

# Ysgol Gynradd Aberbargoed Primary School

*"Everyone Matters"*  
*"Mae Pawb Yn Bwysig"*

## The Foundation Phase



## A Handbook For Parents

Revised: February 2019  
Review Date: By September 2021

## **Welcome to the Foundation Phase at Aberbargoed Primary School**

The purpose of this handbook is to help you and your child settle into school life. We are confident that the Foundation Phase Department at Aberbargoed Primary School will provide a happy start to your child's education.

The Foundation Phase will be staffed by Mrs Joanne Phillips, Mrs Bethan Persa, Mrs Francine Baber, Mrs Elizabeth Davies, Mrs Hall-Moore, Miss Meek, Mrs Barber, Mrs O'Callaghan, Mrs Collis, Mrs Pizey and Mrs Lehaj.



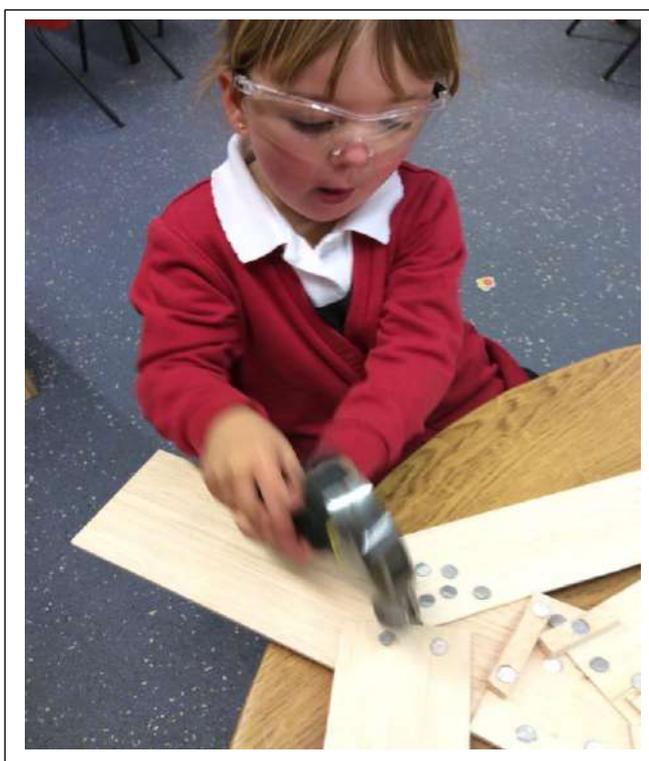
The class teacher will be your regular point of contact. If you have any problems, concerns or questions please do not hesitate to contact your child's class teacher, Mrs Phillips our Foundation Phase Leader or any of her colleagues in the Foundation Department.

They have experience of many young children entering school and will be familiar with the worries and concerns young children and parents have as they start school.

They will be able to help you and your child overcome these concerns and ensure your child thrives in the stimulating learning environment they will create in the classroom.

You should also contact the Headteacher, David Lewis, if you wish to discuss any of your concerns with him, on 01443 875512.

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## Starting Nursery

Children are introduced to our Nursery class in the term after their third birthday. Children and their parents/carers will be invited to visit school, attending pre-nursery visits/‘Stay and Play’ sessions will help with transition, and usually most children stay happily. We will contact parents if there are any issues. Rest assured that our Nursery staff are experienced in caring for new children and will do their utmost to help them feel secure, happy and safe



## Ways to support early transition to school

- Please provide a spare set of clothes, should your child need to be changed. We expect all children to be toilet training, and be able to use the toilet independently when entering school, however accidents do happen. If your child needs a little more support using the toilet please let staff know so that we can support you in the toilet training process.
- Children will have daily opportunities to use the outdoors as part of their play and learning. Please provide your child with a pair of wellies, which can be kept in school – that way we can enjoy the outdoors in all weathers!

## The Foundation Phase Profile

During your child’s first six weeks in Nursery and Reception class, our staff complete an ongoing assessment using the Welsh Government’s Foundation Phase Profile (FPP). The Foundation Phase Profile is carried out in order to begin tracking children’s progress throughout their time in the Foundation Phase, in Nursery and as a baseline in Reception and through to the end of Phase in Year 2.

You will be able to discuss, and find out more information about this process during autumn term parents’ evenings.

## What to Wear? School Uniform

We would like your child to wear school uniform when they come to the Nursery. We prefer children to wear school uniform because it is much easier than clothing your children in sports clothes and designer wear. The children look smart and the children develop a sense of pride in their school.

Above all else it is affordable and hardwearing and well suited to some of the messy activities we do with the children.

Please ensure that children do not wear any jewellery to school for Health and Safety reasons.



## Why is outdoor learning so important in the Foundation Phase?

We effectively use the outdoor environment to enhance learning and skill development on a daily basis.

In all seven areas of learning, greater emphasis is given to the use of the outdoors as another

classroom, where children can work, play and explore on a daily basis.

- Children's health and fitness benefit from playing outside.
- Children can experience nature and the world around them first hand.
- Children can develop curiosity and wonder at the world around them, and respect for living things and their environment.
- Problem solving can relate to real life experience, such as how to move objects, how to build. When considering effective outdoor learning experiences, staff plan to offer 'Bigger, different or more challenging' experiences than those offered indoors.

Appropriate clothing is needed as we play and learn outside in all seasons – we are sensible about this; however a little shower does not stop us accessing the outdoors. A warm/waterproof coat, hats and gloves (all clearly labelled with your child's name) will be needed in the colder months, with trainers, shorts and t-shirts needed in the warmer weather in preparation for summer sports/P.E.

### **Messy Learning - Messy Play**

We encourage all our children to use paint, glue and other "messy" things. We do provide protective aprons for these activities but the children are not yet experts with the tools they are using and may still get marks on their clothing. Although our paints are water-based, dark colours may stain light fabrics.

Please do not let the children wear their best things to Nursery, just in case. Special toys and jewellery are also best left at home.

### **Bringing and Collecting Your Child**

The classrooms for Nursery, Reception and Year 1 have their own entrances through the outdoor play area (yard).

Please do not come through the main school as this will disturb the older children at work.

Cars should be parked well away from the school drive. This is to prevent accidents as parents and children are walking to and from the premises.

- Please try to ensure your child attends school regularly. If your child is absent please try to let us know as soon as possible.
- Children must be collected by a responsible adult.
- If someone other than the usual person is to collect your child, do let us know.
- For your child's safety we do not allow your child to be collected by people we are not expecting.



### **Opening Times**

The Nursery is open every morning between 9.00am until 12.00pm. Children may also have lunch in school and this is from 12.00pm -12.45pm (see 'Frequently Asked Questions for more information on lunchtime in Nursery'). Children may arrive from 8.50am and should be in class by 9.00am. Nursery children are only entitled to part

time provision and any full time provision is not permanent, only temporary, and not officially recognised or supported by Caerphilly County Council.

Reception children stay all day - with lunch from 12.15pm – 1.00pm, with the school day ending at 3.20pm. Your child can also have lunch at school in the form of a packed lunch or a school meal – information and support on ways/ideas to provide a Healthy Packed Lunch can be obtained from the school office or Mrs Phillips (FP Leader).

- The school meal will cost £2.40 per day as they are not subsidised, and Nursery aged children are not be entitled to Free School Meals.
- Meals for other pupils cost £2.00.
- Children can attend Breakfast Club once they have settled in School. This opens from 8.15 each morning and is free.
- Try to bring your child to school on time as establishing a good routine is important to the child's sense of well-being.
- If your child is unwell or unable to come to School for any reason you must contact the school so that we can keep our records up to date.

### **Fruit Money**

In Foundation Phases classes, milk/snack time is perceived as an important social activity. The children are offered milk or water and enjoy this special time with their friends, developing their independence and personal and social skills. The children are offered fruit as part of the Healthy Schools Scheme. Parents pay a fixed amount per day/week – 20p per day/£1 per week.

### **Birthdays**

We are happy to help celebrate your child's birthday in school - if you would like to provide a small cake bought from a shop but not homemade please. Please ensure to let us know of any allergies your child may have.



### **Reading**

***'Children are made readers on the laps of their parents' ~ Emilie Buchwald***

All children will receive a free bookbag when they start school. We ask that children bring their bookbag back to school on their given day (this will be organised by individual class teachers)

We encourage children to use the reading areas in our classrooms, and access reading materials in other parts of the classroom also.

In Nursery children will have the opportunity to borrow a book from our class collection to take home

and share with parents/families. We encourage the 'bath, book, bed' routine, as it is helpful in ensuring our youngest learners are getting enough rest, and establishes those early routines that are so important when children start school. We hope that a love of reading and books will be developed early on, providing parents and children precious moments to shares stories together.

## How Can I Help My Child At Home

Encourage your child to:-

- Dress and undress;
- Remove hat and coat, and hang them up;
- Use the toilet and flush after use;
- Wash hands and dry them up;
- Use a knife and fork;
- Tidy toys away;
- Use a tissue effectively;
- Share toys and be prepared to take turns;



- Join in and recite nursery rhymes;
- Sit and share in listening to a story.
- Hold a writing implement e.g. pen, pencil, crayon, to make marks, colour pictures and do dot-to-dots.

### Play together;

- Building towers, houses, car and rockets – who lives there? Where can we go?
- Make a shopping list – lots of fun when you go shopping together
- Pretend parties and picnics with teddies and other toys – who shall we invite?
- Printing with potatoes, apples and other vegetables
- Make a shop with tins and packets from the kitchen at home.
- Make puppets using socks, lolly sticks and spoons.
- Make pasta snakes and necklaces.
- Play follow the leader/hide and seek/ I spy a colour
- Use old plastic bottles, colanders and sponges at bath time – Is it full? Is it empty?

**Speech, language and communication skills** are crucial to young children's overall development. Being able to speak clearly and process speech sounds, to understand others, to express ideas and interact with others are fundamental building blocks for a child's development. Research suggests that good communication, language and literacy at a young age have the highest correlation with outcomes at school. Therefore we encourage you to **talk, talk, talk** with your children at home. Please think carefully about the amount of screen time your child accesses, and the use of dummies, both of which have been shown to have a detrimental effect on the development of speech.

## How I can help my child in school

- Ensure your child arrives to school and is collected on time.
- Report any absences to school.

- Raise any concerns you may have about Additional Learning Needs for your child.
- Ensure your child has the right equipment with them for the school day.
- Support our policy on acceptable behaviour in school.
- Attend parents meetings and play an active role in events.
- Keep us informed about where you are living, any changes to contact numbers and any medical concerns.

## **School Rules, Rewards & Consequences**

### **Summary Information Sheet**

*The following code of conduct, school rules etc apply to all members of the school community working and learning at Aberbargoed Primary School. This includes all members of staff and all children. Members of staff will implement the School Code of Conduct and school rules, rewards and consequences fairly and consistently with due consideration for the age of the child and the context in which they are working.*

### **School Code Of Conduct**

- All members of the school community (children and adults) should respect the rights of others.
- All members of the school community should be hardworking.
- All members of the school community are expected to take responsibility for their own actions.
- All members of the school community should be self-disciplined.
- All members of the school community should show consideration for others.
- Bullying, in any form, will not be tolerated.

### **General School Rules**

- Children are expected to follow the Code of Conduct, and school rules.
  - Children are expected to be neatly presented in school uniform.
  - Children must move around the calmly.
  - Children should leave valuables at home. Monies should be handed in to the Office staff.
  - The only jewellery allowed is a wrist watch, and stud earrings.
  - Children should not carry medicines around the school. Medication should be handed into the school Office. The Headteacher, or the Headteacher's representative, will only give medication following completion of the Medication forms by parents. The school reserves the right to refuse to administer certain medications.
  - Children should not bring the following items to school – glass bottles or containers, mobile phones and other expensive items, sweets, chewing gum etc.
    - Children should not leave the school premises. All children must remain within the school grounds during break times.
- Absence notes or telephone calls are required to explain **all** absences

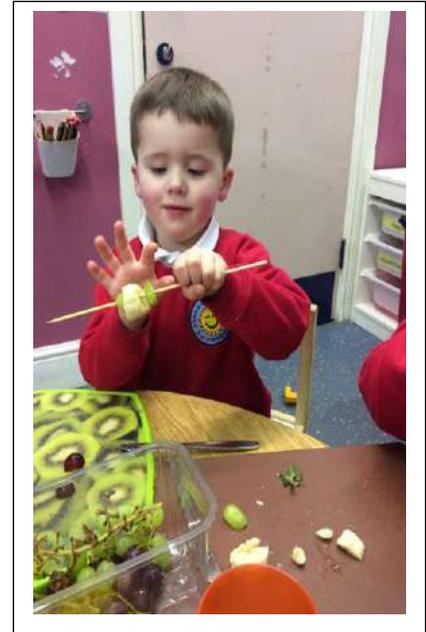


## **School Rules For Promoting Good Learning**

1. Always follow instructions.
2. Enter the school buildings and classroom calmly – ready for learning.
3. Speak to each other respectfully, politely – without shouting.
4. Keep your hands and feet to yourself.
5. Treat others properly – the way you would like to be treated yourself.
6. Always try your best to do your best.

### **Rewards**

1. Praise
2. Stickers.
3. Team Points, Class Points, and Other rewards.
4. Inform the Headteacher
5. Inform Parents
6. Star of the week and/or Golden Heart Certificates, Golden Time etc



### **Attendance Awards**

1. Certificates for 100% attendance for a half term
2. Reward for 100% for a full term
3. Educational Visit for 100% attendance for three half terms - to be issued in March and July.

### **Consequences**

1. Warning.
2. Warning - miss five minutes of break.
3. Warning - miss ten minutes of break.
4. Warning - removal from class to another safe and supervised place.
5. Warning - inform the Headteacher.
6. Warning - inform Parents.

*Please note: children missing playtime will be supervised and will either complete their class work, write lines for the five or ten minutes or stand/sit still on the yard.*

### **Severe Clause:**

Inform the Headteacher immediately in the event of severe, unacceptable, intentional, inappropriate behaviour.

