school and inform the office immediately.**
- Term time absences are only authorised in exceptional circumstances and not for holidays. An official 'Request for Exceptional Leave of absence' form must be completed 14 days before the start date. This can only be agreed with the Head Teacher.
- When entering or leaving the school on foot, during the school day, please **ALWAYS** use the main school entrance.

- If your child will be arriving late or if it is necessary to collect them early (i.e.; Doctor's appointment), please let the class teacher know in advance in writing via an email or letter. Children must be collected from the office in order that they can be signed out safely.
- At the end of the school day you may wait in the playground to greet your child. The school gate will be unlocked at 3.00pm.
- Please inform the teacher if a different person from usual is collecting your child (slips to complete can be found in the pigeon holes in the school main reception area). If it is a permanent childminder/person who always collects them, an introduction to the teacher is most helpful together with a signed letter informing the school of this arrangement.
- Please would all children bring a box of tissues at the start of the year – we get through hundreds!
- Class Fund – a voluntary contribution of £3.00 each term (no cheques please). This helps to pay for all the “extras” such as extra making resources, ingredients for cooking activities and role-play resources
- Check your child's hair regularly for nits.
- If you have any enquiries, please talk to the member of the team outside in the morning or email your class teacher. Any longer conversations with the teacher may require an appointment before or after school.
- Check your child's book bag on a daily basis for letters or forms, and remove any old notes/paper as important letters can get missed or lost.
- If you need to contact the class teacher during the school day via email, please also cc the office into the email so they can ensure that the teacher is aware of your message.

We would appreciate your co-operation in these matters to ensure that the maximum amount of time can be spent on education.

Extra-Curricular Activities

As a school, we do run a large number of after school activities, both by school staff and outside approved agencies. We do not normally offer any clubs for the Early Years children until at least the Summer term as the school day is already long and tiring for them.

Children at Oldfield swim 3 times during curricular time, firstly in Year 1, Year 3 and again in Year 5.

School Calendar of Events

At the beginning of the academic year, we will publish a list of activities planned for the year. Parents/carers are invited to some activities i.e.; Sports Day, Christmas Sing-a-long and some Parent Assemblies. Please look out for further information/letters when these dates approach.

Early Riser's Club

We run a breakfast club for children of working parents/carers from 8.00am in the morning with costs from £2 - £4 per day depending on the length of the session and if you require breakfast for your child. Further information about this can be found on our website at www.oldfieldprimary.com

*prices current as at June 2021