

# John Shelton Community Primary School



Early Years  
Foundation Stage

Information Booklet

2024 – 2025

## Welcome to John Shelton's Early Years Foundation Stage

We hope that this booklet gives you plenty of useful information about our Nursery and Reception classes.

Our first priority is that your child is happy and enjoys coming to John Shelton Community Primary School. We want to work closely with you as parents and carers to ensure everyone settles in quickly and gets the most from their time in our Early Years.

Our Nursery and Reception classes offer stimulating and exciting environments for your child to play and learn in. Both classrooms are spacious, self-contained, secure areas with their own outdoor spaces.

## The Early Years Staff Team

We are very well staffed in Nursery and Reception. All of our Foundation Stage Team are fully qualified and experienced in working with Early Years children. The people who you and your child will come across most often are:

**Headteacher:** Mrs Storer

**Assistant headteachers:** Mrs Spence, Mrs Versey and Mrs McVittie

**Learning Mentor:** Mrs Bratt

**Early Years Leader:** Mrs McVittie

**Reception Class Teacher:** Mrs Chalmers

**Reception Teaching Assistant:** Mrs Twynham

**Nursery Teachers:** Mrs Humphreys and Mrs McVittie

**Nursery Nurse:** Mrs Brooks-Bundell

## Admission Arrangements

We have a Nursery offering 15 hours, 30 hours and 2-year-old both funded and paid places for five days a week. We also have a 30 place full-time Reception class. Parents and carers may register their children for Nursery from the age of 1 and a half onto the school's admission list. Children are admitted through Coventry City Council to Reception in the September following their fourth birthday and attend full-time.

Our admissions procedure for both Nursery and Reception follows Coventry City Council's School Admission Policy, a detailed copy of which can be obtained from our school office.

In summary, when more applications for either Nursery or Reception are received than there are places available, the criteria for allocating places is implemented in the following order:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order.
2. Children who live in the catchment area served by the school, who have a brother or sister attending the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year.
3. Other children who live in the catchment area served by the school.
4. Children living outside the catchment area with a brother or sister who currently attends the school or, in the case of separate infant and junior schools, the corresponding junior school, provided that the brother or sister will continue to attend that school the following year.
5. Children by reference to the distance to the preferred school.

Please Note:

Children who attend our Nursery are NOT guaranteed a school place when they reach school age! Places in our Reception class must be applied for through Coventry City Council!

## Session Times

### Nursery:

Morning session (15 hours)	8:45am – 11:45am (doors open at 8:35am)
30 hours session	8:45am- 2:45pm
Top up care for 30 hours	2:45pm – 3:15pm (£2.50 fee and booking required)
Afternoon session (15 hours)	12:15pm – 3:15pm

### Reception:

Morning Session	8:45am – 11:45am (doors open at 8:35am)
Lunchtime	11:45am - 12:45pm
Afternoon Session	12:45pm – 3:15pm

## Starting in Nursery and Reception

### Nursery:

Prior to your child starting, the school will hold an open morning for families and children and an information evening to provide you with all the information you will need. In September the Nursery Teacher and Nursery Nurse will make a home visit. This visit is an opportunity for you and your child to meet the Nursery staff in a setting where your child will feel most confident and secure. The visit will allow the staff to gain some initial information about your child. It will also enable you to share valuable information about your child's previous experiences, their interests and any medical or developmental information. This is a very valuable and memorable event for both you, your child and the Nursery staff.

The Nursery children will be starting fulltime and additional arrangements can be made for children if necessary. We will liaise closely with you on your child's first few days to ensure that their start is as happy as possible. Nobody can be sure how a child will react to starting in Nursery. Some children settle in quickly, while others need more reassurance and time.

Before your child starts Nursery, please encourage them to:

1. Leave their dummy/comforter at home
2. Drink from a real cup
3. Become familiar with using a toilet and washing their hands

### Reception:

Prior to your child starting Reception Class, the school will hold an information evening to provide you with all the information you will need and we have a transition morning for children to meet the staff and explore their new classroom environment. For new families joining John Shelton, we will make a home visit in September. This visit is an opportunity for you and your child to meet the staff, the visit will allow staff to gain some initial information about your child. It will also enable you to share valuable information about your child's previous experiences, their interests and any medical or developmental information. This is a very valuable and memorable event for both you, your child and the staff. If families who had a home visit in Nursery would like another one, staff will happily arrange this.

As many of our Reception children have already attended Nursery or other Nursery Settings, we encourage them to start full-time in Reception from the first day of the Autumn Term. For those children who are new to the school or for whom we or their parents/carers think might not cope with this, we offer a period of phased induction.

## Helping your child to settle

In order to support your child with settling in quickly, the following things can sometimes help:

- Explain to your child that they will be coming to school every day (sometimes children think that the experience ends after the first day!).

- Even if you are worried about your child settling in, try not to let your child know this.
- Explain to your child when you leave them that it will only be for a short time and that you will be back.
- Explain to your child what they will be doing when you leave them and who will be picking them up.

There are a number of great books which you could share with your child to help them settle quickly. Please visit our school website and our class pages for your child's teacher reading a story on the following link: <https://www.johnshelton.org.uk/reception/> <https://www.johnshelton.org.uk/nursery/> There are also many other books available about starting Nursery and school.

As a school, we will do all that we can to make the settling in period a happy and successful one. We will work closely with you and your child to get to know them well and find out all of their strengths. Please let us know if you have any worries for your child so that we can act quickly to resolve them. Our number one priority is that your child is happy!

### Routines in Nursery

Once your child has started Nursery, you are welcome in to settle them with an activity and then say goodbye. We ask that the children independently hang their coat up and register their name card.

Please be on time at the start and end of each session. Children can be upset if they arrive after the session has started and lateness does disrupt the other children who will already be involved in activities. If you are going to be late at the end of a session, please ring and let us know so that your child does not worry or become distressed. If parents and carers are regularly late to collect their child, they will be charged for care.

If you have arranged for someone else to collect your child, please notify us in advance. We will not let your child go with someone else if we have not been informed prior to collection. Adults only are allowed to collect children from Nursery. We operate a password system so if an adult is collecting your child who we have not met before we will ask them a password which you have provided.

The Nursery gates will open at the start and end of each session. The Nursery Teacher or Nursery Nurse will open and stand by the door before and at the end of each session to let you know how your child has got on during their time in nursery, to discuss any issues or receive any necessary information from you. You may be asked to wait to one side while we see the children out and don't build up a large queue.

The Nursery gate and door will be locked at promptly. Should you arrive once the door is locked, please go to the school office where you will be let into school through the main doors.



### Routines in Reception

When your child starts in Reception we ask that on their arrival you say 'goodbye' at the door, they will independently hang their coat up, put their book bags in their drawers and write their name.

Please be on time at the start and end of each day. Children can be upset if they arrive after the school day has started and lateness does disrupt the other children who will already be involved in activities. If you are going to be late at the end of the

day, please ring and let us know so that we can tell your child to prevent them from worrying or becoming distressed. If you have arranged for someone else to collect your child, please notify us in advance. We will not let your child go with someone else if we have not been informed prior to collection. We operate a password system so if an adult is collecting your child who we have not met before we will ask them a password which you have provided.

The Reception Teacher or Teaching Assistant will open and stand by the door at 8:40am and at 3:10pm to ensure the children leave safely and to let you know how your child has got on during their time at school, to discuss any issues or receive any necessary information from you. You may be asked to wait to one side while we see the other children out and don't build up a large queue.



The door will be locked at 8:50am. Should you arrive once the door is locked, please go to the school office where you will be let into school through the main doors.

### Links with Home

While your child is in Nursery and Reception, you can expect that:

- Every effort will be made to ensure your child learns in a safe and happy environment;
- You will be kept informed about your child's progress and be involved in your child's learning;
- You will be informed about any situations that may be affecting your child's capacity to learn;
- You will be listened to and know that the personal details you pass on to the school will be treated with respect;
- We are flexible, accommodating and have a sense of humour!

We welcome parents and carers to come into our Nursery and Reception classes to work alongside all of the children in 'Stay and Plays' and 'Workshops'. These happen over the year and you will be informed in advance about dates and times.

During the course of their Nursery and Reception years, we record your child's learning and achievements through a photograph, video or an observation. This is shared with you using an online platform called 'Dojo'.

Parents and Carers are welcome to upload and share achievements, activities and experiences on their child's page. This helps to build strong links between home and school and supports your child's all round learning and development.

As parents and carers, you will be kept well informed of events in school through our weekly school newsletter and the school website. We will also let you know about interests, learning and activities that have taken place in Nursery and Reception through class Dojo this will give you some ideas for you to do at home so that you can contribute to your child's development and learning. In addition, an overview of our planning is always available for you to look at on our class pages on the website. You can also find us on Twitter, @jsprimary and on our Facebook page. Please follow our pages!

### Things to help your child in Nursery and Reception:

- Try and manage at least one meal each day with your child sitting properly at the table.
- Whilst it does take a great deal of time and encouragement, children should be taught to dress themselves and learn how to put on and take off their own shoes.

- Encourage your child to use the toilet on their own.
- Try and spend as much time talking and listening to your child.
- Be patient, even when you are busy – let your child talk. Children love singing songs and reciting nursery rhymes – you can have a great deal of fun doing this together.
- Encourage your child to tidy up their own activities.
- Encourage your child to share their toys and games. This will be an important skill once they start in Nursery and Reception!

## Our Aims

### Our Early Years Unit aims to:

- Create a happy, caring, secure and fun environment for all children;
- Encourage confidence, independence and a desire to learn;
- Focus on the development of every child as an individual, valuing and building on their previous experiences and responding to their individual needs;
- Work in partnership with parents and carers;
- Develop in children an enquiring mind, an interest in learning and an enthusiasm for the next stage of school life; particularly promoting a love of reading.
- Provide good foundations for later learning;
- Encourage good social relationships, developing a positive self-esteem and mutual respect for others.

## Learning in Nursery and Reception

Much of your child's learning in Nursery and Reception will be through play. Children are offered a wide range of activities with an underlying learning purpose. Learning takes place through both structured and child-led play.

Activities provided for the children include: sand and water play, cooking, large and small construction, painting, drawing, dough, role play, computers, music, sharing books, jigsaws, games, circle time, singing and outdoor play.

During the course of each session in Nursery and Reception, your child will take part in all of the following:

- Busy Learning – Children freely choose from a range of purposeful activities available in the room.
- Monster Maths – The children in Reception Class follow a structured programme to learn a 'Mastery' approach for mathematical knowledge and skills.
- Family Time – In Nursery children are divided into groups (called 'family' groups) and join in a group activity with either the teacher or Nursery Nurse.
- Snack Time – During the course of the morning/afternoon, children are provided with a snack which is a piece of fruit and a drink of milk. All children will need to bring in a water bottle which will go home every day to be returned the next day.
- Outdoor Learning – The children have free access to the outdoor area where there is a wide range of equipment available to cover all areas of learning.
- Reflection Time – The children reflect and share their learning experiences with the other children.
- Fun Phonics/RWI – Children in Nursery take part in a range of activities to support early literacy skills and this is followed on with Reception children learning to read, spell and write letters.
- Story/Singing Time – Each session ends with a period of time on the carpet with the teacher and/or Nursery Nurse singing songs and nursery rhymes and listening to a story.

Nursery and Reception are an integral part of the school. The children will regularly go to assemblies, visit the tyre park and trim trail, use the hall and work alongside children from other classes. Nursery and Reception have particularly close links to form a strong Early Years Provision. This helps to ensure a smooth transition from Nursery to Reception each year.

**Your Child's Progress**

During your child's time in Nursery and Reception, they will be observed regularly by members of staff whilst engaging in different activities to see what they like and can do. Staff will record these observations to help them to plan future experiences to enhance your child's learning and development.

We hold formal parent/carer consultation meetings where we will discuss in detail your child's progress of learning and development. If you have any questions and concerns before these meetings take place please speak to a member of staff in your child's class. At the end of each academic year you will receive an end of year school written report about your child's achievements and progress.

Your contributions to these records would be greatly appreciated and are valuable in helping us to build up a whole picture of your child. At the end of each year, this information will then be passed on to your child's new class teacher to enable them to plan the next steps in their learning.

**Clothing**

While your child is in Nursery or Reception, they will be engaging in activities where they could get dirty including using paint and glue etc. We provide aprons for the children to wear but unfortunately, accidents do happen!

<b>Nursery</b>	
Winter	Grey skirt, trousers or pinafore, White polo shirt Red jumper or red cardigan Black shoes (not trainers!) Grey/white socks or grey tights
Summer	Option to wear grey tailored shorts or red gingham dress

<b>Reception</b>	
Winter	White polo shirt Grey trousers, grey skirt or pinafore dress Red cardigans or jumper Black shoes (not trainers!) Grey/white socks or grey tights
Summer	Option to wear grey tailored shorts or red gingham dress
PE Kit	White T-shirt/polo shirt, black shorts, black pumps  For outdoor games and in colder weather trainers and dark tracksuits/ joggers may be worn

Children will need to come into school wearing their PE kit on their PE day, this will be a Friday for Reception Class.

Black school shoes should be worn and we ask that they are without a sport logo. For safety reasons, no jewellery should be worn. If your child has had their ears pierced, only studs should be worn.

Please ensure that ALL uniform is clearly named including PE kits in Reception.

**Book Bags**

Your child will bring home an individual reading book, library and phonics books. Your child will be able to take a library book home with them every week. The children will need to return their book each week in order to get a new one. We strongly



encourage parents and carers to regularly share books with their child. All children are expected to have book bags to keep their books safe.

### What your child will need

Your child will need to wear a coat to school every day as we do lots of learning outside. During the summer your child will need to bring a named sun hat.

Nursery children will need to bring a spare change of clothes in a named bag which can stay on their peg or in their drawer. If toilet training, your child will need an extra change of clothes. If your child is in nappies they must be provided to the school including wipes, staff will let you know when they are running low.

### First Aid

If your child hurts themselves while they are at school, they will be given immediate attention by a qualified First Aider. At least one member of our Early Years team holds a Paediatric First Aid certificate. Parents and carers will be informed via email about the accident and treatment that has happened. All accidents are recorded online using 'Medical Tracker' and the child's parent or carer will be asked to sign this to confirm that they have been informed.

In the event of a more serious accident, we will inform you immediately and liaise with you on whether it is necessary for you to collect your child. Children who have minor head injuries (bumps) will take home a note to inform you so that you are aware to keep a close eye on them in case of further complications.

### Medication

If your child falls ill while they are at school, we will always try our absolute best to contact you. It is the Parents and Carers responsibility to update school of updated details.

Medicines can only be administered by a member of school staff if your child has a Care Plan or an inhaler. Written permission has to be given by the child's parent or carer for this to happen. A permission form for this can be obtained from the school office.

### Attendance

If your child is absent from Nursery/Reception for any reason, it is important to telephone the school office on 024 76 686063 option 1 on the first day of absence.

Please do not send your child back to Nursery/Reception too soon after an illness; some illnesses require your child to stay at home for a set period of time to ensure they have fully recovered. Please contact the school if unsure. Try to book any routine appointments that your child may need outside of school hours wherever possible.

### Contact Details

Parents and carers will be asked to fill out a form giving their contact details. You must also give an additional emergency number to contact in case your child becomes ill or has an accident and we need to get in touch. Please ensure that your contact details are kept up to date at all times and quickly inform us of any changes as they occur. This is really important in terms of keeping your child safe.

### And Finally...

We hope that you have found this information booklet useful. We really look forward to meeting you and your child and hope to see you soon.

If at any time you have any questions or concerns, please do not hesitate to speak to a member of the Early Years Staff or the Headteacher, Mrs Storer. We will be more than happy to help.

*Dream it! Believe it! Achieve it!*