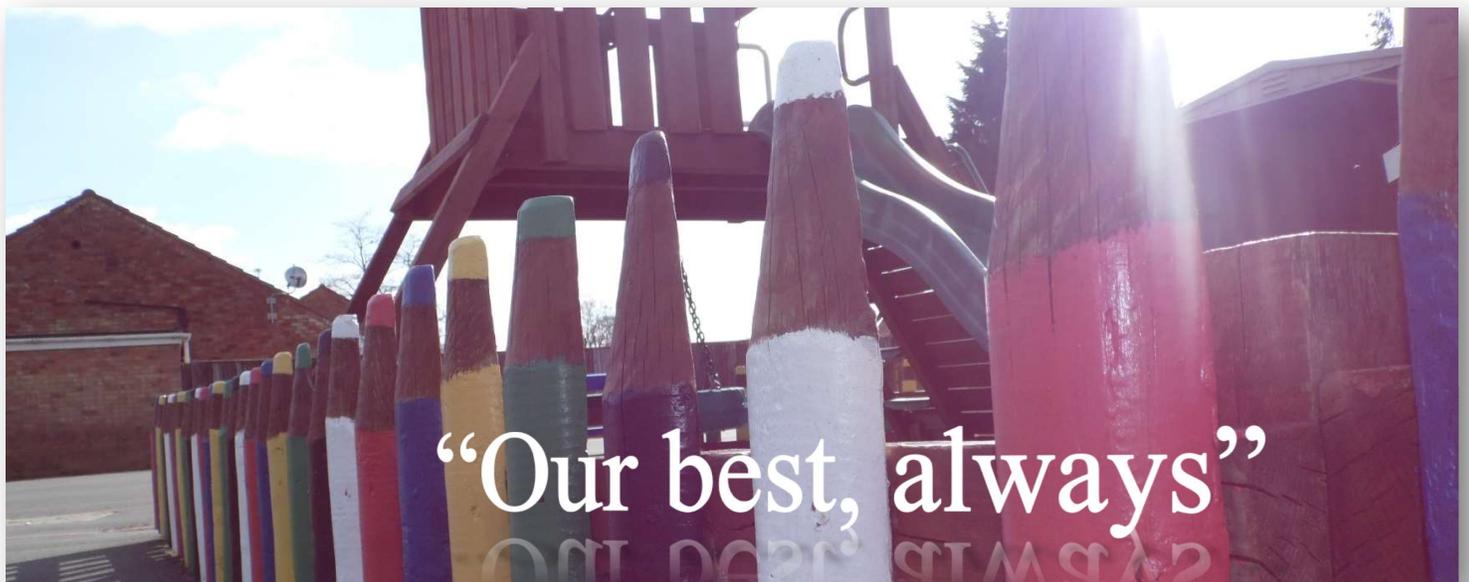




**Early Years Information
Handbook
September 2021**



Welcome!

We find ourselves in very strange times at the moment and although we are currently unsure whether everything will be exactly as planned, we wanted you all to have an idea about life at Little Paxton. Please keep an eye on our website, it holds lots of information that you may find useful.

We hope this handbook will give you a glimpse into the world of our foundation classes at Little Paxton as well as provide you with useful information you might need during your child's first year of their school journey.



Our recent Ofsted report said: - "The teaching of early reading and phonics is strong. Consequently, children in the Early Years and pupils in Year 1 get off to a good start."



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It is so great to meet you!

Dear Parents & Carers of future Early Years pupils,

How very exciting! Your child may be joining us in the future. We think they will enjoy joining our school and will soon be busy doing, learning & achieving with lots of friends old and new.

This handbook is intended to help you find out all about us and feel confident that your child will be cared for and have a fantastic time during their first school year. Please talk through starting school with your child/children and let them know that we can't wait to start our learning journey with you all.

With very best wishes from,

The Early Years Team

Meet the Central Leadership & Early Years Teams!

The Central Leadership Team (CLT)

Little Paxton Primary school is led by our Head Teacher, Mrs Nickie Moore. She is supported by the Central Leadership Team consisting of our Deputy Mrs Rebekah Jenkins as well as Mrs Alison Gatward, our School Business Manager.

The Early Years Team

This team is led by Mrs Dawn Moffat who is supported by Miss Charlotte Clayton and a fantastic team, all of whom you will meet very soon. We ensure that you get to know our team well, in order to enhance what we do.

All about Little Paxton Early Years Setting

All members of our experienced teaching team are committed to our aim of providing the very best learning opportunities and education in order to lay firm foundations and start your child on their learning journey. The children are at the heart of what we do. Well-being and involvement is a priority for us. We believe that through providing a caring and nurturing environment, our children will grow in confidence in addition to developing their social and emotional confidence. Learning happens at all times and we make the most of opportunities presented to us! We aim to provide stimulating learning opportunities to foster enthusiasm, a sense of wonder, to question, seek answers and make connections. We value partnerships with parents and carers and work closely together to provide the best possible provision for your child.

Sincerely,

D.Moffat

Mrs Dawn Moffat

EYFS Lead

All about being an Early Years pupil

Our two foundation classes are at the front of the school building. Each class is taught by a Class Teacher and is supported by a Teaching Assistant. We have the capacity to offer 60 places in total. All staff work closely together to ensure that the experience for all children is the same throughout our setting. The children have the same learning opportunities in each class. They share an indoor area and outdoor classroom. It is possible to see our outdoor classroom within the famous pencil fence, from the road!

Many of our children come from Little Paxton Pre-school. Other children come from the various pre-schools in the surrounding area. We work hard to ensure all children from all settings form good relationships with their peers and adults. We work hard to settle the children and really 'get to know' them.

Once your child has accepted a place at our school, we contact your child's pre-school to discuss your child.

Unfortunately due to covid restrictions we are unable to invite the children into school before they start however there is a video tour available on the website.

We look forward to meeting you!







Snack and milk time

Milk is provided daily, free of charge, for all children under the age of 5. A vegetable snack or piece of fruit is provided daily, again, free of charge, for all children in foundation. **Please ensure your child has their own water bottle in school so they can have a drink at any time during the day.**

School Meals

All meals in Foundation, Years 1 and 2 are provided free of charge. Our Caterers, Aspens, change the menu regularly and the meals are served on a three week rolling cycle. All menus are available to view on our website. Dietary needs can be catered for on completion of the Special Dietary Requirements form. All meals need to be ordered in advance direct with the Aspens at select.aspens-services.com. You are also able to send your child in with their own packed lunch. **(No packed lunches brought into school can contain nut products due to pupils with nut allergies)**

PLEASE NOTE IF YOUR CHILD IS NOT GOING TO BE IN SCHOOL FOR ANY REASON IT WILL BE YOUR RESPONSIBILITY TO CANCEL ANY MEALS BOOKED.

If you are eligible for Income Support, Universal Credit, Income Based Job Seekers Allowance, Income related Employment Support Allowance, Child Tax Credit –but no element of Working Tax Credit and have an annual income as assessed by HMRC that

does not exceed £16,190 you may be eligible for Pupil Premium Funding, this is a great benefit to both your child and the school. You can investigate further by following this link:- www.cambridgeshire.gov.uk/freeschoolmeals



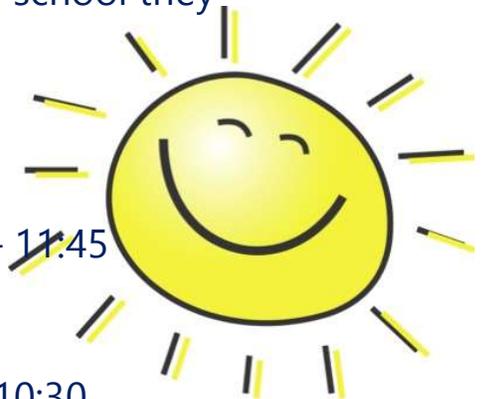
We hope your child will commence school with confidence and excitement! The sessions in September will be staggered, so that the children will first experience morning sessions, then stay for lunch, and then experience whole day sessions.

When the children are at school full-time and ready, they will gradually experience and become part of the school they belong to.

School times

AM: Morning session – 8:50 – 11:45

Morning break – 10:15 – 10:30



PM: Lunchtime – 11:45 – 1:00



Afternoon session – 1:00 – 3:15



Absences

If your child is unable to come into school due to illness you must contact the school office by 9am on 01480 375600. (There is an answerphone if the line is busy, please leave a message) Alternatively you can email the office at

office@littlepaxton.cambs.sch.uk

We ask that parents make dental, hospital and doctor's appointments outside of school hours, however we understand this is not always easy to do. Should you have an appointment during school hours then proof of appointment (such as an appointment card, letter or text message) will need to be shown to the school office staff in order for the absence to be authorised.



Leave during term time

Parents should not book family holidays during term-time. Term time leave for family holidays will not be agreed as per our attendance policy. This can be viewed on our website www.littlepaxton.cambs.sch.uk.

If there is an exceptional circumstance then a leave of absence form should be requested from the school office for the Head Teacher's attention.

Little Paxton School has agreed to follow the Cambridgeshire LA guidelines and policies for Fixed Term Penalty notices. The penalty notices non-school attendance Cambridgeshire County Council Local Authority Code of Conduct policy (August 2017) The County Council issue fixed penalty notices (fine) if an unauthorised absence is longer than 3 days.

To ensure holidays are not booked during term time, there is a list of term dates on our website.



Communication with the School Office

We use a variety of ways to communicate with parents and would like to clarify these for you. We use "Schoolcomms", an email and text system as our main method of communication. We use the "School Gateway" system for all payments (except dinner money). After your child's first day at school you will be able to access these systems. We also have a separate online system for booking parents evening appointments, group meetings and tickets for school plays. These systems save us money on paper, printing and time. **You cannot log on to these systems until your child has officially been admitted to our school in September and we will send you a link at the time.**

Emails are sent to the address given to us of the "priority 1" parent on the admission form, unless indicated otherwise. For example, should separated parents both want to receive emails then this can be arranged, please speak to us. We use emails all the time and you will receive regular updates and messages from school and lots of class information via email, so please try and check them daily. If you are worried about missing

emails you could open a new email address that is only given to us and then you can be sure to have all information easily to hand.

Should you want to send an email to the school for any reason, a message for a teacher, a comment about something or a permission slip for example, please use our email address

office@littlepaxton.cambs.sch.uk

and we will reply or forward it to the relevant staff member as soon as possible.



Text messages will be sent in an emergency. Should a club be cancelled at short notice or if we are unaware why your child has not arrived at school you will receive a text message.

Online payments for trips and events can be made via the School Gateway. Please register at www.schoolgateway.com. You will need to enter the email address and mobile number that we have on record for you. When you have entered those details, select the 'send PIN button', a PIN number will be sent to your mobile phone. You can then use this PIN number to log into the School Gateway and view/make payments. **Just the same as Schoolcomms, you cannot register until your child has started at school.**

Money owed for trips or events will often be broken down into instalments instead of one-off payments, you will see details when you log in. You can link to other family members in school, and put multiple transactions into your basket and only make one payment. This again saves money for us as we have to pay for each transaction.

Both our Schoolcomms and Gateway systems are accessible via an app for your phone or tablet. Please search www.schoolgateway.com/apple or www.schoolgateway.com/android, as appropriate.

The set-up process is simple and will take no more than a couple of minutes:-

1. Search for "School Gateway" on your phone or go to www.schoolgateway.com/apple or www.schoolgateway.com/android as appropriate.
2. Install the app and if you are asked, say yes to "Allow Push Notifications."
3. When you launch School Gateway for the first time, please select "New User" and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as you have got the system set up, all of the text messages we send you will appear in the app; you will receive notifications/alerts as normal. However, please be advised that you need to have Wi-Fi or mobile data enabled to receive notifications. There are also some limitations to the payment system via the app so if you wish to pay for multiple items, please use the website.

If you change your email address or mobile telephone number, please let us know straight away so we can update our records.

If in doubt – please ask, we are always happy to clarify or assist when necessary.

Thank you.

The Office Team

Jackie Turner & Fay Staple – Office Managers

Mary Parnham – Finance Manager

Gemma Wright – Clerical Assistant

We look forward to seeing the children in their brand new school uniform! We are sure they will feel smart and proud. The school uniform is practical and comfortable and will allow them to feel part of the school community.



www.swiftstitch.co.uk

Address: 14 Levellers Lane, Eynesbury, St Neots, PE19 2JL

Tel: 01480 473222

Email: info@swiftstitch.co.uk

Opening hours:

Monday – Thursday 8:30am-5:00pm

Friday 8.30-4.30pm (Closed Bank Holidays)

Price List

All of the following items feature an embroidered school logo

Polo shirts - £7.80

T-shirts for PE - £4.95

Sweatshirts – £9.50

Cardigans - £10.95

Fleeces - £12.95

P.E KIT

We have four PE houses named after British Athletes.

Murray

Adlington

Ennis

Farrah

You will find out your child's PE house & class after transition sessions. (All siblings are put in the same house) Each year the houses compete against each other for the 'Cole Cup' which is rewarded on Sports Day.

Indoor P.E Kit

Logo t-shirt available from Swift Stitch, embroidered in PE house colour.

Shorts or cycling shorts.



Outdoor P.E kit

Hoodie and tracksuit bottoms, in Navy Blue.

Velcro trainers.

No shoe laces.

No plimsolls.

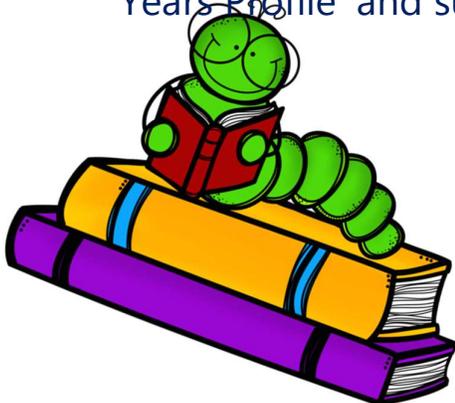
Socks for girls if they are wearing tights.





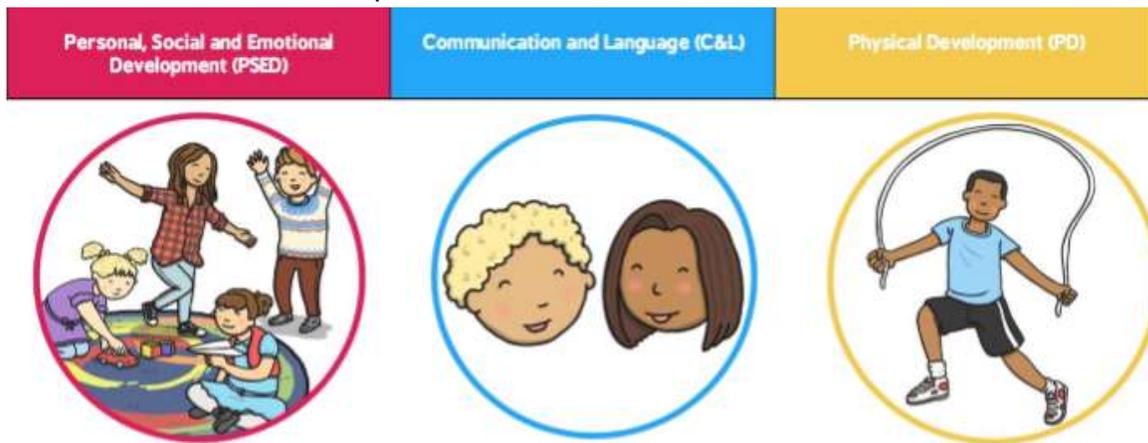
Learning

In the Foundation year, we follow the Statutory Early Years Foundation Stage (EYFS) Framework. We use this document for essential advice and guidance. We carefully plan purposeful learning opportunities for the children to interact in positive relationships within an enabling environment. On-going assessment is at the heart of our practice. We consider ways in which we can support children to strengthen and deepen their current learning and development. The progress of your child and their next steps in their learning journey is carefully documented. This personalised learning journey forms the 'Early Years Profile' and supports a smooth transition into year one.



The Early Learning Goals and Educational Programme:

The EYFS promotes effective practice through each of the seven areas of learning to support children through various stages of maturity and development. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.



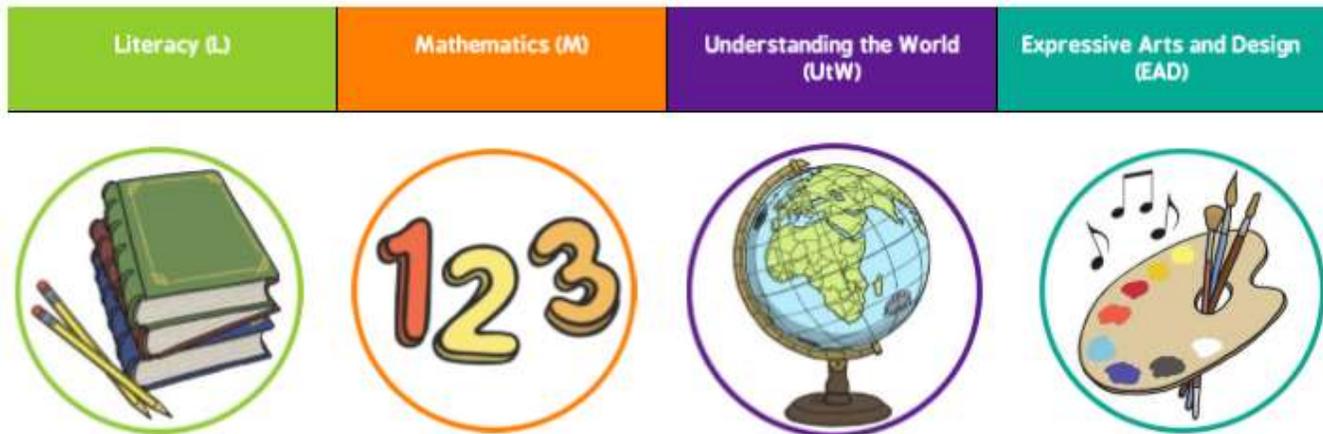
These three prime areas are:

Communication and language development involves giving children opportunities to experience rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations. The development of childrens' spoken language underpins all seven areas of learning and development.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and

The Four specific areas are:



learn how to manage their emotions; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest. Language development is crucial to many areas of the curriculum and in particular to reading and writing. It only develops when adults talk with children about the world around them, share books and sing rhymes and songs.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, to develop a deep understanding and secure base of knowledge of the numbers to 10, the relationship between them and the patterns within those numbers. A strong grounding in mathematics includes developing vocabulary, talking and explaining patterns and relationships between numbers. Mathematics gives opportunity to develop spatial reasoning skills across all areas of mathematics including shape, space and measure.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. Children will foster their understanding of our culturally, socially, technologically and ecologically diverse world.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement to develop their understanding, self-expression, vocabulary and ability to

communicate through the arts. The development of childrens' artistic and cultural awareness support their imagination and creativity.

Each of the seven areas of learning are connected to each other and are underpinned by all of the principles in the EYFS.

How will I know how my child is getting on?

Assessment & Tapestry



Following on from the information from pre-schools, your child will continue their learning journey. During their time with us 'observations' are made on your child. We use an online system called 'Tapestry'. Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum. This builds up a record of your child's experiences during their time with us. This system allows us to record and assess your child's learning experiences. Importantly it also allows us to work with parents and carers, to share information with you and record the children's play and learning both in and outside of the classroom. Not every learning activity the children do will be recorded - some activities will be documented through a photo and title or a few comments;

others may incur a lengthier comment. As you may appreciate in a busy Foundation classroom, the balance needs to be maintained between interacting, supporting and teaching the children with documenting their learning on Tapestry.



The Tapestry system and our knowledge of your child allows us to support assessment of progress against the EYFS, and judge whether your child is showing typical development for their age, may be at risk of delay, or is ahead for their age. This information is shared with parents at our settling in parents evening held in the Autumn Term, a parents evening in the Spring Term and in a formal report at the end of the EYFS year in the Summer Term. The Tapestry assessment tool allows you to see photos of your child/children in school. If your child/children are not the only ones in the photo, you will not be able to see the picture due to GDPR. Please be assured that if we are worried about development, contact will be made with parents outside these more 'formal' meetings. Equally, if parents have concerns, please feel free to contact class teachers via the 'Communication Books' which will travel

to and from school each day and should be left in the drop box outside the pencil fence. A quick catch up with a member of the team is best left until the end of the school day. Alternatively requests to meet with teachers may be made via the school office. You can appreciate the school day is busy, with all adults supporting the children from the moment they enter the building. As such, 'longer' requests to meet with teachers will need prior arrangement.



Star Skills - School Readiness

To ensure your child has the very best foundations upon which to build, below is a list of the skills and attributes that will aid the smooth transition from pre-school to 'big' school.

- Do I recognise and respond to my own name?
- Can I visit the toilet and wipe myself without the help of a grown-up?
- Can I get dressed and undressed (for PE), put on and take off shoes, socks/tights?
- Can I put on and do up my coat?
- Can I speak to an adult politely?

- 👤 Can I talk in full sentences?
- 👤 Am I developing a rich and detailed vocabulary?
- 👤 Do I know when to ask for help?
- 👤 Am I aware and respectful of my friends around me?
- 👤 Can I sit still and listen when asked?
- 👤 Can I take turns and share nicely with my friends?
- 👤 Do I understand words like 'no' and 'stop' and understand that this may be to keep me safe?
- 👤 Can I take my coat off?
- 👤 Can I carry and use a pair of scissors safely?
- 👤 Can I open and enjoy a book independently and with a grown-up?
- 👤 Can I use a knife and fork?

Top Tips

A child who is anxious leaving a parent or carer is often perfectly fine once they are within school. Please leave them to us... we are skilled and experienced in this area!

- 👤 Our office staff are skilled, experienced and happy to help with any queries, big or small.
- 👤 Work on the 'star skills' list
- 👤 Talk to your child about school, the information and pictures in this handbook and on our website, view the video on our website with them.
- 👤 **Please put name labels on everything!**
- 👤 We know it's often tough for you too to hand your children into our care but please don't let your child see this!
- 👤 Settling in - give it half a term for friendships to form and worries to fade away.

- 🕒 We will keep in touch.
- 🕒 And last but not least.....Talk to us! Even if your doubt may seem small, we are all working to the same common goal, the best for your child.



Thank you so much!

We hope the information provided in this Early Years Information Handbook has been helpful and of interest. Sending your child to school can be a worrying time and may raise lots of questions. We hope that many of your questions have been answered. For any other questions or concerns please do not hesitate to contact us.

We really do look forward to learning with your child and being part of their learning development.