



Moor Park Lower School Policy on Information for Parents of Early Years Children in Moor Park EYFS classes

INTRODUCTION

Since September 2008, it has been mandatory for all schools and early years' providers that take children under 3 to be registered with Ofsted although, if the setting is part of an independent day school, the inspection process will be carried out by the Independent Schools Inspectorate (ISI). Schools need to ensure that the full range of policies which they are required to have under the 2002 Education Act are adapted to cover their early years children. Certain additional requirements cover the needs of this youngest age group.

OUR ETHOS

Every child should be happy, secure, valued and confident. At Moor Park Lower School, our philosophy is to value every child as a unique individual, who enjoys learning and thinking for him or herself. We provide a supportive and secure environment in which every child can flourish and learn at their own pace and in their own individual way. Our role is to stimulate and encourage their development and enjoyment of learning through a variety of different activities in secure indoor and outdoor situations, through play and through structured and creative activities. We encourage the growth of social skills and empathy amongst the children. The relationships which the children develop with each other and with our staff are central to their happiness and lay the best possible foundation for their future.

MOOR PARK SCHOOL

Moor Park school is a school that caters for children from rising 3-13. All of the children who enter our Early Years classes are part of our School community. Mrs J Morris, the Head of the Lower School will extend a warm welcome when you visit and will show you our facilities. She will be pleased to answer any of your questions, either about our early years classes, or about the rest of the school. We send parents and prospective parents copies of the school's prospectus on request, or parents can request a copy from our web site or school office. That document gives details of the school's address, location and contact details, together with a list of staff and Governors, as well as a great deal of information about the aims and ethos of the whole school. The curriculum and activities for our older children is explained in some detail. A great deal of further information about the school is available on our web site, (including a list of the whole

school's policies, including some of those that apply specifically to the Early Years classes. Copies can be sent to you on request). All Lower School parents, including Early Years parents, are given copies of the Lower School Handbook.

As an integral part of the school, the Early Years children make full use of the School's facilities, such as the dining hall, medical centre, CDT and Art & Design block, ICT suite and Sports Halls although they have separate classrooms and outdoor play areas of their own. We expect them to remain pupils at Moor Park until they reach the age of 13. All pupils from our Lower School will automatically continue their education through the Upper School.

Moor Park school is registered with the DCSF as an early years provider. We participate in the Government's Nursery voucher scheme for 3 and 4 year old children.

ADMISSIONS

Children who have turned 3 on or before 31st August of the previous academic year can join us at the start of the Michaelmas term, or at the beginning of the term in which their third birthday falls either for mornings, afternoons or for the whole day (8.45am – 3.30pm), subject to availability. Our morning places are especially popular, and we advise parents to contact the school's Admissions secretary as soon as possible to reserve a place

We can take a maximum of 68 full-time children, divided between our Nursery, Kindergarten and Reception classes. We cannot guarantee a full-time place will become available to children who initially enter on a part-time basis. Nor are we able to guarantee that a child can switch from an afternoon place to a morning place, or vice versa.

We require children to be toilet trained and prefer children to be able to dress and undress with minimum help and to be able to use a knife and fork before they join us.

The whole school's admissions policy applies to the Early Years as much as to the rest of the school. It appears on our web site, and copies can be sent to parents on request.

EQUAL OPPORTUNITIES POLICY

We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school's Equal Opportunities Policy are on our web site and can be sent to parents on request. We also welcome children with disabilities and special education needs, and adhere to the Government's SEN Code of Practice.

PUPIL NUMBERS AND OUR DAILY ROUTINE

Children who have turned 3 on or before 31st August of the previous academic year can join us throughout the year either for mornings or afternoons only, for a minimum of 2 sessions a week, or for the whole day (8.45 am – 3.30pm) – subject to availability. The hours of our sessions are:

- Mornings: 8.45am – 11.45pm (but children may stay for lunch/break until 12.30pm)
- Afternoons: 12.30pm – 3.30pm (children may arrive earlier for lunch at 11.45am)

Please note that children may arrive from 8.15am.

Children attending the morning session may stay for lunch, which is served at 11.45am, and be collected at 12.30pm, instead of 11.45am. The youngest children who stay for a full day have a period of “quiet time” after lunch when they lie on cushions/blankets on the floor whilst they are read a story. The afternoon children arrive in time for the session that starts at 12.45pm (or earlier for lunch at 11.45am). The afternoon session ends at 3.30pm. Our term dates are on our web site and are sent to parents one year in advance.

PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME

Please refer to our separate policies: ‘Lost Child Procedure’ and ‘Late Pick Up Procedure’, copies of which are on our web site or a copy can be sent to parents on request.

OUR STAFF

Mrs J Morris , an experienced teacher, is in charge of the Lower School, including the Early Years classes. Form Teachers are responsible for day to day activities. Miss H Jefferies is in charge of the Kindergarten class and oversees the Nursery class whose Form Teacher is Miss S Lewis. Mrs C Simmonds is in overall charge of Reception children assisted by Miss L Collins. The children are supervised by qualified staff at all times when they are under our care, including break, lunch and play times.

OUR FOUNDATION STAGE CURRICULUM

At Moor Park school we offer a broad and balanced Foundation Stage curriculum for our youngest pupils, which is based upon the Early Learning Goals and the six areas of learning. All children are given equal access and opportunities to develop their knowledge and skills in:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

All children learn through play with a mixture of child initiated and teacher led learning opportunities. Learning takes place both indoors and outdoors.

Our Nursery/Kindergarten programme is planned on a two-year basis, our Reception classes are planned on a yearly basis. We introduce different topics which the children explore through a variety of mediums, including books, art, clay, drama, music, ICT, crafts and model making. We gradually introduce synthetic phonics and the basics of

literacy are taught daily through structured reading schemes and literacy activities. Numeracy is introduced through different activities, such as counting games, weighing activities and measuring, and is also taught daily. All children are encouraged to participate in dance and music. All children are gradually introduced to the principles of writing, and to the use of computers. By the end of three years, the children in Reception are enthusiastic and confident learners, who are ready for the more structured, less play-based, environment of Year One.

ANNUAL LOWER SCHOOL OPEN MORNING

All parents of children in the Lower School are invited to an annual Open Morning at the start of the academic year, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained.

LOWER SCHOOL PLANNER

Every child is given a Planner (a termly diary) from the time that he or she joins the school. This is the main method for communications between parents and the school. We note some of your child's achievements, and ask you to write down anything relevant, that might affect his or her performance, such as a late evening.

We expect every child to have acquired the habit of reading at home every day after school before he or she moves into Year 1. We will talk to you further about this when we meet. But it is our belief that acquiring the habit of study at home will stand your child in good stead throughout his or her education. We set the following homework:

- Reception Children: 10 minutes of daily reading with you from our class library books, plus weekly spellings when appropriate.

ASSEMBLIES

Nursery and Kindergarten classes join together at some stage of the day for a short story/discussion and prayer. Other year groups join together at the start of the morning for year group assemblies. Lower School children attend a 'Lower School Chapel Assembly' on a Wednesday lunchtime, a 'Lower School Star Assembly' on a Friday morning and a whole school Assembly later in the day. Assemblies are formal occasions which foster the development of self-restraint and a collective spirit. They are basically Christian; but are designed to be respectful of other faiths. Assemblies provide an excellent setting in which to commend children for special work, acts of kindness or helpfulness, and to reward them with stickers/special certificates/house stars and celebrate birthdays.

OUTDOOR LEARNING

All of the children are encouraged to play in their dedicated, secure outdoor space during morning and afternoon breaks, except in the worst weather. We also use the outdoor space for supervised activities, involving playing with water, sand and some ball games. Nursery, Kindergarten and Reception children are encouraged to plant and

grow their own seeds. The school has secure grounds and children are regularly taken in supervised groups inside the school grounds to learn about the seasons of the year and their environment, by collecting autumn leaves, tadpoles, observing animals etc.

VISITS

We organise excursions to the local Church, castle, town, library, farm etc. These are designed to help the children to acquire a basic understanding of our traditions, of the natural world and of the importance of other cultures. Your child's school calendar lists the major visits that are due to take place over the coming term, and although some very local visits, which involve no more than an hour out of school, are arranged at shorter notice. We require parents/carers to sign a generic consent trip form. We will inform you through the Lower School Dates letter and Lower School Planner well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day. Copies of our policy on visits for EYFS children are on our web site and can be sent to parents on request.

BEHAVIOUR

Even the youngest children are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mrs J Morris, Head of the Lower School, is in day to day charge of the management of behaviour in the Lower School.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions; but sometimes we give children 'time out' to reflect on unkind behaviour. Occasionally, a child may be sent to see the Head of Lower School, who will explain the inappropriateness of a particular action; but such instances are rare. Parents are always informed via a note in their child's Lower School Planner when any sanction or reproof is needed, and in cases of repeated instances of hurtful or inappropriate behaviour, they will be invited into the school to discuss the situation with their child's Teacher and the Head of Lower School and to agree a joint way of handling the difficulty.

Copies of our Behaviour Management Policy are available from the Head of Lower School.

FOOD AND DRINK

Children are offered a piece of fruit/toast/biscuit/cake and a drink of either water or of milk at both morning and afternoon break. Drinking water is available throughout the day, as we fully recognise the importance of proper hydration.

The children who stay all day, together with some of those attending the morning session eat lunch with their teachers and Classroom Assistants in one of the school's dining rooms at 11.45am before the other children in the Upper School. The meal is family service, with adults sitting at tables amongst the children.

Weekly menus are put onto our web site and Lower School notice board. Children are offered a hot cooked meal at lunchtime with plenty of fresh fruit and vegetables. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian and allergies. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

Parents are asked not to send food or drink to school with their child except under agreed special circumstances.

SPECIAL DIETS

We are a 'nut-free' school. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

KEEPING IN TOUCH

We appreciate that sending your child to the Early Years classes is a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness. That is why we invite your child to spend half a day in the Nursery before he/she joins us. Once s/he has joined us, you are always welcome to visit the school.

Your child's Form Teacher is responsible for your child's pastoral care and, with our small classes, speedily gets to know every individual child extremely well. You will see the Form Teacher twice a day when you drop off and collect your child, and many worries can be speedily resolved by an informal chat. Otherwise, you are welcome to make an appointment for a longer (or more private) conversation with her, or with the Head of Lower School. Any concerns will always be treated in complete confidence.

We send out a termly 'Dates Letter' to parents, which has information about activities and outings along with other information. We also encourage children to take home their art work for you to admire and display at home! We send invitations to parents to a number of events during the year, and very much hope to see you at:

- 'Poems with the Lower School' on National Poetry Day
- The Lower School Christmas Play
- The Christmas Carol Service
- The Easter Egg Hunt
- 'Easter Extravaganza' informal concert
- Sports Day
- Parents Evenings in the Michaelmas and Summer terms
- An open afternoon at the end of the Lent term at which the childrens' work throughout the year is displayed.
- End of Year 'Celebration Assembly' in the school chapel
- Prize Day

PARENTS' EVENINGS

We hold Parents' meetings for each class in the first half of the Michaelmas term and second half of the Summer term at which parents have the opportunity to talk to their child's teacher about his/her progress and to raise any worries which they may have.

REPORTS

Children are assessed throughout their time in Nursery, Kindergarten and Reception. Assessment includes observations and questioning which allows the Form Teachers to track a child's progress towards the components within the EYFS and the final Early Learning Goals.

Written reports on all areas of learning are sent to parents at the end of the Michaelmas, Lent and Summer terms.

EYFS PROFILE

We use the Lower School Planner as a way of keeping you informed about your own child's daily activities, and may use it to suggest activities that reinforce areas of classroom work. Each week's achievements are briefly noted. At the end of "early years" education (end of Reception year), we complete a detailed "EYFS Profile" on him or her which summarises his or her learning and development against 13 assessment scales and 69 learning goals, which have been determined by the Government. You may request a copy of your child's EYFS profile, which will be discussed when it is completed at the time of the parents evenings in the summer term. We are required to send your child's EYFS to Shropshire Local Education Authority.

STORAGE OF RECORDS

We store all of our records on pupils in locked cabinets. Parents may arrange to see the records of their children in accordance with the whole school's policy on Reports and Record Keeping (which is on our web site and can be sent to you on request). You have the right to make written comments on your child's records, which will then be treated as part of that record. The School is registered under the Data Protection Act and complies with its provisions for example, about the disclosure of information relating to third parties. A copy of Moor Park's Data Protection Notice for pupils, parents and guardians is included in the policies section of our web site.

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 complaints procedures which apply equally to the Early Years classes are on our web site. We will send you copies on request. We undertake to investigate all complaints and to notify you of the outcome of the investigation within 28 days. We maintain records of complaints for three years after your child has left our school.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Early Years classes, because it is part of an independent school, parents should though be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. They can download the Ofsted leaflet: "Complaints to Ofsted about Schools: Guidance for Parents" reference 080113 from www.ofsted.gov.uk.

CHILD PROTECTION

The school's child protection policies, including its policy for the safer recruitment of staff, are enforced rigorously in the Lower School. Copies of the policies, which apply throughout the school, are on our web site and can be sent to parents on request.

MEDICAL MATTERS

Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill. An ill child will not be happy in school, and will only infect others. We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

The Lower School, like the rest of the school, has access to our Medical Room which is led by the School Nurse, Mrs M Smith and her team. They are responsible for medical care or first aid that your child may require during the school day, or at other times when the school is open. Dr C Morton, the School Doctor, visits the school as requested. There is a qualified nurse along with appropriately first-aid trained staff who are on call to administer first aid, deal with any accidents/emergencies, or if someone is taken ill in the Medical Room from 8.00am to 6.30pm every day. First aid boxes are located in the Nursery and Reception classroom areas and are checked and, if necessary, replenished every week. The following Lower School staff are qualified Paediatric First Aiders: Mrs. C Simmonds, Miss L Collins, Miss H Jefferies, Miss S Lewis and Miss C Price.

We will contact you at once if your child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if we have any worries or concerns about his or her health. We will ask you to collect your child if he or she becomes ill during the school day. We will inform you by note in your child's School Planner if he or she has a minor accident or graze at school.

MEDICAL CARE

Although your son and daughter will normally receive medical care from your family GP practice, we hold medical information on all our pupils in order to ensure that we can provide appropriately for their needs, or look after them if they are injured or have an accident. We require all prospective parents to complete the medical form before he or she joins the school.

Children with Medical Needs or Special Education Needs who require special adjustments

If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with the Head of Lower School, and as appropriate the School Nurse, the Special Education Needs Coordinator and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, before s/he joins the Lower School.

MEDICAL RECORDS

We keep records of all treatment and immunisations that your child receives during his or her time at the school. We record all accidents and injuries to your child and of medicines that are given to him or her. We will always tell you in writing if your child has received any form of medical treatment – however minor.

All medical records will be stored in the Medical Room until your son/daughter leaves Moor Park and are then retained in a secure archive room until your son/daughter reaches the age of 21, when they will be securely destroyed. Access to these records is restricted to the Medical Staff and Bursar once archived.

Emergency Medical Treatment

In accepting a place at the school, we require parents to authorise the Head, Deputy Head or School Matron to consent on the advice of a qualified medical practitioner to your child receiving emergency medical treatment, including general anaesthetic and surgical procedure under the NHS, if we are unable to contact you in time.

MEDICINES AND TREATMENTS BROUGHT TO SCHOOL FOR PUPILS

Please advise the School Nurse of any medication that you bring into the school for your child. If your child has a medical condition which necessitates regular access to medication, please inform the School Nurse, so that an appropriate regime can be devised. The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life. We will work with you in making arrangements that work best for your child.

Copies of our Policy for Administering Medicines will be sent prior to entry to the school.

Please remember that we need your written consent for every medicine before we are allowed to give it to your child.

MEDICAL QUESTIONNAIRE

All parents of new pupils are requested to complete and return the medical questionnaire and return to the School Nurse before your child starts.

MAINTAINING A SAFE AND SECURE ENVIRONMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

The entrance to the main school building leads to our reception desk, which is equipped with a seating area for visitors. All visitors will be asked to wait there until they have signed in and their escort has arrived. The security coded locks on classroom doors make it impossible for visitors to access the Lower School classes. Parents and carers are asked to wait outside their classroom area for their children at the end of a session. Each child is handed over by the Form Teacher to his/her parent or carer.

MISSING CHILD POLICY

Our 'Lost Child Procedure' and 'Late Pick Up Procedure' are available on the web site, and in the Lower School Planner.

HEALTH AND SAFETY

We update and review our risk assessments on the Early Years classrooms and other indoor areas, the outdoor play space and all the equipment and toys used by the children every year in order to ensure that everything with which your child may come into contact has been assessed and that potential hazards are kept to a minimum. Our health and safety policy is published on our web site. We welcome your comments and suggestions for improvement.