



Bloxwich Academy
Primary School

Early Years Foundation Stage
Welcome Handbook
2023-2024





Welcome to Bloxwich Academy

Dear Parents and Carers,

It is with pleasure that we welcome you and your child to Bloxwich Academy Primary. This marks the beginning of a very exciting journey that we will all be making together. This handbook provides a wealth of important information to support you with the smooth transition of your child into our academy.

All the staff at the academy are committed to ensuring your child has the happiest and most successful transition into the academy and at all times we strive to achieve our motto of “being the best you can be”. The academy motto encapsulates what we want for all of our children; to ‘be the best they can be’ from the moment they first walk through our doors.

We believe at the academy we provide your child with the very best start to their educational experience. But integral to that, is our partnership with our parents, which is at the heart of our practice and we will endeavour to give you the support and information you require.

If you should require this please contact Nicola Stubbs (Assistant Headteacher EYFS) or any member of the EYFS team.

Being the Headteacher makes me feel extremely proud, enthusiastic and excited about the new shared journey ahead with you and your children.

I look forward to meeting you all.

Ms Shepherd





Ms Shepherd
Headteacher



Mrs Snape
Deputy Headteacher



Mrs Stubbs
Assistant Headteacher



Mrs Martin
Assistant Headteacher



Miss Tiwana
Reception Teacher



Miss Thomas
Reception part time
Teacher



Miss Lloyd
Reception Teacher



Mrs Johnson
Nursery Teacher



Miss Darby
Teaching Assistant



Mrs Hateley Smith
Teaching Assistant



Miss Allen
Teaching Assistant



Miss Lawton
Teaching Assistant



Miss Vaughan
Teaching Assistant

**“We look
forward to
meeting you!”**

Meet our *talented team*





Starting School

Starting school is the next big change in the life of your child. It is important that we support children to settle into school as smoothly as possible. Initially, you will want to ensure that your child is happy as they enter and 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 calm themselves after only a few minutes. Our dedicated and caring staff will support you and your child every step of the way.

Nursery

Parents can choose from the following options:

Option 1

Morning session 8:40am – 11:40am (3 hours per day, 5 days a week) 15 hours government funded.

When places are offered in option 1 children are expected to attend 5 mornings a week.

Option 2

All day session 9:00am – 3:00pm - 30 hours government funded - 5 days per week for working families. (Parents/carers to provide a packed lunch for their child)

Apply using the link below.

30 hours free childcare - GOV.UK (www.gov.uk)

Option 3

Afternoon session 12:15pm – 3:15pm (3 hours per day, 5 days a week) 15 hours government funded.

When places are offered in option 3 children are expected to attend 5 afternoons a week.



Please contact Mrs Stubbs (Assistant Headteacher) for more information.
nstubbs@bloxwichacademy.co.uk | 01922 710226

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 cloakroom alone as soon as possible. Our wonderful caring staff will offer support to them as necessary.

Reception

At the start of each day please walk your child round to the reception entrance where our staff will welcome you and your child. We will be on hand to offer any support your child may need if they are a little upset or are reluctant to say goodbye to you.

The morning session takes place from 8:30am - 12:00pm Monday to Friday. The afternoon session takes place from 12:50pm - 3:15pm Monday to Friday. In between sessions, children take lunch in the dinner hall.

Important Dates.



Nursery

Thursday 6th July 2023 | 9:00-9:30^{am}
Induction meeting in the hall

Tuesday 5th September - Wednesday 6^h September 2023.
Nursery meetings with parents. Appointments will be confirmed with your child's teacher at the induction meeting on July 6th 2023.

Thursday 7th & Friday 8th September 2023
1 hour and 30 minute settling in session. We initially stagger these hours as part of our transition programme.

Monday 11th & Tuesday 12th September 2023
2 hour settling in session

Wednesday 13th September 2022
Children start their funded 3 hours session

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

Reception

Monday 19th June 2023 | 9:00 - 9:30am

Reception induction meeting - Barr Beacon - Miss Lloyd's class

Monday 19th June 2023 | 9:45 - 10:15am

Reception induction meeting - Golden Cap - Miss Tiwana's class

Play and stay session - Parents to leave their child to play

Monday 26th June | 1:00 - 2:30pm - Barr Beacon - Miss Lloyds class

Tuesday 27th June | 1:00 - 2:30pm - Golden Cap - Miss Tiwana's class

Starting Reception

Tuesday 5th September 2023

Children to attend reception from 9:00-12:00pm

Wednesday 6th September 2023

Children to attend reception and stay for lunch from 9:00-1:00pm

Thursday 7th September 2023

Children to start reception all day 8:30am - 3:15pm

Children who attended our nursery setting for 30 hours to start full time school on Tuesday 5th September all day 8:30am - 3:15pm



Collecting Your Child



At the end of the school day your child will leave at the same door as they arrived at when you dropped them off. To ensure your child's safety can we please ask that you do not call their name, but wait for your child's teacher to dismiss them to you. This may take a little longer at first until the staff get to know familiar faces.

If you need another adult to collect your child can we please ask that you inform school before the end of the school day? A message can be left with the school office on 01922 710226. In line with our procedures, we ask that all parents complete a list of carers and contacts for our database/emergencies.

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



Lunchtime Information

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. You have the option of providing a packed lunch for your child if you prefer.

School dinners encourage social interactions, as well as fine motor skills. Children really enjoy the lunches and extra time they have for free play with their friends.

All children in our nursery and reception classes are provided with a carton of milk and a piece of fruit free of charge. Please inform us if your child has any allergies.

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

www.bloxwichacademy.co.uk/free-school-meals

We will provide your child with a named water bottle for them to keep in school and to drink throughout the day.





School Uniform

We like the children to look and feel smart in their school uniform. Our uniform consists of a white polo shirt, black skirt/trousers, black cardigan/jumper and sensible plain black shoes. To encourage the children's independence, we ask that their shoes have Velcro fasteners to enable them to take them on and off. A full list of school uniform can be found on our school website.

Your child will need to come to school dressed in their PE kit on their allocated PE day. The kit includes black joggers or leggings, a white T-Shirt, a black zip up top or hoodie and black Velcro trainers. (Please do not send your child in with shoes with laces).

We will let you know the day your child will be doing PE when they start in September. For safety procurations we ask that you remove earrings on PE days.

Young children often have toileting accidents when they first start school as they get used to new adults and new surroundings. From time to time they may also get wet from water play and creative activities. We would therefore appreciate it if you could send in a supply of spare named clothes in a bag which we can keep on your child's coat peg.

Uniform can be expensive to replace if it gets lost. We do our very best to locate missing items and return them to their owners. In supporting with this, please label all items with your child's name.

We do not encourage toys being brought in from home as they can get lost or broken. However, we do have weekly 'show and tell' sessions where the children are encouraged to bring in something special from home to talk about to their friends. This helps the children with their confidence and listening and speaking skills.

Please ensure that 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 & Medical



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, diabetes and epilepsy. If your child has any of these medical conditions, please let us know using the supplied form in your starter pack.

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

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 recognise 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 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.
- > I am learning to eat at the times I will do at school.



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 activities 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.

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.





Safeguarding Our Children

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 Assistant Headteacher (Mrs N Stubbs). 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, displays or the school website. We have consent forms available for you to give permission.



Bloxwich Academy

'Be The **Best** You Can Be'

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