



Welcome to the Early Years Foundation Stage

Information for Nursery Parents
2020-2021



Welcome to Hedworthfield Primary



Dear Parent or Carer,

Welcome to Hedworthfield Primary School. I am delighted that you have chosen us for the Nursery education of your child and am very much looking forward to working with you to support and care for your child as they learn and grow.

Hedworthfield is very proud to be one of two schools within the Mosaic Federation. This means that we are partnered with Valley View Primary School and are governed by one Governing Board. You may see the federation logo above on some documents. Although Hedworthfield is part of the federation, we maintain our own school identity, uniform and badge.

The information in this booklet is designed to give you a guide as you join our school. However, if you need to speak to us, we would be happy to chat with you and go through the process. This year has been a particularly tricky year and our usual visits to school have not been possible. We have therefore made a little video to share with your child to start preparing them for school. We also have a staff photo sheet which we hope will support your child with knowing the familiar faces in the early years team.

Yours sincerely

Mrs. G. Jeynes
Executive Headteacher
Mosaic Federation

General Information

School Address	Hedworthfield Primary School Linkway Hedworth Jarrow NE32 4QF
Telephone Number	0191 5373373
e-mail	info@hedworthfieldprimary.com
Executive Headteacher	Mrs. G. Jeynes
Head of School	Mrs E. Riches
Assistant Headteacher and SENCO	Mrs H. Richardson
School Business Manager	Mrs J. Crawford
Chair of Mosaic Federation	Mr J.Watson
Vice Chair of Governors with responsibility for Hedworthfield	Cllr. A. Smith
School Administrator	Mrs S. Reid Miss G. Hudson
Early Years Lead	Miss J. Tucker
Early Years Teaching Staff	Mrs C.Shepherd (Reception) Miss J. Tucker (Nursery)
Early Years Support Staff	Mrs M. Bonner (Reception) Mrs C.Charlton (Reception) Miss V.Chapman (Nursery) Mrs L. Reay (Reception)

Mission statement:

“To be an outstanding school where all children reach their full potential and are ready for the next phase of their journey”

We believe School is in itself a ‘family’ where children are respected, nurtured, encouraged, supported and challenged to reach their full potential in a safe and caring environment.

Ethos and Values

- We believe in being an inclusive school which treats all children and adults with respect, regardless of ability, race, background and beliefs.
- We believe it is our duty to change our practice to support each individual and recognise and cater for their strengths whilst removing the barriers to their success.
- We believe all children should have the opportunity to thrive - educationally, socially, morally and culturally.
- We embrace the local community, understanding that the best way to support children is through partnership with parents, carers, families and the community in which they live.
- We believe children and adults in school should feel safe and cared for at all times. We aim to achieve this through caring and considerate staff who care for each individual.
- We believe in preparing our children for their future through high expectations of achievement, presentation, manners and communication.
- We believe in ensuring all children gain a high level of basic skills in literacy and maths to prepare them for their comprehensive education and their future.
- We believe children and adults alike should have a voice which is listened to.
- We believe in outstanding teaching and learning for all.
- We believe in children gaining a ‘love’ of learning through a stimulating, relevant and engaging curriculum.
- We believe in praise and encouragement for our children and aim to ensure they learn socially acceptable behaviour through outstanding role models in both staff and other pupils.

We encourage our children to demonstrate four key values:

Respect	Resilience	Responsibility	Engagement
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Children are rewarded for demonstration of these values in school. We hope to instil these values in our children to enable them to become independent, well mannered, confident, responsible and engaged young people and adults.

School Organisation

The Executive Head Teacher, Mrs G Jeynes is the Head Teacher of Valley View and Hedworthfield Primary Schools. Mrs Jeynes is based in each school across the week. Mrs E Riches is the Head of School and has day to day responsibility for school.

The school is a single-form entry primary school with an admission limit of thirty pupils per year. The pupils begin school in September of the academic year in which they have their fifth birthday.

The children are organised into seven single age range classes.

There is an emphasis on literacy and numeracy skills and the work is carefully differentiated to suit the child's needs. At different times during the week, children will be expected to work in large and small groups for a variety of co-operative activities. At other times, they will be working on individual assignments.

Pupils are encouraged to become independent and responsible as they progress through the school as this is a specific skill they will need in order to tackle work in the secondary school and beyond.

We recognise that children learn from relevant, motivational experiences. Our curriculum is designed to ensure children are able to learn from engaging experiences which are built around real life, enrichment visits and visitors. We take advantage of our close relationship with the local community and encourage our children to take pride in their local area, history and future.

Additional Resource Base:

In addition to the mainstream provision, Hedworthfield Primary also has a Language unit based in school. The additional resource base comprises of two classes of 12 pupils who have specific language difficulties. The provision allows the children from across South Tyneside to access specialist teaching and speech and language therapy.

The additional resource base is the only language provision for primary aged children in South Tyneside and provides effective and specific support for pupils.

School dog:

Shadow our school dog lives in in ARB 2 one of our language resource base classes. He is our pride and joy and supports all of our children access school to be more calm and confident.



The Early Years Foundation Stage

The Early Years Foundation Stage Unit

The Early Years Foundation Stage (EYFS) begins when children under the age of 5 enter into childcare or education. At Hedworthfield Primary School, this is the time when your child is in the Nursery and Reception class.

At Hedworthfield Primary School, we adopt a consistent approach to curriculum delivery across all age phases; ensuring children can enjoy a play based curriculum from birth that is seamless and well embedded.



At Hedworthfield Primary School, we run an Early Years Foundation Stage Unit which allows children from ages 3-5 to work together with all staff members for parts of the day.

- This supports transition between Nursery and Reception. Children can remain in the same environment for up to five terms with familiar adults and routines. Children then build up good levels of confidence and emotional security.
- Children can access learning opportunities both indoors and outdoors utilising the space of our learning areas and supporting all learning styles.
- Children learn from each other - younger or less experienced children can have the benefit of working alongside older or more experienced children to make sense of key concepts and the world around them.

Your child will have a key worker and a key group. This member of staff will work closely with your child supporting their development and documenting your child's learning to ensure you are kept up to date with your child's progress.



Early Years Foundation Stage – The 7 areas of Learning and Development

Early Years Foundation Stage Curriculum

We are very proud to have a nursery and reception class. We work together across the Early Years unit to provide the best start for our youngest children.

There are seven areas of learning in the Early Years Curriculum. These are split up into two areas – Prime areas and Specific areas.

The Prime areas are fundamental, work together, and move through to support development in all other areas. The Specific areas include essential skills and knowledge for children to participate successfully in society.



PRIME AREAS OF LEARNING

Communication & Language

Personal, Social & Emotional
Development

Physical Development

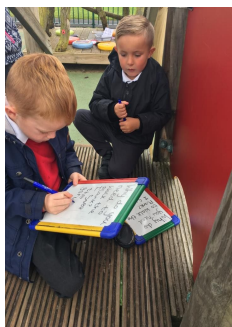
SPECIFIC AREAS OF LEARNING

Literacy

Mathematics

Understanding the World

Expressive Arts & Design



A Day in the Life of Early Years Foundation Stage

In the Early Years Foundation Stage, your child will be supported in making progress towards 'The Early Years Learning Goals' (ELG's). In order to make as much progress as possible, your child will take part in a combination of child led and adult led activities.

Our daily routine is designed with this in mind. Elements of our daily routine are set out below.



School Uniform

The uniform is as follows:

- school sweatshirt or cardigan with logo
- white polo shirt (with or without logo)
- grey or black trousers or skirt/pinafore
- red gingham dress (warmer weather)
- black shoes (all black trainers permitted)
- School coats/ school hooded jumper/bags and reading book bags are also available should you wish.



It is hoped that all children will be dressed in school uniform. Orders can be placed by contacting our school administrator. Items of uniform can also be purchased from www.jkschoolandworkwearjarrow.co.uk All other items of uniform are sold in supermarkets and high street stores.

It is essential that all clothing including footwear be labelled with your child's name. We can only help to find lost clothes if they are named.

If your child may have accidents or is still in nappies, please let us know when we contact you for the home visit. Please also send a change of clothes and any resources needed for your child.

Starting Nursery

Nursery children attend one of the following sessions. Core times for nursery are as follows:

Session option	Session start times	Session finish times
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Nursery AM	8.40am	11.40am
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We can offer pm sessions and full time 30 hours if there is a demand. Please contact the school office to let us know if you would be interested.

Intake arrangements.

The intake arrangements have been very different this year due to the COVID 19 Pandemic.

Usually, we would undertake a home visit and a visit to nursery prior to the summer break. This is not possible with current measures in place.

Up until now we do not have clear guidance on school in September so are planning for a return to normal classes with additional cleaning and hygiene systems in place.

We have included in your pack an introduction letter, some home learning activities, a link to an introduction to nursery video and a staff picture sheet.

School is due to reopen on Wednesday 10th September, however we will be using the three days of this week to hold come and visit sessions with our nursery children and their parents. Please see dates and times below:

Group	Session time	Key worker
Red	<ol style="list-style-type: none"> 1. Wednesday 8th September 9.30-10.30 with parents 2. Friday 10th September 8.40-11.00am without parents 	
Blue	<ol style="list-style-type: none"> 1. Wednesday 8th September 1.30-2.30 with parents 2. Friday 10th September 1.30-3.30 without parents 	
Yellow	<ol style="list-style-type: none"> 1. Wednesday 9th September 11.00- 12.00 am 2. Thursday 10th September 8.40-11.00 am 	

Intake Programme

We operate a staggered intake.

Your child's actual start date and time is in the envelope provided at the meeting.

Children will then be encouraged to attend full sessions, however if your child needs a shorter session time in order to help them settle in this can be accommodated where necessary.

Nursery Snack

Milk is provided for Nursery children **free of charge**; however, there is a charge for this for children in reception. Fruit is provided free for all children in Hedworthfield Early Years Foundation Stage however, we would most welcome any additional donations of fruit from Nursery parents.

Information Forms

Please ensure that you complete any information forms with all relevant details when requested and return them to a member of staff as soon as possible. **Please be sure that any existing forms already filled in at school have up to date information included, especially contact numbers and mobile phone numbers.**

Please inform us if your contact details change throughout the year. It is your responsibility to ensure your child's contact details are kept up to date.

Admission criteria to Reception Class

Applications open in September for admission to Reception class the following year. **In September, you will be issued with and asked to sign to confirm the receipt of your School Application Packs.** School will also display posters reminding parents of the deadline for applications.

PLEASE NOTE THAT ATTENDING HEDWORTHFIELD NURSERY DOES NOT GUARANTEE A SCHOOL PLACE.

In determining admissions where there are more applicants than places available, account will be taken of the following factors, listed in priority order, up to the published maximum of the school's capacity for the relevant year group:

- 1) 'Looked after children', meaning children accommodated by the Local Authority
- 2) Parental residence within the defined catchment of the school
- 3) Concurrent sibling link (brother or sister only attending the school, to include adoptive siblings, half-siblings, long term fostered children residing at the same address, and step-siblings)
- 4) Shortest distance from parental home residence to main school entrance *

**** The above distance measurement will also be used as a tie-breaker within each criterion, if necessary.***

Late applications will greatly reduce your chance of securing a place for your child in the school of your choice.

Where it is not possible for your child to be admitted to the school of your choice, you will be informed of the situation in the spring term preceding admission. Parents will then be informed of alternative schools and invited to express a second preference.

The local authority is responsible for all admissions. You have the right to appeal through the local authority.

Policies and School Expectations

Safeguarding:

Access to Nursery is as follows:

Nursery children will arrive and leave through the Nursery door. **For security reasons, gates to the nursery entrance are locked each morning at 9.00 am. If you arrive later than 9.00am, please go to the main office via the school car park.**

Staff are not permitted to let children leave with adults that are unknown to them. It is essential that you let us know if anyone other than parents/carers will be collecting your child well before the end of the session. It is school policy that children cannot be collected from Hedworthfield Primary School by any persons under the age of sixteen.

Medication:

Medicines can only be administered in an emergency or if your child requires regular medication e.g. inhalers. If your child requires medicine to be administered, there are separate forms to be filled in. If this is the case please let a member of staff know. *Please note that we are **not** able to administer medication that contains penicillin.*

Please keep your child at home if they are suffering from sickness and diarrhoea. Too many children return to school too soon after an episode of illness; this simply spreads infection to others.

Jewellery:

Due to the children engaging in physical activity every day, it is expected that **no jewellery** (bracelets, necklaces, earrings, watches etc.) are worn while the children are in school.

Assertive Discipline Policy:

We actively encourage children to express positive behaviours while in the setting. To develop children's understanding and expectations, praise and encouragement are reinforced by rewards including points, stickers and 'prize tubs'. If children do however display negative behaviours children are given time to reflect on these behaviours and consequences are given. In early years, this tends to be some reflection time that has become known as, 'thinking time'.

Health and Wellbeing

School Health Checks

At various times in their school career, pupils will undergo health screening checks which are carried out in accordance with county and national policies. You will be informed of the date of this inspection and invited to attend. At other times the school nurse will check children's hearing, eyesight, height and weight. The school dental service will also inspect children and recommend treatment. You can decide if you wish to use this service or your own dentist to carry out the recommended treatment.

Parental consent is requested before either treatment or vaccinations are given.

Head Lice

From time to time children pick up head lice. These creatures are not fussy and are as likely to be found on clean hair as on dirty hair. If your child has these, please inform the school and we will give you details of the current treatment. Please ensure your child **does not** come into school if they are infected with head lice.

Attendance

The more time your child spends in school; the more progress they make. When children are absent, they miss vital learning opportunities.

We also monitor attendance closely. Where a child's attendance begins to fall we will write to you. Significant absence will lead to a visit by the Attendance Monitoring Team

The school policy is not to authorise holidays during term time.

Parental Support:

We feel that effective partnership in school is key to children achieving their full potential.

In order to fully support parents, we encourage you to speak to your child's class teacher regarding any concerns. Alternatively, you can contact the school office to arrange an appointment to speak to a member of the School Management Team.

Support can be provided for all aspects of family and school life including:

- Managing your child's behaviour
- Routines
- Supporting when children are unhappy in school or at home
- Bereavement
- Special educational needs
- Access to other services
- Parent confidence
- Attachment and parent and pupil bond
- Debt
- Housing

- Alcohol and drug use
- Domestic violence

Further useful information.

Home- School agreement

At Hedworthfield, all parents, staff and children must adhere to a home school agreement.

It is the responsibility of school to:

- Provide a high quality, broad and balanced curriculum.
- Communicate regularly with parents about their child's progress and experience in school.
- Provide regular and appropriate homework and guidance as to how parents can support children with their homework.
- Implement a discipline and anti-bullying policy to ensure that all children are happy and safe when coming to school.
- Implement a health and safety policy to ensure children are safe when on the school premises.
- Communicate regularly and respectfully with all stakeholders to ensure we are always striving towards outstanding provision.
- Provide support and advice to parents in order to achieve greater outcomes for their children.
- Liaise with outside agencies to secure the best outcomes for children.
- Listen to parents concerns and feedback and respond appropriately in line with school policies.

It is the responsibility of parents to:

- Ensure children are present in school regularly, on time and prepared for the school day by wearing appropriate uniform and equipment (e.g. reading book, PE kit .etc.)
- Work with school to ensure appropriate behaviour, manners and conduct from our children.
- Support the schools behaviour policy and support the action taken by the school to implement this policy
- Attend parents' evenings and other meetings when requested at a convenient time.
- Contact and communicate with school regularly with feedback, concerns and queries.
- Ensure children complete homework tasks regularly.
- Listen to your child read regularly.
- Set a positive example of behaviour and attitudes in school by:
 - Dressing appropriately when on school grounds
 - Speaking to parents, staff and children with respect
 - Not using swear words or intimidating language or behaviours on or around school grounds
 - Promoting school positively with your child
 - Upholding behaviour which is acceptable on school grounds.

It is the responsibility of the child to:

- Abide by the school rules and be **responsible** for their own behaviour and achievement
- Take care of and show respect for their peers.
- Use exemplary manners in school.
- Always try their very best demonstrating **resilience** and **engage** in learning opportunities
- Complete homework tasks.

- Have **respect** for others and school property
- Speak to adults in school when they have a problem or need help
- Try their best and **engage** in school life and learning
- Be **responsible** for their own behaviour and choices

Governing Board

Every school has a Governing Board whose rights and duties are set out by an Act of Parliament. The particular statute is by Section 20 of the Education Act 2002. These regulations are available in the school for parents to read.

Our Governing Body is constituted as follows:

- | | |
|---|---|
| 4 | Parent governors - elected by parents every 4 years |
| 1 | LA governors - appointed by STMBC |

1	Staff governor - elected by non-teaching staff every 4 years
8	Co-opted governors
1	Head teacher

The Governors meet at least once every term. At the termly meeting, they receive and consider a written report from the Head teacher, policy and budget statements from the school and the LA. In addition, the Governing board meets on other occasions as a complete body or as sub-committees, and every half term to consider curriculum matters and to monitor and evaluate what goes on in school. The Governors have oversight of, or control of the following matters concerning the school:

- Information requirements Admissions
- Curriculum
- RE and collective worship
- Special educational needs
- Finance
- Staff (teaching and non-teaching)
- Discipline and attendance
- Community use of the school
- Charging for school activities
- Equal opportunities

Sub-committees of the governing board may meet more or less often than once a term. An update list of the school's governors is available annually.

Parent Governors

All parents are eligible to stand as governors, although particular circumstance may bar a parent from standing. In our school, the election of parent governors is organised by the LA in accordance with the Regulations.

If a parent vacancy is not filled, the Governors may appoint someone who is a parent of a child at the school; failing that they may appoint someone who has a child or children between the ages of 5 to 16 years old.

Correspondence for the Governors

This should be addressed to the Chair of Governors, Mosaic Federation, Valley View Primary School. Letters should be sent to either the school, or to Clerk for Mosaic Federation, Governor Support, Town Hall, Westoe Road, South Shields, NE33 2RL.

All letters will be forwarded.

Complaints

In the event of any complaints arising, the school complaints policy can be obtained from the school office. Alternatively, you can find the complaints policy via our website at <http://hedworthfieldprimary.com>

Data Protection

On 25th May 2018 new General Data Protection regulations came into force. This requires schools to be clear and transparent regarding the data which is held, shared and processed by the school. A Privacy Statement has been included in your pack and is available from the schools office.

We operate an opt-in system for your personal data and the consent form in provided in this pack. This will be reviewed each year.

Information may also be obtained from:

The Director
Children and Young People
Town Hall & Civic Offices
Westoe Road
South Shields
NE33 2RL

Telephone: 0191 4271717