

Welcome to Reception

Eynsham Community Primary School



Headteacher	-	Mr Ian Moore
Foundation Stage Leader	-	Mrs Pam Wilsdon
Chair of Governors	-	Mrs Kirstie McKenzie-McHarg

EYNHAM COMMUNITY PRIMARY SCHOOL

Beech Road, Eynsham, Witney. Oxon. OX29 4LJ

Headteacher Mr I B Moore

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Welcome

Thursday 18th June 2015

Dear Parents and Carers

It is my privilege to welcome your child into full-time school as a Reception-age child in the Early Years Foundation Stage here at Eynsham.

Our aim is for children to leave us at age eleven with a set of core values and qualities, clearly defined skills across a range of curriculum areas and a sound knowledge base, having had what we believe to be essential experiences. More details on this vision are available on our website, www.eynsham.oxon.sch.uk. We converted to an Academy on 1st May, 2014 to become part of the Eynsham Partnership Academy, along with the five other local primary schools and Bartholomew Secondary school. The seven schools are already working together to provide improved opportunities for your children and to work more collaboratively on non-teaching matters to ensure that school leaders can focus more on teaching and learning.

The Early Years Foundation Stage at Eynsham is a place where your child will thrive and be cared for, enjoying a wealth of stimulating and engaging experiences under the care and guidance of our dedicated, approachable and well-trained staff.

I look forward to getting to know your child and to working with you over what I believe are the most important years of a child's education, their primary education.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Moore', is written over a light blue horizontal line.

Ian Moore
Headteacher



Eynsham Partnership Academy: Registered in England & Wales. Company no: 07939655

School Holiday Dates 2015/16

Tuesday, 1 st September:	INSET day
Wednesday, 2 nd September:	INSET day
Thursday, 3 rd September:	Term 1 commences
Friday, 23 rd October:	3.05 pm end of term 1
Monday, 2 nd November:	Term 2 commences
Friday, 18 th December:	1.05 pm end of term 2
Monday, 4 th January, 2016 :	INSET day
Tuesday, 5 th January:	Term 3 commences
Friday, 12 th February:	3.05 pm end of term 3
Monday, 22 nd February:	Term 4 commences
Thursday, 24 th March:	1.05 pm end of term 4
Monday, 11 th April:	INSET day
Tuesday, 12 th April:	Term 5 commences
Monday, 2 nd May:	May Bank holiday
Friday, 27 th May:	3.05 pm end of term 5
Monday, 6 th June:	INSET day
Tuesday, 7 th June:	Term 6 commences
Wednesday, 20 th July:	1.05 pm end of term 6



Welcome to the Early Years Foundation Stage at Eynsham. We hope you find the following information helpful. If there are any questions you may have, please do not hesitate to ask a member of staff.

Staffing

Each child has a Key Worker, who will maintain your child's Learning Journeys and be your main port of call for sharing and receiving information. However, all of the staff in our Foundation Stage team will work together to ensure our provision is high quality and your child is cared for and meeting their potential.

Owl Class Teachers

Mrs Paula Emmett Full-time

Teaching Assistant in Owl Class

Mrs Debbie Norman Full-time

Kingfisher Class Teacher

Mr Richard Gidlow Full-time

Teaching Assistant in Kingfisher Class

Mrs Emily Neath Full-time

Early Years Support Worker

Mrs Rebecca Butler-Miles

Teaching Assistant

Mrs Dana Lau

Senior Leadership Team

Mr Ian Moore Headteacher
Mrs Janet Thomas Deputy Headteacher
Mr David Marsh Assistant Headteacher
Mrs Lisa Denbow School Manager

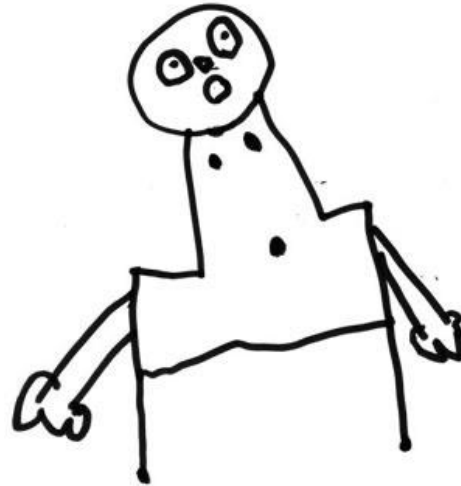
Middle Leadership Team

Mrs Pam Wilsdon Foundation Stage Leader
Miss Anna Floyd Key Stage 1 and English Leader
Miss Zoe Banfield Years 3 & 4 Leader, Science and the Wider Curriculum Leader
Ms Ruth O'Reilly Years 5 & 6 Leader, Maths Leader

A full list of our staffing for the new academic year will be available from September on the school website.

Opening Times

The doors open each morning at 8.35am, and then the morning session runs from 8.45am to 11.45am. Lunch is from 11.45 to 1.00 pm each day, and the afternoon sessions run from 1 pm to 3.05 pm. EarlyWorld provides a breakfast club, an after school club and holiday club, co-sited with the Orchard Children's Centre on the school site. Please ask for further details.



Curriculum and Planning

Planning is carefully carried out covering a programme of engaging topics, following the revised Early Years Foundation Stage curriculum, covering all areas of learning. Foundation staff meets weekly to plan for the following week and have regular meetings with Key Stage 1 staff to ensure continuity and progression.

Newsletters, Notice Boards and ParentMail

The school website (www.eynsham.oxon.sch.uk) is regularly updated to provide parents and carers with up-to-date information and plenty of examples of the children's achievements. Information will also be emailed directly to you via ParentMail, such as regular newsletters and notices. So that parents are aware of activities and events we have a termly Foundation newsletter and information displayed on notice boards. A copy of our topic web is given to parents at the beginning of term and more detailed plans with learning objectives are displayed for your information inside the classroom. Weekly activities are written up on the board outside the classroom so that you can see what activities your child will be taking part in during the week enabling you to talk to them about what they have been doing. This board also carries other important information that will let you know of any events/changes in the forthcoming week.



Absences

If your child is ill or not attending for any reason please inform the school office by telephone using 01865 881294 for a verbal message or email office.2209@eynsham.oxon.sch.uk.

Illness and medicines

Please be reassured that if your child becomes ill during the school day that we will phone the contact numbers held in the office. If these should change please keep us informed to avoid any unnecessary distress to your child. In accordance with guidance to schools we are unable to take responsibility for administering any medication at school. However, parents can come into school to administer this.

Accidents

If your child does have an accident at school the appropriate first aid will be carried out and recorded on an accident report sheet, which we will ask you to sign. In the unlikely event of a more serious injury we will contact you as soon as possible and call the emergency services as required.

Starting School

Following the Welcome meeting for new Reception families, each child is invited to spend some time on a transition visit in July. These visits also offer an opportunity for parents, carers and children to meet with their Key Worker to begin to get to know one another and to share information between home and school. In order to settle children in and to enable staff and children to interact in a smaller group we split the classes into two groups, A and B, with only group A coming in for one day, then B the next. Once each group has spent two introductory days in school, we then expect children to attend every day. Before the term your child turns five they may attend school part-time if you wish; please speak to your child's new teacher or Mrs Wilsdon to arrange this.

The First Day

We ask that you remain for a short time to complete forms and to share important information about your child. Your child may stay for lunch either having a school dinner or a packed lunch. Please make sure that everything is named so that adults can easily identify property.

Saying Goodbye

Every child is an individual and so is every parent, so you may therefore have your own routine when it is time to leave your child. Please discuss this with staff, as often children are happy if you settle them at an activity and then leave quickly. If they need some help to enable them to separate from you, a member of staff will provide extra support and we will contact you later to let you know how they have settled.



Belongings

Children will need to bring wellingtons every day for use outside. Children may also need to bring a change of clothes, in case they accidentally get wet. Please make sure that you name all of your child's belongings so that we can easily identify them. Thank you.

Routine

The classrooms are open from 8.35 am Children place their packed lunch on the racks provided (if they are having one.) and self-register. A member of staff will greet you and note any messages or information you may wish to share. Children need to be sat calmly on the carpet area by 8.45 am in readiness for formal registration. The class and dinner registers will be taken and staff will discuss with children what they will be doing during the session.

- During the morning there will be opportunities for children to take part in adult focussed activities, child initiated investigations and discovery, planned group times with their Key Person and outside exploration.
- They will also have the opportunity of a drink of milk or water and snack of fruit or vegetables, supplied by the Government.
- Children are encouraged to take responsibility to tidy up their classrooms and get ready for lunch at the end of the morning.
- At 11.45 am the morning session ends and children are either collected by their parent/carer or taken to have lunch in the main school building. (See paragraph on Lunchtimes for further information). Table top activities are changed in readiness for the afternoon.
- After lunch children are taken back to their classroom to be collected by parent/carer or children play in their Foundation Garden supervised by lunchtime staff.
- 1 pm - The afternoon session begins and children can independently choose activities or take part in adult led groups. Children also have the choice to go outside and a drink and a fruit/vegetable snack is again offered.
- Everyone helps to tidy up the activities for the following day.
- We share a group story or song and get ready to go home
- 3.05 pm - The afternoon finishes and children are collected by their parent/carer.

Children also have opportunities to experience the wide range of facilities of school, for example the sports hall, assembly hall, tablet computers, swimming pool, playgrounds, sports fields, sports equipment and the wooded area.



Lunchtimes

At 11.45 am the Reception children are taken to the main school hall to have lunch (school dinners or packed lunch). Those having school lunches sit at tables with cutlery. Teachers and Teaching Assistants support the transition into this setting alongside Lunchtime Supervisors (some of whom are Teaching Assistants) who then take over supervision during this period. As part of the government's Universal Free School Meals initiative, all dinners are free for children in Reception, Year 1 and Year 2. Parents and carers are welcome to sample some of the food from our kitchen, please speak to a member of staff to arrange this. Menus are displayed on the notice board at the front of school and in classrooms.

At the end of the day

Children are encouraged to get themselves dressed and ready to go home assisted by staff if necessary. Doors will be opened by an adult so that staff can check and see children are collected by the appropriate person.

Is someone different collecting your child?

Please let us know if someone different is collecting your child. We have a 'pick up' book in which we would ask you to write the details so that members of staff can refer to it at collection time.

Parents meetings and Learning Journeys

Parents and carers are invited to meetings to share their child's records at appropriate times, including their Learning Journey'. This Learning Journey provides a picture of a child's development under the areas of learning identified in the EYFS. They consist of photos, art-work, mark-making etc and are interspersed with observations made by staff including notes of relevant conversations or comments made by the child. The aim is to build a unique picture of what each child knows, feels and can do as well as his / her particular interests and learning style. This picture can then be used to pinpoint learning priorities and plan relevant and motivating learning experiences. Keeping track of when statements are achieved will help to identify evidence needs to be targeted in an observation.

If you have any particular concerns at any time of the year please talk to your child's teacher who will be happy to see you.



Lending Library, Book Bags & Travelling Toy

We have a range of books for children to borrow and share with you at home. You are welcome to change these as often as you like with your child.

Children are given a Home Reading Link book to record their books and to keep in their book bags. Staff will be happy to show you how this works. Book bags are available to buy from the school office. Later these can be used to take home reading scheme books.

Each class has a travelling toy that visits each child at home. During the visit you can write down in the diary a brief description of the toy's time at your house.

Additional Needs

We are committed to providing a first-rate education for all children. If your child has additional needs such as a medical or special educational need please ensure this information is recorded on your registration form and that you let a member of staff know. Any information, such as paediatrician or speech therapist reports, is extremely helpful and it is useful to receive a copy of these to enable us to plan for individual children from the start. Part of Mr Marsh's Assistant Headteacher role is that of Special Educational Needs Coordinator (SENCo) please do not hesitate to contact him if you wish to discuss your child's needs further.

Voluntary contributions

We ask for a voluntary contribution of 50p a week to cover the costs of cooking ingredients and incidentals which may be paid weekly or termly. Collection boxes can be found in the classroom.

Students and Work Experience

We are very pleased to be able to offer training and experience for teacher trainees, graduate students, childcare students and work experience for young people from local schools. We also have other professionals and school governors visiting and will let you know on the notice boards if we have additional people working with us, as and when it happens.

The Early Years Foundation Stage Curriculum

Early years learning concentrates on seven areas split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Teaching is often done through play, where the child learns about subjects and other people through games.

Early Years Foundation Stage Profile

At the end of the academic year when a child turns 5 (Reception), the practitioner records each child's development by watching the child playing and in the classroom. The completed assessment is known as the 'Early Years Foundation Stage Profile'. This is used to help the year 1 teacher plan lessons for the children.

<https://www.gov.uk/early-years-foundation-stage>

