



**Bloxwich Academy**  
Primary School

**EARLY YEARS FOUNDATION STAGE**  
**HANDBOOK 2020-2021**

Name of Child: .....

Nursery Class: ..... Reception Class: .....



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# WELCOME

It gives me great pleasure to introduce myself as the new Headteacher of Bloxwich Academy. My experience in education stems over twenty five years, both within the primary and secondary sector in many local authorities. In particular, Walsall is a region that I am looking forward to returning to, as it is the place where I was born and educated, and where I have experienced some of my most memorable and happiest years.

**The Bloxwich Academy motto is 'be the best you can be.'**

This motto encapsulates what we want for all our children to 'be the best they can be' with the school constantly striving to make this happen from the very first moment they walk through our doors.

As Headteacher, I am honoured and thrilled to be given the opportunity to work together with the whole community – parents/carers, governors, children and staff - to ensure that this continues to be achieved.

Being the Headteacher makes me feel extremely proud and enthusiastic about our shared journey ahead.

I look forward to meeting you all.

**Ms S Shepherd**  
**Headteacher**





# MEET THE TEAM

## LEADERSHIP

Ms S Shepherd (Headteacher)  
Mr J Kirkham (Senior Deputy Head Teacher)  
Mr M Hudson (Deputy Headteacher)  
Mrs K Martin (SENCO)  
Miss H Thomas (Early Years Leader)

## TEACHERS

Miss E Lloyd (Nursery Teacher)  
Miss F Harper (Reception Teacher)  
Miss H Thomas (Reception Teacher)

# STARTING SCHOOL

Initially, of course, you will want to ensure that your child has settled into school life. There may be occasions when your child is upset and reluctant to leave you. The staff may suggest leaving your child once they have entered school so they can settle on their own. If such an occasion arises, please be guided by staff, as they are experienced in handling such situations. Children often settle themselves after only a few minutes.

## Nursery

In the autumn term, we will be offering a morning nursery session only. We stagger the children's start so that they settle well. The nursery session will be 3 hours. The morning nursery session is 8:40am-11:40am Monday-Friday.

When children start nursery, parents are encouraged to take their child into the nursery classroom. To encourage independence we ask that the children enter the clockroom alone as soon as possible. Staff will offer support to them as necessary.

## Reception

For the start of each day, please walk your child round to the Reception entrance where they are encouraged to say goodbye.

In Reception, the morning session takes place from **8:45am-12:00pm Monday to Friday**. The afternoon session takes place from **1pm-3:15pm Monday to Friday**.





# START DATE INFORMATION

## Nursery

Wednesday 2<sup>nd</sup> September - Friday 4<sup>th</sup> September

You will be invited to come into nursery with your child to look at their classroom. There will be a short 10-15 minute meeting with your child's teacher so we can get to know you and your child better before starting nursery. Please see your appointment slot below.

You will be invited...

☐ Monday 7<sup>th</sup> September  
1 hour play-and-stay session with a parent 9-10<sup>am</sup> in nursery

☐ Tuesday 8<sup>th</sup> September  
1 hour play-and-stay session with a parent 9-10<sup>am</sup> in nursery

Please note you are only required to attend one of these sessions, please find your session ticked above.

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☐ Wednesday 9<sup>th</sup> September  
1 hour nursery session for the children 9-10<sup>am</sup>

☐ Thursday 10<sup>th</sup> September  
1 hour nursery session for the children 9-10<sup>am</sup>

Please note that your child is only required to attend the single ticked session above.

Friday 11<sup>th</sup> September

1 hour nursery session for **all** nursery children 9-10<sup>am</sup>

Monday 14<sup>th</sup> September

1 hour nursery session for **all** nursery children 9-10<sup>am</sup>

Tuesday 15<sup>th</sup> September Onwards

Children to attend normal nursery hours 8:40-11:40<sup>am</sup>

If your child is taking longer to settle we can make adjustments to the transition period to suit individual children.

## Reception

Wednesday 2<sup>nd</sup> September - Friday 4<sup>th</sup> September  
All children to attend reception 9-11am.

Week commencing Monday 7<sup>th</sup> September  
All children to attend reception 9-1pm.

If your child is having a packed lunch, please ensure they bring it with them.

Week commencing Monday 14<sup>th</sup> September  
All children to attend Reception for the normal hours  
8:45-3:15pm.

From this week, the children will continue with normal  
Reception hours (8:45-3:15pm)



# COLLECTING YOUR CHILD

At the end of the session, children will leave from the same drop-off point in the morning. Please can we ask that you don't call your child's name, but instead wait for your child's teacher to dismiss them. This is to ensure your child's safety.

If another adult is collecting a child, staff need to be informed before the end of the school day. A message can be left with the school office on **01922 710226**. In line with our procedures, all parents are also asked to complete a list of all carers and contacts for our database/emergencies.

**NOTICE** - The main gates are locked between 8:30am-9:00am and 3:00pm-3:30pm.

We ask that you collect your child promptly to avoid your child becoming upset. Parents with older children are asked to collect their Reception child first. If you are delayed, please phone the school to let us know.

The school must be made aware of any adult who is not able to collect a child.



# DINNER INFORMATION

Reception children may go home for lunch, or if they stay at school they will have a hot meal or parents can provide a packed lunch. All children in Reception, Year 1 and Year 2 are entitled to a free hot meal provided by school as part of a government initiative. If you prefer your child to have sandwiches you must provide them.

Children have a choice of healthy food (low salt/low fat/low sugar) and they are assisted with making a choice. School dinners encourage social interactions, as well as manipulative skills. Children really enjoy the lunches and extra time they have for free play with their friends.

Please visit our website to see more information regarding Free School Meals.

[www.bloxwichacademy.co.uk/fsm](http://www.bloxwichacademy.co.uk/fsm)



# GENERAL INFORMATION

A carton of milk and a piece of fruit are provided free of charge for all children in Nursery and Reception classes.

If you wish, you may bring a birthday cake on your child's birthday to share with their friends during the school day. This has to be a shop-bought cake so that the ingredients are clearly visible. This protects children with various allergies. Alternatively, you are welcome to bring in sweets that your child can give out to the pupils in their class.

# SCHOOL UNIFORM

Children must wear a full school uniform, which consists of a white polo shirt, black skirt/trousers, black cardigan/jumper and sensible black shoes. We ask that their shoes have Velcro fasteners to help them get them on and off independently.

We also ask that children have a named book bag for any letters, homework or reading books that are sent home.

We like children to wear a PE kit for physical education lessons. Please send a basic white t-shirt, black shorts and black pumps. Please name all items to prevent children losing items of clothing.

Note: All jewellery will need to be removed for PE.



School Uniform

PE Kit

Please send children with a named water bottle.



We would greatly appreciate you sending in a supply of spare named clothes that your child can get changed into if they become wet or have paint accidents etc. These clothes can be kept in a named bag on your child's peg.

You can provide wellingtons for outdoor play.

**NOTICE** - Please ensure all uniform, coats, hats, gloves etc. are clearly marked with your child's name. With the exception of plain stud earrings, please leave all jewellery at home.

# ABSENCE & SICKNESS

If your child is unwell or unable to attend school for any other reason, please inform the school on the first day of absence. The school office will then pass the message onto your child's teacher.

If your child contracts an infectious illness, in fairness to the other children, they must remain at home.

Please be aware that if your child has any sickness or diarrhoea they must remain off school until they have been clear of symptoms for 48 hours.

## Chronic Medical Conditions

These include asthma inhalers, epilepsy medication, diabetes etc. If your child has any of these medical conditions, please speak to the headteacher.

Medication must be marked with the child's name and dosage. A medical consent form must also be completed. These are available from the school office.

## Medical Information and Allergies

If your child has a medical concern/allergy, please inform the staff at your induction meeting.

Parents are always contacted if there is a health concern.

## Emergency Contact Information

We require a minimum of three contact telephone numbers in the event of an emergency. Please ensure these are always kept up to date.

If your child is taken ill or has an accident, you will be contacted immediately via your contact number. If your contact numbers change, please remember to update these with the school office.





# IS MY CHILD READY FOR SCHOOL?

The following is a checklist that we advise parents to use in order to prepare their children for life at school:

## Self Care

I know how to wash my hands.

I can wipe my nose.

I can ask for help if I don't feel well.

## Speaking and Literacy

I am interested in stories and looking at picture books.

I am able to talk about myself, my needs and feelings.

I am practising recognising my name when it's written down.

## Getting dressed and undressed on my own

I can button and unbutton my clothes.

I can put my own shoes and socks on.

I can put my coat on and use the zip.

## Eating

I can use a knife and fork.

I can open my packed lunch on my own.

I can confidently open wrappers and packaging.

## Writing

I like tracing patterns and colouring in.

I enjoy experimenting with different shaped scribbles.

I am practising holding a pencil.

I am beginning to copy some of the letters from my name.

## Going to the toilet

I can go to the toilet on my own, wipe myself and flush.

I can wash and dry my hands without any help.

## Listening and understanding

I am able to sit still and listen for a short while.

I can follow instructions.

I understand the need to follow rules.

## Sharing and turn taking

I am able to share toys and take turns.

I can play games with others.

I can interact with other children.

## Counting

I enjoy counting objects.

I can sing number rhymes and play counting games.

I can recognise numbers when they are written down.

## Routine

I am practising how to get ready for school on time.

I have a good bedtime routine so I don't feel tired at school.

I'm learning to eat at the times I will do on a school day.

# WHAT WILL YOUR CHILD LEARN?

Children in Nursery and Reception will learn by playing and exploring, being active and through critical thinking, which will take place both indoors and outdoors. Children will learn through a mix of adult-led taught sessions and through the toys that they choose to access. During play, your child's teacher/teaching assistant will support your child to apply the new learning they have completed during carpet sessions.

Children will be taught and assessed through several areas of learning:

## Prime Areas

- Personal, social and emotional development
- Physical Development
- Communication and Language

## Specific Areas

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

Your child will have a learning journey where evidence, including written notes and photographs, will be gathered to show the progress they have made. This evidence will be used to judge where your child is in their learning.

Assessments will be broken down into age bands and children will either be emerging, developing or secure within each band.

At the end of Reception, the children are expected to have met the Early Learning Goals (ELG). Your child's class teacher will give further information on this.

If you have any further questions, please speak to your child's teacher.



# CHILD PROTECTION & SAFEGUARDING

Our Safeguarding policy is as follows:

- ✓ • The school has a duty of care to all children and follows local authority guidelines on all safeguarding issues.
- ✓ • Children identified as vulnerable through child protection issues are monitored with the appropriate agencies.
- ✓ • Persistent absences are treated seriously with appropriate steps taken to protect the child. This may include court.
- ✓ • All staff in this school are subject to safer recruitment procedures on employment and receive continual child protection updates.

## Raising a concern

If parents have a concern, firstly discuss this with the class teacher. If this is unresolved, please make an appointment with the Early Years Leader (Miss H Thomas). A further appointment can be made with the headteacher if necessary.

The schools complaints policy is visible on the school website.

## Photographs

We often take photographs of the children for assessments, display or the school website. We have consent forms available for you to give permission.

## Toys

Please do not allow your child to bring personal toys to school as they are easily lost or broken.



We are sure that your child will have a wonderful time at Bloxwich Academy Primary.

If you have any worries or concerns, please let us know without delay.



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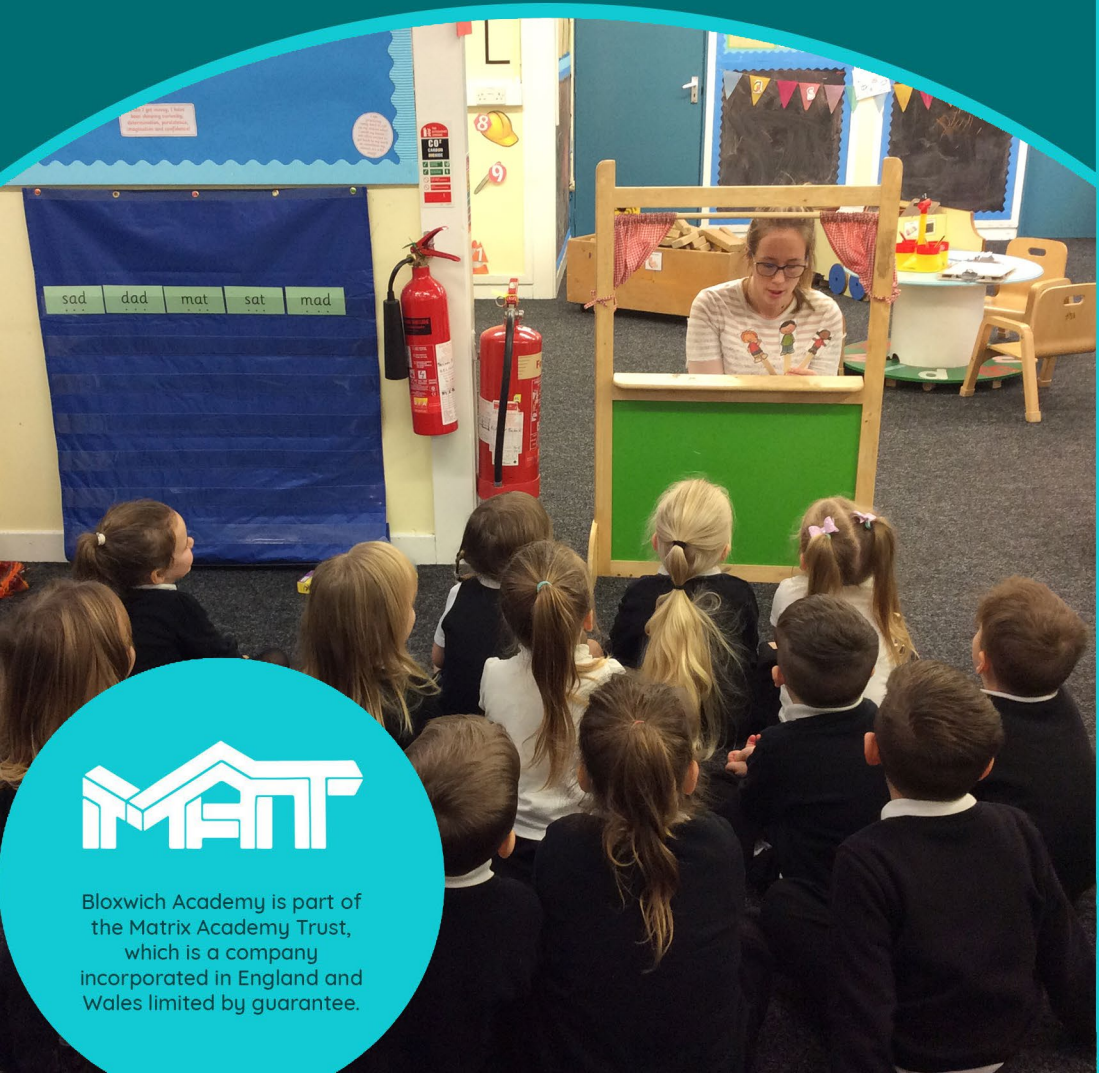
[www.bloxwichacademy.co.uk](http://www.bloxwichacademy.co.uk)



[primarypostbox@bloxwichacademy.co.uk](mailto:primarypostbox@bloxwichacademy.co.uk)



[@bloxwichacademy](https://twitter.com/bloxwichacademy)



Bloxwich Academy is part of  
the Matrix Academy Trust,  
which is a company  
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Wales limited by guarantee.