



Bloxwich Academy  
Primary School

Early Years Foundation Stage  
**Welcome Handbook**  
**2022-2023**





# 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 Hollie Thomas (EYFS lead) or 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  
SENDCO &  
Nursery Teacher



Miss Tiwana  
Reception Teacher



Miss Thomas  
Reception Teacher



Miss Lloyd  
Reception Teacher



Miss Clark  
Teaching Assistant



Miss Darby  
Teaching Assistant



Mrs Hateley Smith  
Teaching Assistant

# Meet our *talented team*

"We look  
forward to  
meeting you!"







# 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

In the Autumn term, we will be offering a morning nursery session only. We stagger the children's start so that they settle well. Our sessions last 3 hours and will run from 8:40-11:40am.

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

For the start of each day please walk your child round to the reception entrance where our staff will welcome you and your child

In reception, the morning session takes place from 8:45am - 12:00pm Monday to Friday. The afternoon session takes place from 1:00pm - 3:15pm Monday to Friday. In between sessions, children take lunch in the dinner hall.



# Important Dates.



## Nursery

Thursday 7<sup>th</sup> July 2022 | 2:15-2:45<sup>pm</sup>  
Induction meeting in the hall

Tuesday 6<sup>th</sup> September - Wednesday 7<sup>th</sup> September 2022.

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. Appointments will be given at the induction meeting.

Thursday 8th September 2022  
1 hour nursery session for all nursery children 8:40-9:40am

Friday 9th September 2022  
2 hour nursery session for all nursery children 8:40-10:40am

Monday 12th September 2022  
3 hour nursery session for all nursery children 8:40-11:40am.

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

## Reception

Monday 27th June 2022 | 1:15-2pm  
Play and stay session in classrooms.  
Children and one parent in their classroom.

Tuesday 5th July 2022 | 1:40-2:10pm  
Parents meeting in the hall.  
Children to play in reception.

Starting Reception  
Wednesday 7th September 2022  
Children who attend Bloxwich Academy nursery to start full time.

Wednesday 14th September 2022  
Children from outside settings to start full time and join children who attended Bloxwich Academy





# Collecting Your Child



At the end of the session, children will leave from the same drop off point as 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 your child, staff need to be informed before the end of the school day. A message must be left with the school office on 01922 710226. In line with our procedures, all parents are also asked to 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. Alternatively you can provide your child with sandwiches if your child would 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.

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

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

[www.bloxwichacademy.co.uk/free-school-meals](http://www.bloxwichacademy.co.uk/free-school-meals)

We will provide your child with a named water bottle for to fill up with fresh water for them to drink throughout the day.







## School Uniform

Our school uniform consists of a white polo shirt, black skirt/trousers, black cardigan/jumper and sensible black shoes. We ask that shoes have velcro fasteners to help your child get them on and off independently. Guidance can be found on our website - [www.bloxwichacademy.co.uk/primary-uniform/](http://www.bloxwichacademy.co.uk/primary-uniform/)

On your child's PE day we would like them to come to school in their PE kit. 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).

You will find out your child's PE day in September. To keep your child safe please remove earrings.

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.

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.

We ask that your child does not bring personal toys to school as they can get easily lost or broken.





# 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 Early Years Leader (Miss H Thomas) or 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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