



# St. Lawrence Primary School

## Foundation Phase

### A Policy for Nursery, Reception and Year One



#### A Vision for the Foundation Stage Phase at St Lawrence School

*“The long-term goal for all our children is that they grow and develop successfully to find their place in life. The way we, as teachers, practitioners and parents, support and empower children has a significant effect upon these goals.”*

*(taken from the ‘Early Years Statutory Requirement,’ Government of Jersey, 2019)*

With this in mind, the core values and principles at St Lawrence School are to ensure that all children in our Foundation Stage Phase (Nursery, Reception and Year One) have access to a play-based curriculum which challenges the children and enables them to be active, autonomous and unique learners. We do this by providing an approach based around ‘Continuous Provision.’ Continuous Provision describes all the different provision areas which are available for the children to use every day. Within each of these areas of provision there should be a core range of resources that children can use all the time, throughout the whole year as well as enhancements which are added depending on the topic and the children’s interests. Carefully planned continuous provision will enable children to learn skills, will challenge their thinking and help them to embed concepts. It should also provide the context for a variety of learning conversations between children and adults with rich opportunities for modelling and extending speech and vocabulary. All areas, both indoors and outdoors, have been carefully planned and adapted to meet the needs of the children.

Our pedagogy recognises that children are born with a natural desire to learn. The adults in our setting build on this by creating an enabling, high-quality environment – both indoors and outdoors - and by building positive, nurturing relationships with the children that support meaningful interactions. We use a mixture of different approaches whereby children learn through play, by adults modelling, by observing each other, and through guided learning as well as direct teaching, both whole-class and within small-groups. We recognise that there are times where the adult can join in the play to sensitively support and



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extend children's learning, but also that there are times when children need space for their own play and development. The wellbeing of the child is at the heart of everything that we do.

We adopt a 'Planning in the Moment' approach in our Nursery and Reception classes; this approach is based on the principle that young children learn best when following their own interests. Staff interact with the children, observing carefully and enhancing the learning through high-quality interactions, which are mostly open-ended and allow the children to develop their thinking skills as well as their oracy skills. Some of our observations, interactions and the outcomes are recorded afterwards, but our emphasis is on being present with the child, rather than on recording what we are doing.

Developing Oracy skills is a priority in our Foundation Stage Phase and we use the *Talk Tactics* for early language development from the 'Voice 21 Oracy Programme.'

Further information about Voice 21 can be found through the following link:

<https://voice21.org/>

In addition to the 'Planning in the Moment' approach, teachers plan for Phonics, Writing and Maths which are delivered through both whole-class and small-group sessions.

For our Nursery and Reception classes, we use the curriculum guidance outlined in the 'Development Matters' document (updated July 2021) and the 'Birth to 5 Matters' document (2021):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1007446/6.7534 DfE Development Matters Report and illustrations web 2 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2.pdf)

<https://birthto5matters.org.uk/wp-content/uploads/2021/04/Birthto5Matters-download.pdf>



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There are parent handbooks for the children in our Foundation Stage which can be located on our school website and are included in the appendices at the end of this policy.

For our Year One class, we ensure that we meet the children's needs and support their interests through the continuous provision approach, whilst also tracking their progress and curriculum coverage against the Jersey Curriculum.

<https://www.gov.ie/SiteCollectionDocuments/Education/R%20Parents%20Guide%20to%20the%20New%20Curriculum%2020150615%20PH.pdf>

#### Assessment, Focus Children and Parental Involvement

Assessment plays an important part in helping us recognise children's progress, understand their needs, and plan activities and support. Assessment is ongoing and involves the adults in our setting knowing the children well, and then shaping teaching and learning experiences to reflect that knowledge. It is important that assessment does not impact on the quality interactions with the child, nor require excessive paperwork. Where possible, we identify 'next steps' and respond immediately rather than recording next steps and then delivering them later; this ensures that the adults can remain 'in the moment' with the child.

In each class in our Foundation Stage Phase, we select three 'focus' children each week. We realise the value of parental involvement and we will seek information from Parents prior to this (through the form of a sheet completed by them). The information gathered is hugely valuable and is vital in helping us to gain a complete understanding of each child's development and learning journey. Once we have gathered this information, we complete



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Learning Journeys for each of these focus children and identify 'next steps' for them (which are generally taken immediately). Each child will be a focus child every term.

In addition to this, in Nursery and Reception, we will invite parents for a consultation in the Autumn Term and provide a written report in the Summer Term. For Year One, we will hold parent consultations in the Autumn and Summer Term and provide a written report in the Spring Term.

We recognise that parents are keen to find out what their child is up to in school, and so we also use 'What's App' to provide general class information whereby a parent representative from our PTA will forward photos provided by us to the Class 'What's App' group which will show what the children have been focusing on in class. There will be no images of the children in those photos.

We truly believe that the early years of a child's life are crucial in securing the solid foundations needed for future learning and development. It is our aim to fully support and encourage each unique child to reach their full potential and we will be there every step of the way to guide and support them on this journey.

Appendix 1 – Nursery Handbook

Appendix 2 – Reception Handbook



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Appendix 1 – Nursery Handbook

## St Lawrence School Nursery Handbook



*Our Mission: 'To develop responsible, independent individuals who have the knowledge and attitudes to be successful in an ever-changing world'.*





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Welcome to St Lawrence School Nursery. Starting Nursery is an exciting time for children and parents and this policy is intended to provide a useful guide for you.

St Lawrence Nursery offers high-quality educational experiences in a safe, caring environment. We pride ourselves on our high standards and encourage our children to become confident learners.

#### Starting Nursery

As part of our induction process, your child will be offered a 'Stay and Play' session where they will be able to familiarise themselves with the Nursery staff and the setting. This session will be informal and play-based. Parents are encouraged to remain with their children, and this is a good opportunity for parents and Nursery staff to meet and chat about the children, finding out about classroom routines and expectations.

The start date for our Nursery children is staggered to allow the children time to settle and give parents the opportunity to speak with the Nursery Teacher on a one-to-one basis on the first day. Details of this date and time will be provided to you during the Summer term.

All children will be offered thirty free hours per week and these are the hours between 8:45am and 2:45pm. It may be that you wish your child to begin with fewer hours and gradually build these up as appropriate and we are happy to accommodate this.

The drop-off time for Nursery is between 8:45am and 9am. A member of the Nursery team will wait outside the Nursery gate and children can be dropped off to her and then taken into the setting as they arrive. It is expected that parents will attend for the first morning in September (until their child has settled), and then drop off from outside the setting after the first morning.

Nursery Times – 8:45am to 2:45pm

#### Absences

If your child is ill or unable to attend a session, please let us know by telephone (863172). It is especially important that children who have infectious conditions such as gastroenteritis or diarrhoea remain at home until at least 48 hours after the last episode. Children suffering from chicken pox may return to Nursery once the spots have dried up. Children suffering from impetigo or conjunctivitis may return once the condition has been treated – please seek advice from your doctor.

It is advisable to tie long hair back and to regularly check your child for headlice. Leaflets and guidance on prevention and treatment of lice are available from our Reception Area.

**Please let us know if your child has any medical condition, ailment or allergy.**



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#### Our Curriculum

The children in our Nursery Class follow the 'Early Years Foundation Stage Curriculum'. This curriculum caters for all children up until the end of the Reception year.

The Foundation Stage Curriculum is divided into seven areas of learning, for the purposes of planning and assessment.

The key areas are as follows:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We use the recently-updated *Development Matters* curriculum guidance to support our planning. More detailed information around the curriculum together with observation checkpoints can be accessed using the following link:

<https://www.gov.uk/government/publications/developmentmatters--2/development-matters>

The Nursery Team meet regularly to plan together and discuss the next steps for the children. Planning is based around the children's own interests and so varies from year to year.

#### Snacks and Lunch

Children are encouraged to bring in snacks for their mid-morning snack – please refer to our Lunchbox policy on our website regarding snacks. Please note that we are a nut-free school.



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Please could you provide your child with a water bottle (to be taken home and refilled on a daily basis).

Children will also require a packed lunch – please refer to our Lunchbox Policy on our website:

<https://www.stlawrence.sch.ie/wp-content/uploads/LunchboxPolicy.pdf>



#### **Please do not include any items which contains nuts – thank you.**

Children are supervised at lunchtimes by our two Lunchtime Supervisors and have half an hour to eat their lunch followed by half an hour playing outside (weather permitting).

#### Clothing

Practical and comfortable clothing suitable for painting, messy play, water activities and muddy activities are ideal for Nursery. Although aprons are provided for messy activities, accidents do happen and so we request that parents do not send their children to Nursery in their 'best' clothes. We provide a drawstring bag for all children and request that parents provide two sets of spare clothing, including underwear, for their child.

We encourage outdoor activities as much as possible and so a coat, gloves and hat are required in colder weather and a sunhat in warmer weather. It would be helpful if you could provide your child with named puddle suits and Wellington boots. These items are generally kept at school.



#### **Please name all items of clothing (including shoes) !**

#### Toilet Training

Whilst most children are usually toilet-trained by the age of three, we do recognise that accidents do happen. All children are encouraged to be as independent as possible, but staff will give assistance where required.

Try to ensure that your child's clothes are easy for them to remove and fasten again. Please provide two sets of spare clothing in the drawstring bag that will be provided by the school – this bag is kept on your child's peg.

[https://www.stlawrence.sch.ie/wp-content/uploads/2020\\_11\\_25\\_intimate\\_care\\_policy.pdf](https://www.stlawrence.sch.ie/wp-content/uploads/2020_11_25_intimate_care_policy.pdf)





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#### Parking

##### Morning Drop-Offs

Only those parents with babies are allowed to park outside the Nursery Area. We request that all other Nursery parents park in our lower playground and walk around to the Nursery.

##### Afternoon Pick-Ups

All Nursery parents are allowed to park outside Nursery at these times (the afternoon pick-up times are generally staggered and so there is less congestion). Please be aware that the car park can still be busy at these times. Exit from the Nursery car park is always through St Lawrence Arsenal, never back through the entrance. Please could you wait outside the Nursery Classroom door at pickup time and we will bring your child to you.

##### Registration for School

Attendance at our Nursery **does not** guarantee a place in our Reception Class. A separate registration of interest form must be completed for admission to our Reception Class. Completed forms must be returned to your catchment school. The form allows you to give three school preferences, but you will have priority at your catchment school. Completing and returning the form ensures that you will be sent a school application form in the autumn term of the school year before your child is due to start school.

##### Forest School Activities

We are fortunate to have a trained forest-school practitioner working in Nursery every morning and two trained practitioners every afternoon. Forest School activities take place outside in our Nature Areas. The children undertake a range of practical activities and carry out achievable tasks. The aim of involving children in such activities is to develop their self-confidence, independence, enthusiasm for outdoor learning as well as their communication and problem solving skills.



##### Facebook Page / Newsletters

We have a Facebook page (*St Lawrence Primary School* – look out for our logo) that we use to inform parents of class activities and diary dates. We also send home regular newsletters via email. Our school policies are also on this website.



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Please note that we never name children on our Facebook page and ask parents that they do not identify children either in any comment that they might make on our posts. There is a consent form in the Nursery Information Pack relating to permission to use your child's image on our Facebook page.



We ask that parents make themselves familiar with our 'Social Media for Parents' policy which is available on our school website. Your support with this is much appreciated.

#### Reporting on Progress

There will be a parent meeting with the Nursery Teacher at some point in the Autumn Term to discuss how your child is settling into Nursery.

If you wish to discuss progress at any other time, please speak to your child's Nursery Teacher to arrange a mutually-convenient time.

At the end of the Summer Term, there will be a written report outlining your child's progress over time.



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Appendix 2 – Reception Handbook

# St Lawrence School Reception Class Handbook



*Our Mission: 'To develop responsible, independent individuals who have the knowledge and attitudes to be successful in an ever-changing world'.*





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Welcome to St Lawrence School Reception Class. Starting Reception is an exciting time for children and parents and this booklet is intended to provide a useful guide for you.

St Lawrence School offers high-quality educational experiences in a safe, caring environment. We pride ourselves on our high standards and encourage our children to become confident learners.

#### Starting Reception

If your child already attends our school Nursery, they will be familiar with our school setting and most of the Foundation Stage Team. For these children in our school nursery, inductions will be through the 'Mix-Up' sessions that take place whereby both the Nursery and Reception classes have access to both classrooms and the outdoor area for three afternoons each week. This will enable the Nursery children to become familiar with the Reception Classroom and staff. In addition to this, the Nursery children will be able to have a transition afternoon in the Reception Classroom during the Summer Term.

If your child does not attend St Lawrence School Nursery, they will be offered a 'Stay and Play' session which will take place in July. We ask that a parent / guardian remains with your child during this session. Details of this date will be forwarded to you in due course. This session will be informal and play-based and will give your child the opportunity to familiarise themselves with the Reception Classroom, the outdoor area and the Reception staff. In addition, the Reception Class teacher or Teaching Assistant will contact your child's key worker at their current Nursery for and arrange a visit to meet your child.

The start dates for our Reception children are staggered to allow an easier transition time - you should have had a letter advising which date your child is starting school. We find that staggering the start dates allow the children to settle in better. If you wish to discuss flexibility regarding start dates, please do not hesitate to contact me.

#### School Times

Children may be dropped off in the lower school playground between 8:40am and 8:50am. The Reception Class Teacher will be on duty from 8:40am in the lower playground and the children will make their way up the steps independently to the playground where they will be supervised by the Reception Teaching Assistant until the bell rings at 8:50am, at which point the children will make their way into their classroom. When you feel that your child is confident to join the rest of the school for an independent drop-off at the lower gates from 8:30am, they may then make their way to the classroom independently. Please do not drop



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your child at the lower gates after 8:40am as we will be in the lower playground from that time.

Pick-up time for the Reception Class is at 3pm. We have a pick-up card system with QR codes in place and these codes will be scanned by our staff which will inform our teachers that you are ready to collect your child. Your child will then come out to you. There are additional members of staff in the lower car park to ensure that the pick up system remains smooth. Please do not leave your car unattended in the lower playground as the traffic needs to keep moving. If you wish to park up, there are spaces available by the parish hall and at the park.

#### Absences

If your child is ill or unable to attend a session, please let us know by telephone (863172). It is especially important that children who have infectious conditions such as gastroenteritis or diarrhoea remain at home until at least 48 hours after the last episode. Children suffering from chicken pox may return to school once the spots have dried up. Children suffering from impetigo or conjunctivitis may return once the condition has been treated – please seek advice from your doctor.

It is advisable to tie long hair back and to regularly check your child for head lice. Leaflets and guidance on prevention and treatment of lice are available from our Reception Area.

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#### Our Curriculum

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Planning is based around the children's own interests and so varies from year to year.

#### Snacks and Lunch

Children have the opportunity to eat a mid-morning snack (provided by parents) after their playtime. **Please could you ensure that snacks and lunchboxes are nut-free, according to school policy.** We have a number of children in school who are allergic to nuts.

Lunchtime takes place between 12pm and 1pm in the school hall. The children are given half an hour to eat their packed lunches and then half an hour of playtime afterwards. The children are supervised by Lunchtime Supervisors both whilst eating their lunch and outside during the playtime session. Please could you ensure that your child is able to access their lunch independently.

Please could you provide your child with a named water bottle (to be taken home and refilled on a daily basis). This should be in addition to the drink in their lunchbox as the named water bottle is kept in the classroom and children do not have access to their lunchboxes until lunchtime.



Our lunchbox policy can be found on our school website:

<https://www.stlawrence.sch.ie/wp-content/uploads/LunchboxPolicy.pdf>

#### Clothing.

We encourage outdoor activities as much as possible and so a coat, gloves and hat are required in colder weather and a sunhat in warmer weather. It would be really helpful if your child could bring in named puddle suits and Wellington boots (normally these are kept in school).

**Please name all items of clothing (including shoes) !**





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### Forest School Activities

We are fortunate to have two trained forest-school practitioners working in the Foundation Stage and we use our outdoor areas as much as possible.



Forest School activities take place outside in our Nature Areas. The children undertake a range of practical activities and carry out achievable tasks. The aim of involving children in such activities is to raise their self-esteem, develop their self-confidence, independence, enthusiasm for outdoor learning as well as develop communication and problem-solving skills.

### Facebook Page / Newsletters

We have a Facebook page (*St Lawrence Primary School* – look out for our logo) that we use to inform parents of class activities and diary dates. We also send home regular newsletters via email.



Please note that we never name children on our Facebook page and ask parents that they do not identify children either in any comment that they might make on our posts. There is a consent form in the Information Pack relating to permission to use your child's image on our Facebook page.

We ask that parents make themselves familiar with our 'Social Media for Parents' policy which is available on our school website [www.stlawrence.sch.ie](http://www.stlawrence.sch.ie)  
Your support with this is much appreciated.

### Reporting on Progress

There will be a meeting with the Reception Teacher in the Autumn Term and a written report in the Summer Term.

If you wish to discuss progress at any other time, please speak to your child's Teacher to arrange a mutually-convenient time. At the end of the Summer Term, you will receive a report outlining your child's attainment against the Early Learning Goals. These goals are indicators as to whether your child is working within the expected stage of learning and development.