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Welcome to the Early Years at



Oakhurst

A complete guide to your child's first year at school

Introduction

Starting school can be an exciting yet daunting prospect for children and parents alike, with so much new information and new routines to take on board. With this in mind we at Oakhurst Community Primary School have put together this booklet to try to answer some of your questions that both you and your child may have, before the school year begins. We have tried to include all the relevant information we think you will need, but if there is anything you feel we haven't covered please let us know and we will endeavour to respond to you and include it in our next publication of this booklet.

Here at Oakhurst Community Primary School we appreciate that early year's education is not just preparation for the next stage in life - it is vitally important to prepare your child in their journey of life-long learning. We understand that children will come to us with vastly different experiences, abilities and understanding of the world unique to themselves. As a result we aim to offer a high standard of early year's education that takes into account the individual needs

and nature of these young children and builds upon what they already know and can do.



The Oakhurst Foundation Team

Mrs. Jones -Foundation Stage Leader

Miss. Stratton- Reception Teacher

Mrs. Tuck - Nursery Teacher

We are here to make your child's first years at school as enjoyable as possible, so if you do have any worries or concerns, please let us know so that we can help.



Areas of the Early Years Foundation Stage Curriculum

During the day the children will take part in activities covering all aspects of the Early Years Foundation Stage Curriculum, sometimes individually, in small groups or as a whole unit.

Play is at the forefront of the Early Years Foundation Stage Curriculum. Through play your child will be encouraged to learn new skills and practise skills they have already acquired. Play is important for children's all round physical, emotional, intellectual and social development.

"Well-planned play, both indoors and outdoors, is a key way in which young children learn with enjoyment and challenge."

The Foundation Stage is divided into the following areas of learning:

- Personal, Social and Emotional Development

- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development



School opening times

Oakhurst Community Primary School is open from 8.45am and registration is at 9.00am. If your child arrives after this time, please go to the office and sign your child in. Please be aware that your child will be marked late in the class register.

For children in the nursery the sessions will run from 8.30am until 11.30am and 12.30pm-3.30pm.

Please encourage your child to hang up their own coats on their peg and if having a packed lunch place their lunchbox in the box provided. Water bottles can be stored in the classroom so that children can access them easily during the school day.

When it is time to collect your child from school at the end of a session or at the end of the day please wait outside the outdoor class entrance, so that your child will be returned safely to you by a member of staff.

If another adult will be collecting your child, please (ideally!) write a letter to confirm the arrangements and if possible allow the staff to meet the adult before-hand. In the case of an emergency please contact the school on 01793 734754 and give a brief description and name of the responsible adult. We will also be asking everyone to provide us with a password in September.



Lunch time (Reception children)

You can either provide your child with a packed lunch from home or purchase a packed lunch or hot meal from school. Orders for meals/packed lunches must be placed by the preceding Thursday. Forms and menus are available from the school office and on the school website.

Please support our Healthy Schools Award bid by providing a healthy packed lunch that does not include sweets and fizzy drinks.

Children are encouraged to drink water throughout the day. Drinks bottles can be refilled from the water dispenser in the main building.

Children are supervised at lunchtime by our team of Play leaders.

Transition from pre-school/carer to the School

Each Reception child will be given the opportunity to attend a short session in the summer term before they are due to start school. The Reception teacher will also visit the children in their pre- school/carer setting to find out about your child and how they learn from their key worker.

Nursery children will be visiting on Wednesday 7th July for a short drop in session.

What do I do if.....?

My child has a medical appointment:

As much as possible we do ask that medical appointments are made out of school time. However we do understand that this is not always possible. If your child has to be taken out of school for a medical appointment, the school must be advised in writing, so that it can be appropriately marked in the register. The letter can be handed to a member of staff in class. When you come to collect your

child for your appointment, we ask for you to come to the office and sign your child out in a separate register.

My child is absent from school through illness:

If your child is absent from school through illness it is important that you inform the school, by 9 a.m. on the first day of the illness so that hot dinner orders etc. can be cancelled immediately. You do not need to inform us each day of your child's illness, but a follow up letter is necessary on their return to school so that absences can be recorded correctly. If the school is not informed by letter the child will be marked as unauthorised absence within the class register.

My child has head lice:

The school office has useful information, courtesy of the School Nurse, on how to deal with head lice. Do not be embarrassed to let your class teacher know, it is very common. We will not enclose your child's name but a general letter will go to other parents to make them aware of the situation, so that they can treat their own children as well.

I want to take my child out of school for a holiday:

A child can only be kept from school for a legitimate reason:

- Illness or medical appointments
- Exclusion by the school

All requests for absence during term time must be made in advance on a 'Holiday' form. If an absence is not authorised but taken this will be recorded as an 'unauthorised absence' on a child's record. Please note that any absence during term time can be disruptive to your child's education and teachers are not expected to provide homework to cover this type of absence.



Training Days

There are five non-teaching days (TD days) a year in addition to the school holidays when the school is closed to children. This year we have been granted 3 extra closure days in order to prepare our new school. Dates for TD days within each academic year are usually set in the preceding June. A school calendar advising you of school holidays and TD days will be sent home in due course and will also be posted on the school website.

I want to order a school uniform for my child:

We believe a school uniform and a smart appearance promote a sense of identity and pride in our school. We ask parents to support the school uniform policy.

Please note that during the summer term the girls (weather permitting!) can wear a purple checked school summer dress and sandals which are secure. Boys can wear black knee length school shorts and sandals.

PE kits should be kept in school throughout the week. Please ensure all items of uniform are labelled, including PE kits. The kits should include black shorts, a white t-shirt, daps.

My child loses an item of clothing:

If your child loses an item of clothing, please check in and around the class. If it is not found, a member of staff can direct you to the lost property box.

My child needs a change of clothing:

In the Early Years we are well aware of the 'little accidents' that can sometimes happen if your child does not get to the toilet in time. With this in mind, we are well prepared and have a well stocked cupboard of spare boys and girls clothing that the children may change into should an accident occur. However we also understand that some children do prefer to bring their own change of underwear, which they may keep in their PE bag. Please ensure that any borrowed underwear is washed and returned to use, otherwise our stocks will diminish!

I do not wish for my child to have their photo taken:

Throughout your child's time at Oakhurst Community Primary School, your children will probably have the opportunity to have their photographs taken many times, whether it is for the local paper, during school plays, or for the school brochures and website. We do understand that there are circumstances in which parents may not wish for their child to be photographed for any reason, please complete the form enclosed in the induction pack relating to this subject and return to school so that any confusion may be avoided.

I wish for my child to have a mid - morning snack:

All children in the Early Years at Oakhurst receive a portion of fresh fruit or vegetable under the Government Scheme. This is a national healthy eating campaign aimed at getting children to eat five portions of fruit/vegetables each day. Your child may also if you wish bring a small healthy snack in from home; however as we will be working towards the Healthy Schools Award we ask that children do not bring in fizzy drinks or sweets.

All children under 5 are entitled to free milk, if you wish for your child to receive a daily carton please complete the form in your induction pack and return directly to Coolmilk. Once your

child turns 5 they can still have their daily milk drink but a small charge will apply. Forms are available from the school office.

I changed my emergency contact number(s):

In your admissions pack you will find an emergency contact form. This will need to be completed and returned to the school office. If any of the particulars you have given us change for any reason, please let us know as soon as possible, this way we will be able to contact you immediately should your child become ill or have an accident.

First Aid

School staff will administer minor first aid if your child has a fall or bump. It is school policy to inform parents whenever a child has a knock to the head no matter how minor so please do not be alarmed if you receive a call. We will also contact you if we believe your child needs medical attention or if they appear unwell during the course of the day and need to go home.

If your child has a course of prescribed medication that has to be taken during the school day a form (available

from the school office) must be completed prior to any medication being given by school staff. Please note that no member of staff is under any obligation to administer medication to a child - but they are usually quite happy to help. All medication (other than asthma inhalers) must be given either to the class teacher or left in the school office. We are unable to administer any non-prescribed medication to children under any circumstances.

If your child suffers from asthma please ensure that this is recorded on your child's registration form and that a labelled reliever inhaler is always available for their use within school. The inhaler should be periodically checked by parents to ensure that it is within its expiry date and has sufficient doses remaining.

Newsletters and letters home

Please check your child's book bag regularly - we send home a fortnightly newsletter, periodic letters and leaflets informing you of events, requesting information etc. Copies of all letters and newsletters can also be found on our website. In order to improve communication with parents, we can also email newsletters to parents. If you would like to receive newsletters in this way please ensure you add your email address on the registration form.



Topic Letters

Throughout the year the children in the Early Years Foundation Stage will explore several topics/themes. Many parents often ask how they can help their child with their learning at home. With this in mind a topic letter is sent out when children start a new topic, containing activities the children will complete in class which could also be reinforced at home.

Assembly

An act of collective worship is held daily for all children. Assemblies may be led by school staff, children, and members of the local church or other visitors to the school.

Car Parking

There are no parking facilities within the school grounds. If you have to use a car to bring or to collect your child please show consideration to our neighbours and do not block driveways etc.

Clubs

We run a range of school clubs that change on a termly basis. Letters giving full details of clubs, days, times etc are sent out at the beginning of each term. There will be no clubs offered to Nursery children.



Volunteers in school

We are always happy to hear from any parent who would like to help out within school. As part of our child protection procedures all volunteers must undergo a Criminal Record Bureau check. Forms are available from the school office and the admin staff will be more than happy to help you complete the form.

Annual report and Parents' Evenings

Parents receive an annual written report in July each year. In addition we hold two parents' evenings a year; these are an opportunity to discuss your child's progress with their teacher.

However if you have any concerns regarding either your child's progress or well-being please don't wait until a parents' evening but book an appointment to talk with your child's teacher after school.

Oakhurst Community Primary School PTA

We have an active and enthusiastic 'Parent, Teacher Association' called FOCuS who organise events for both children and adults to raise money for the school. Events have included fetes, popcorn clubs, bingo and so much more... These events have allowed the school to purchase resources we would not necessarily have been able to from the schools own budget. The PTA is always on the look-out for new recruits and your support would be much appreciated

Finally.....

We hope you found this booklet informative however if you have any further questions, please do not hesitate to contact us.