



FOREST PARK
PREPARATORY SCHOOL

The Early Years Foundation Stage - Handbook



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Early Years Foundation Stage Curriculum

Our Early Years Foundation Stage (EYFS) curriculum is designed to provide children with the support to extend their knowledge and skills, understanding and confidence. Well planned and purposeful activity with appropriate support and intervention by staff is carefully structured and designed to build on what the children already know and can do.

The curriculum encourages a positive attitude and a disposition to learn. We seek to provide our children with a rich and stimulating environment where they feel included, secure and valued. In the Foundation Stage children are introduced to more formal activities when appropriate.

The curriculum is divided into seven areas of learning and these are:

The Prime Areas:

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

The Specific Areas:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

The Characteristics of Learning:

- Playing and Exploring
- Active Learning
- Creative and Critical Thinking

Further Information

Further information can be found at www.education.gov.uk and www.foundationyears.org.uk

Reporting on Progress

Throughout the EYFS stage you will be invited to attend regular Parent Evening consultations when you can meet with staff to discuss your child's progress. During the Summer term in Pre-Prep and Reception you will receive a written report, including a short narrative on your child's characteristics of effective learning. Parent consultations and the end of year report will help you to find out how you can work with your child at home to support his / her learning.

- Your child's report is based upon practitioner's on-going observations and assessments
- You may request access to your child's developmental records at any time
- Your child's report and developmental records will be shared and discussed with staff during Summer and Autumn terms as part of our Transition Policy

What is the Early Years Foundation Stage Assessment Profile?

The Early Years Foundation Stage Assessment Profile (EYFSP) is a way of summing up each child's progress and learning needs at the end of the Foundation Stage. For most children this is at the end of the Reception year in primary school.

The profile is based on practitioner's ongoing observations and assessments over time. It describes each child's attainment against seventeen early learning outcomes and a short narrative about their characteristics of learning. An early learning outcome describes the expected level of attainment that a child should reach by the end of the Reception year. The early learning outcomes are:

- **Personal, social and emotional development** (the child's ability to work, play and co-operate with others)
- **Communication and language** (listening and speaking)
- **Physical development** (movement, sense of space, health and bodily awareness, the use of tools and equipment)

- **Literacy** (early reading and writing, letters and sounds)
- **Mathematics** (the understanding of number, calculating, shape, space, measures and mathematical language)
- **Understanding of the world** (investigations, designing and making, Information Technology, cultures and beliefs)
- **Expressive Arts and Design** (exploring media and materials, art and craft, role play, music, dance, activities to encourage imagination and creativity, responding to experiences and communicating ideas)

Why is the school using the Foundation Stage Assessment profile?

- The assessment is statutory and this means that it is a legal requirement for schools to assess all children in relation to the Foundation Stage Profile
- It is part of the ongoing assessment process that occurs throughout a child's life in school
- As the profiles are completed, the staff will arrange time to discuss your child's progress. This will help you to find out how you can work with your child at home supporting his/her learning
- You may request access to your child's developmental records in accordance with the whole school's Pupil Data Protection Policy, which is available on request. The school is registered under the data Protection Act and complies with its provisions for example, regarding the disclosure of information relating to third parties
- An important feature of the Foundation Stage Assessment is the ongoing dialogue between parents/carers and staff

The assessment helps us to find out what your child knows, understands and can do, so that we can help him/her to develop according to their learning needs.

We can also use this information to monitor the progress of all children to make sure that they are making progress in the seven areas of learning.

What happens to the assessment results?

The completed Profiles will be used to inform you and the Year 1 teachers about the progress of your child. The assessment information will be shared in reports and discussed at meetings arranged in school.

The final summary of children's results will be collected annually by the Department for Education.

In the Foundation Stage children are introduced to more formal activities when appropriate.

Home / School Links:

Links between home and school are highly valued. As your child starts either our Pre-Prep or Reception class you will receive a Welcome Pack and be invited to a variety of events to help support you and your child. Our first event is held in June/July and is an opportunity to meet EYFS staff and fellow parents.

During the first few weeks of the autumn term all parents are invited to attend a Meet the Teacher evening when information about daily routines, parent and child contributions to learning journeys, curriculum and key person etc. can be shared.

Each week we will send home a newsletter for both Pre-Prep and Reception which will outline the lessons and activities taught that week.

Staff are available at the beginning and the end of the day to support daily communication with parents. Parents are asked to make an appointment with staff for confidential or longer discussions.



Policies and Procedures

The following policies can be obtained on request from the Headteacher or the Early Years Foundation Stage Coordinator. They are also available on the school website, or from the office.

- Equality of Opportunities Policy
- Admissions Policy*
- Child Protection Policy*
- Complaints procedure*
- Admissions procedure*
- Non collection of children procedure
- Missing children procedure
- EYFS Policy
- EYFS Curriculum Policy
- Safe guarding Policy
- Intimate Care Policy
- Educational Visits Policy
- Pupil Data Protection Policy
- Transition Policy
- Key Person Policy



Additional information relating to the welfare arrangements for pupils can be obtained on request from the Headteacher, the Early Years Foundation Stage Coordinator or is available for inspection during school hours. All policies are regularly reviewed and updated where appropriate. Observations and suggestions from parents/carers are always welcomed.

Contact Details

School telephone number: 0161 973 4835

School website: www.forestparkprep.co.uk

After hours contact (until 6.45pm): 07786 374 475

Complaints

We hope that you will not feel the need to complain and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the school's complaint procedures are available on our website and we can provide a copy on request. Further details are included in this handbook.

Other Information:

Absence from School:

Illness

Please telephone school on 0161 973 4835 before 9.30am if your child is unwell and unable to attend, or email absence@forestparkprep.co.uk.

Please keep your child at home for a period of 24 hours following their last bout of sickness.

A letter or email should be sent to the class teacher on your child's return to school.


Holidays

Once your child is in Reception please do not take him or her out of school for holidays during term time. Headteachers are only permitted to authorise a leave of absence in special circumstances, which do not include family holidays.

Permission for absence should be requested in writing in advance from the Headteacher.

Keeping you in touch:

To ensure that you are kept up-to-date with events and activities that might be of interest to you and your child, please refer to the school calendar and school newsletters on the website. We will inform you of additional events as early as possible and reminders will be included on the weekly newsletter, Tucker's Times.



If you have any questions or concerns about your child, please do not hesitate to come and discuss them with any member of staff.

We value our 'open door' policy.

Mrs Richardson

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Pre-Prep Teacher
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Mr Tucker

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