



# Exwick Heights Primary School

Early Years Foundation  
Stage (EYFS)

Reception Pupils

Revised June 2021

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Welcome to the Early Years Foundation Stage (EYFS) of Exwick Heights Primary School. We hope that your child will settle well and be very happy here.

## **SCHOOL INFORMATION**

This booklet has been prepared in order to answer many of your questions, which may relate to Reception, and to provide useful information. Please keep it for future reference.

### Contact details

Exwick Heights Primary School  
Exwick Lane  
Exwick, EXETER  
EX4 2FB

Tel: 01392-209030

Email: [admin@exwickheights.devon.sch.uk](mailto:admin@exwickheights.devon.sch.uk)

### Times of attendance

Session times are as follows:

Between 8:40-8.50am	Doors to classrooms are opened
8:50-9:00am	Formal day begins - registration
12:00-1:00pm	Lunch Break
1.00pm	Afternoon session begins
3.15pm	Home time

### Child's details

Please make sure that the school office has the following information:

- Your address
- Your telephone number (home, mobile and work)
- Emergency contact numbers
- Notice of all allergies and medical conditions

**Please remember to keep this information up to date, particularly emergency and mobile phone numbers.**

### Office hours:

The office at the Early Years site is manned at key times only: 8:30am - 9:30am. After this time, the main office on the main site will be your point of call; this office is manned daily from 8:30 to 4:00pm.

## **ELECTRONIC COMMUNICATION BETWEEN HOME AND SCHOOL**

Here at Exwick Heights Primary School, we use an operating system called '**Schoolcomms**' for all of our electronic communications between school and home. This will include school newsletters and emails about forthcoming events, such as school trips and school discos, as well as any text messages that we may need to send out from time to time.

Emails/text messages will only be sent to the email address/mobile number provided by you for the 1<sup>st</sup> priority contact for your child. If you need more than one parent/carer to receive all such messages, please let the office staff know so that they can make sure this happens.

### **Bookings and payments (including school lunches)**

We are a cashless school; as such, we use an app called '**School Gateway ∞**', which is included within the 'Schoolcomms' suite. This app allows us to let you know what is available to be booked and paid for, that relates to your child.

All school lunches must be booked, and paid for (unless your child is entitled to free school meals), via 'School Gateway'. The daily meal options will be visible until 8.50am each day and will include all allergy information. This way you can be sure that the meal you book for your child is safe for them to eat. If you forget to order lunch or have missed the cut off time, please contact the school office so that they can make the booking for you.

We also use the app to collect consent and payments for items such as school trips, cooking money, class photos, and all 'school led' after school sport and activity clubs that maybe organised during each term.

We ask you to download this app onto your smart phone or tablet ready to use once your child has been admitted to Exwick Heights. Please set yourself up as a new user with the email address and mobile phone number you have supplied to us. You will then be sent a text from 'School Gateway' with a PIN number to enable you to log in and use it. Don't worry if you cannot see anything within the app initially, this will be because the system needs to be updated by us here at Exwick Heights, but we cannot do this until your child has actually started with us.

## **HELPING TO PREPARE YOUR CHILD FOR RECEPTION**

A few suggestions...

### Prepare yourself

- Get used to the idea of your child becoming more independent.

### Prepare your child by:

- Visiting friends and relatives and leaving him/her for periods of time, especially if they have not attended an early years setting before now.
- Encouraging independence e.g.
  - dressing and undressing themselves
  - removing/putting on coat, shoes and gloves
  - using the toilet properly
  - washing and drying hands
  - tidying up after themselves
  - talking positively about school.

### The first time s/he is left:

- Say: “Good bye, have a lovely day, see you later”, kiss him/her, smile and then go.
- DON'T WORRY! The staff are very used to helping young children settle.

Your child will be very tired at first. Children can become very irritable because they may be physically, mentally and emotionally exhausted. Please take this into account and make sure that they have plenty of rest!

If your child shows signs of distress or disturbance (e.g. refusal to come to school, bed-wetting or nightmares), do come and see us.

Please remember that your child's teacher is there to help.

## **BEGINNING AND END OF THE DAY**

### The beginning of the day:

The gates to the school and classroom doors are opened at 8.40am, when pupils are encouraged to go into class. All parents are required to leave the site once their child is in class.

At 8.50am, the school bell is rung, as a sign that the formal school day is starting and the gates across the school are then locked. Please ensure that your child is in class no later than 8:50am, as after this time they will be deemed '*late before registration has closed*'. If your child arrives after the gates are locked, access to the school should be via the Early Years building main entrance, where they will be signed in.

### The end of the day:

At the end of the day, the children will be dismissed from the classroom door at **3.15pm**; please stand well back so the teacher can see you. If someone other than yourself will be collecting your child, please ensure the teacher or office are informed beforehand. If we do not know, we will need to confirm pick-up arrangements with you by telephone. If you are going to be delayed, please let the office staff know. If you are later than 3.30pm, a member of staff will take your child to the main building reception area, where they will be supervised by the admin team until you arrive.

### Parking

If/When you drop off/collect your child from school by car, please as a matter of courtesy, be mindful that you do not block neighbours' driveways with your car or park on the double yellow lines.

## **GENERAL INFORMATION**

### Medication

We can administer medicines prescribed by a doctor, as well as child appropriate pain relief (e.g. Calpol) at your request. In both cases, consent forms are required and are held at both offices.

We ask that children with asthma leave a prescribed inhaler with their teacher, should it be needed at any time during the day.

### Tissues

We request that all children bring a box of tissues to school at the beginning of the year.

### Sunhats and sun cream

Please help us to protect the children during their time outside in the summer by providing them with a sunhat, which is clearly labelled with their name. Some children also have sensitive eyes to the sun, sometimes due to hay fever; we are happy for them to wear sunglasses to school but please make sure that these are plastic because of health and safety issues. Prescription sunglasses or reactive lens glasses are also acceptable.

With regard to sun cream, we ask that you apply a high factor sun cream to your child before they come to school and do not send creams or lotions in with them. If your child has a particular sensitivity to sunlight, please contact the office.

### Hair hygiene

It is extremely likely that your child will suffer from an infestation of head-lice at some point in their school life. It is the policy of the school to encourage parents to be responsible for the detection and treatment of head lice. We ask to be informed (in confidence) if you find that your child has head lice. The school will then send a generic flyer to all parents to raise

awareness. It is school policy for pupils with long hair (past the shoulder) to tie it up. This is for health and safety reasons.

### Parent helpers

Parents are encouraged to be involved with school life and we welcome parents support in the classroom on a regular basis with a variety of activities. They may work with small groups or individual children. All new parent helpers will be asked to complete an application form, attend safeguarding training and undertake a DBS check.

### Lost Property

On occasions, belongings (e.g. water bottles, school bags, clothing) are lost. When this happens, the school will make every effort to recover lost items. Lost property will be kept and shown to children. However, the school cannot reimburse money for such lost items, unless a member of staff carries responsibility for the loss.

PLEASE make sure that ALL clothes and other belongings are named, as it is highly unlikely that they will be found and returned without being named.

## **UNIFORM**

The school uniform for Reception children is as follows:

**CLOTHES** Grey pinafore/skirt or grey/black trousers/shorts or green and white check summer dress  
School sweatshirt or cardigan (green) – with or without school logo  
White polo shirt with a collar

**SHOES** Sturdy black school shoes or plain black trainers (no high heels or designer/coloured trainers).  
Flat, plain sturdy sandals are permitted in the summer months.

Sweatshirts and t-shirts with the logo are available from Thomas Moore, (Fore Street, Exeter) or online from My Clothing at <https://myclothing.com> .

PLEASE make sure that ALL clothes (and other belongings) are named.

### PE Kit in Reception

**Teachers/staff will inform parents/carers when a PE kit is required. This will not be necessary for reception pupils in the autumn term.**

PE kit includes:

- Black shorts
- White t-shirt (no collar)
- Trainers
- Track-suit or sweatshirt and jogging bottoms (any colour) for cooler weather.

It would help enormously if your child could dress and undress themselves for PE by the summer term of their Reception year, in preparation for Year 1.

### Washing Tips

From time to time the children may come home with paint or glue on their clothes. To remove PVA glue - soak in cold water to soften, gently rub to remove glue, rinse and then wash as usual. To remove paint - soak in warm water, rub in soap/Vanish – *do not use detergent* - rinse, repeat if necessary and then wash as usual.

### Jewellery and Nail Varnish

Jewellery, (including bracelets, necklaces, rings, etc) should not be worn in school. During PE, if studs are worn, they may be taped. This, again, is for health and safety reasons. Nail varnish is not permitted.

## **FOOD AND DRINK IN SCHOOL**

### Snack

In the Early Years setting, we run a 'café' style snack system, where snacks (fruit) and water are readily available throughout the day. Your child does not need to bring in any additional fruit but should bring a water bottle to school, which they can top up with water throughout the day; please do not send juice in this bottle. If you wish for your child to have milk, you will need to register online with a company called 'Cool Milk' (<https://www.coolmilk.com/parents>). School milk is free for children under the age of 5; if your child is 5+ years old, they are entitled to milk at a subsidised price of around £14 per term.

### School dinners/packed lunch

All children in Reception, Year 1 & Year 2 are entitled to universal free school meals. School lunches are cooked on site at Exwick Heights Primary School. They are excellent quality and conform to 'The School Food Standards'. The menu is planned over a three-week cycle, with the daily options of a main meal, vegetarian meal or jacket potato and salad bar. Information on any allergens contained in the meals is available on the menu sheet. All school lunches must be booked using the 'School Gateway' app.

If you choose to send your child into school with a packed lunch, please make sure that the lunch box or bag is named and contains NO tins or glass bottles. We would also appreciate it if you did not give your child peanut butter sandwiches or any other food containing nuts, as we have an increasing number of children in the school with severe nut allergies.

Please do not give your child too much food. S/he will bring home any left overs, so please adjust the amount accordingly. We encourage healthy



eating at school; consequently, we do not allow children to bring in fizzy drinks or sweets, including chocolate (- biscuit based bars are permitted e.g. Penguin, KitKat, etc.)

### Cooking activities

Across the Early Years setting, a contribution of £3 is requested each term, to go towards our cooking activities. This small contribution is greatly appreciated because it goes a long way to helping us fund the ingredients for cooking activities, which the children so enjoy.

## **ATTENDANCE**

It is important that children attend school regularly, so that they are able to benefit from the learning opportunities provided. If your child is sick or unable to attend school for any reason, please telephone the office each day of absence by 9:15am. For any absence of more than four days, medical evidence will be requested.

From September 2013 under directions from the government, the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. No holidays will be permitted during term time; please check the website for term dates. Leave of absence forms are available from the school office and should be submitted at least a month in advance.

Children with 100% attendance are recognised in a special assembly each term.

## **THE LEARNING PROCESS**

Early childhood is the optimum learning period. During this time, children begin to make sense of the world. They learn about those who are important to them. They learn to take part, and to contribute creatively, imaginatively, sensitively and reflectively.

Children learn best when they feel secure, confident and well motivated. They learn through physical activity and the use of play and language. Early learning is particularly effective when children are involved in planning their own activities. For development and progress to occur, children need to have a strong emotional wellbeing, and high levels of involvement. Therefore, there is a need to provide carefully structured, focussed learning opportunities within a calm, secure and stimulating indoor and outdoor environment.

There are seven broad areas of learning and development in the Early Years Foundation Stage (EYFS):

1. Communication and language
2. Physical development
3. Personal, social and emotional development
4. Literacy
5. Mathematics
6. Understanding the world
7. Expressive arts and design

The children experience a broad range of adult-led and child-initiated activities, both indoors and outdoors (as appropriate), including:

- role play e.g. dressing up
- sand play
- small world play e.g. farm, cars, dinosaurs, castles, pirates
- listening games and activities
- ICT e.g. computers, calculators and cameras
- games and puzzles
- mark making/writing
- water play
- maths activities
- music and sound making
- fine motor activities e.g. sewing and threading
- movement e.g. dancing, running, jumping, etc.
- exploration and investigation activities
- painting
- construction with bricks, joining sets and reclaimed materials
- reading/sharing books
- malleable materials e.g. playdough or clay
- using small and large equipment/apparatus for physical activities
- puppets

#### Special Educational Needs and Disability (SEND)

Identifying and assessing children with special educational needs or disability and then providing good provision for their educational development is a high priority at Exwick Heights. Other agencies (e.g. health, social services, speech & language, etc) may also become involved with advising and providing this provision.

The school's Inclusion Manager/SENDCo oversees the educational provision and works with the child, class teacher, parents and any relevant outside agencies.

Where it is recognised that there are learning or behavioural difficulties of a very concerning nature, a referral may be made to the Behavioural Support Team (BST) or to an Educational Psychologist (EP). This is always undertaken in consultation with parents.

## **BEHAVIOUR & DISCIPLINE**

### Discipline:

Our approach to discipline is positive and aims to be firm, fair and friendly. Praise, certificates, stickers and assemblies all help to reinforce this. Good manners and respect for others are seen as essential in building positive relationships within the school community.

### Behaviour:

- Children have a right to learn free from disruption and interruption from others. They have a responsibility to behave well in class.
- Teachers have a right to teach free from disruption and interruption. They have a responsibility to play their part in maintaining the school ethos, which promotes good behaviour and learning. To achieve this, it is essential that all staff are treated with respect by the children.

All the staff follow a comprehensive behaviour policy and there is a range of intervention programmes in place, which support behaviour across the school.

If a child's behaviour is not acceptable over a period of time, the class teacher will wish to see the parent to discuss the matter further. Most problems can be resolved in this way. However, if inappropriate behaviour persists, the Headteacher will talk to the child and, when necessary, to the parents. The child will be encouraged to apologise verbally or sometimes to write a letter. The school fully endorses a zero-tolerance approach to verbal or physical abuse of any nature.

A copy of our Behaviour Policy can be obtained by contacting the school office; it is also available on the school website.

## **HOME LEARNING**

Each week, the Early Years Foundation Stage learning blog is updated (on our school website: [www.exwickheights.devon.sch.uk](http://www.exwickheights.devon.sch.uk)), to help you to gain a fuller picture of your child's life at our school. You will also find home learning ideas and other useful information on the website

## **PROBLEMS**

If any concerns arise, teachers are happy to make an appointment with parents to discuss issues at a mutually convenient time after school. Our Assistant Headteacher, Deputy Headteacher and Headteacher will always meet with parents as a matter of urgency over serious issues.