



Robin (Foundation Stage 1/Nursery)

Parents' Information

Welcome to F1 at Walter Infant School

Welcome to Robin Class; we hope that this information booklet will provide all the information you need about our provision for 3 and 4 year olds at Walter Infant School and Nursery. If you need further information please check our website or contact the school office.



Walter Infant School

Murray Road, Wokingham, RG41 2TA.

Tel: 0118 978 0825

www.walter.wokingham.sch.uk

admin@walter.wokingham.sch.uk

Headteacher: Mrs Judy Wheeler

INTRODUCTION

Welcome to Robin! We hope that your child will enjoy their time with us. The information in this booklet will hopefully help you and your child get the most out of their time in F/Nursery. We would like you to keep this booklet for reference throughout the year. If you have any further questions, please do not hesitate to contact the school office.

Mrs Jessica Bennette
Foundation Leader

Classroom Organisation





We have varied provision for our Robin children: some children come to school every morning from 8:30 am to 11:30 am 5 days a week; that is 15 hour provision in our morning class.

Some children come to school every afternoon from 12: 30 pm to 3:30 pm 5 days a week; that is 15 hour provision in our afternoon class.

Either class can also attend for lunch in our lunch club to extend their provision to 4 hours a day. This is for an additional cost of £5.50 per day; they must bring their own packed lunch.

Some children have provision for 30 hours; an eligibility code from HMRC must be provided for authorisation. 30 hours children attend from 8:30 am to 2:30 pm and need to bring a packed lunch to school. It is possible for children to attend from 8:30 am to 3:30 pm at an additional cost of £5.50 a day; they will need to come to school with a packed lunch.

We have three members of staff in Robin:

	 Robin	
Miss S Potter  Teacher	Mrs J Macleod  Early Years Practitioner	Mrs C Lloyd  Learning Support Assistant

THE SCHOOL DAY



Start of the Sessions: 8.30am and 12:30 pm

School doors open at 8.30am and are promptly closed at 8.45am. Please ensure your child arrives **before** the doors are closed so that they can be in the classroom ready for registration, which takes place at 8.45am. If you arrive late and the door is closed you will need to press the Nursery buzzer and a member of staff will open the gate. Please make sure your child is safely in the building before you leave the premises.

The teacher or learning support assistant will be present on the door every morning and will be happy to take messages that need to be passed on. It is helpful that any important information or messages are passed on in written note form.

End of the sessions: 11:30 am and 3.30pm

We will only release the children into the care of responsible adults that routinely collect the children. We will not release the children to older siblings, unless they are an adult. If there are changes to the usual adult please contact the office before the end of the school day and the class teacher will be informed. Please do not try to collect other people's children for them if their parent or carer is running late. Please do not be offended if we refuse to hand over a child that does not belong to you. Please understand that we have a duty of care to look after the children and procedures to follow. Please leave the playground promptly after collecting your child.

ABSENCES

If your child is unwell please call the school as soon as possible; you can leave a message and tell us why your child is absent.

Please let your class teacher or the office know if your child needs to attend a medical appointment.

Forms to apply for leave are located outside the school office.

THINGS TO BRING TO SCHOOL

School Uniform

The children are expected to come to school in their school uniform. This is to help them feel part of a community and to keep the children looking smart and ready to learn. Our school uniform is as follows:

- Jogging bottoms, shorts or leggings
- Navy/white/blue polo shirt
- Walter Infant School Jumper/Cardigan
- Trainers – no need for school shoes for another year but no open toe shoes/sandals.

- A coat with a hood
- Wellies: it is useful if we can have a spare pair at school as we do like to go out in all weathers!



If you would like to order any of the school uniform please visit the following website. The website contains an up-to-date price list and is sorted by year groups for easy ordering:

<http://walter.gooddies.co.uk/>

Please ensure that **ALL** clothing is named to minimise a risk of loss, including trainers

It would be really useful if your child has a spare set of clothes in school, which can be in a bag left on their peg.

Food and Drink

Water

The children need to bring in a **named** water bottle, which stays in their classroom which they can access throughout the day. **Filled with water only please.**

Snacks

We provide a piece of fruit or a vegetable for every child daily. Please do not send in own snacks.

Milk

Every child is entitled to a free carton of milk until they turn 5. Please register for your child to receive milk.

registration@coolmilk.com

www.coolmilk.com or call 0844 854 2913

Alternatively, please contact the school office for a 'Cool Milk' form.



Allergies/Dietary Requirements

It is very important for us to know about any allergies or food intolerances when your child starts school. We are a no nuts school; Please do not bring anything to school containing nuts. If you have any concerns please speak with your class teacher.

Our Learning Environment

Our children learn inside and outside the classroom in our wonderful classroom and garden; 80% of their time is child initiated and 20% is adult led. We work hard to get the balance right and we plan every activity and learning opportunity to meet the children's learning needs. They also have access to continuous provision where they meet their own learning needs in every element of the Early Years Curriculum. The children will learn from real life experiences or excellent quality fiction and non-fiction texts.



The Outside Environment





Parent Partnerships

We will offer every family a home visit before a child starts in Robin with us; this is so that we will see our new children where they feel most relaxed and give parents and carers the opportunity to ask questions, share information and talk about behaviours and preferences. We understand that the children's families are the experts about their children and we want to be well-prepared when the child starts school so that we can make the transition as smooth as possible.

We have a 'Open Door Policy' at Walter Infant School and Nursery and staff members in Robin are available at the beginning or end of the session. If you need a longer appointment you will be able to organise it directly with the teacher or with the admin teams.

We would like to work in partnership with you to make sure that we give your child the best start to their education. We are available to speak with at drop off or pick up times. Please come and talk to us about your child, let us know if there is anything we should know or if anything changes. Throughout the year there will be times to meet more formally at parent consultations and also times to come in and play with your child.

HEALTH AND WELL-BEING



Most of our staff team are qualified paediatric first aiders; we will administer first aid if your child needs it during the school day. You will be informed if your child has an accident such as a cut or a graze via our first aid reporting system.

If your child receives a bump to the head, you will be contacted by telephone, as it is our policy to inform parents because of the risk of concussion or compression.

It is imperative that your contact details are kept up to date.

If a child has an accident that we suspect could be a broken limb, the parent is informed immediately. If necessary we will call an ambulance and inform you of its destination.

Illness

Childhood illnesses are common; if your child has sickness or diarrhoea please keep them away from school for 48 hours after their last episode. If you have a concern about whether your child should be in school, please telephone the office and we will be able to advise you.

Phonics in Foundation Stage

In the Foundation Stage we provide an environment designed to develop the language, listening and literacy skills needed to enable your child to become a confident communicator. An integral part of this provision is a daily phonics session. The sessions last for approximately ten minutes in F1 and fifteen minutes in F2 and all children take part in activities tailored to their stage of development.

Phase 1: our children are taught to listen for sounds around them; environmental sounds, music, body percussion such as clapping etc. We have a bank of 20 core rhymes that we share with all our families so that they can learn alongside. Phase 1 phonics also encourages the children to explore language: listening for sounds in words, alliteration, rhythm and rhyme and to learn a variety of different ways of making sounds. There is a strong focus on listening skills so children in Foundation learn a range of songs and rhymes relating to our topics, such as Christmas songs as an enjoyable means to develop their auditory memory.

Phase 2: We introduce individual sounds (phonemes) alongside Common Exception Words (such as I, the, to, no) in the order set out in the Letters and Sounds scheme. This promotes "phonemic awareness" (the point at which children realise that you can take a word apart and put it back together again (eg /d/o/g/ = dog). Common Exception Words are those words which are needed for early reading and writing but which follow phonic rules that have not yet been taught.

Once children can hear, say and remember a range of phonemes (s,a,t,p,i,n,m,d) they can begin to blend them to read simple words and segment words into sounds in order to spell them. **It is very important when teaching the articulation of phonemes that the sound is pure (ss not suh and mm not muh) to enable blending.** Following on from the teaching of single letter phonemes, we introduce a range of digraphs and trigraphs (2 or 3 letters making one sound that cannot be broken down into smaller sounds: eg ch,th,sh,ng,ai,ee,igh,oa,oo). This ensures that children are equipped with at least one possible spelling for all of the sounds we use in English.

The emphasis is on phonic sessions which are quick, engaging and fun. We use an online resource called Phonics Play, which includes phonic games to help children read and distinguish between real and nonsense words as well as consolidating a range of other skills. A free version of Phonics Play is available to access at home (www.phonicsplay.co.uk)



We will present a session on **How We Teach Phonics in the Foundation Stage** in the autumn term. This is aimed at helping parents and carers to support their children at home.

The Early Years Pupil Premium

From April 2015, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed forms so that we as a provider can claim the extra funding.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early education. This additional money could make a significant difference to us.

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school-age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

Eligibility criteria—If you feel the following criteria applies to you please let the school office know; we will be able to support you with your application.

If you are in receipt of – the Guarantee element of State Pension; or Income Support; or Income based Jobseekers Allowance; or Child Tax Credit (but not entitled to Working Tax Credit) and annual taxable income does not exceed £16,190; or income based employment and support allowance; or support under part IV of the Immigration and Asylum Act 1999 you may qualify.

If you have any questions please contact the school office (or your class teacher).

Walter Infant School

Safeguarding Policy & Procedures

We are committed to safeguarding children and have a duty to refer any suspected cases of neglect or harm to the appropriate agencies.

The Role of the Designated Person for Safeguarding

- Listen and act when adults report concerns
- To make referrals to Social Care if necessary
- Ensure confidential records are kept
- Attend case conferences and provide reports
- Ensure all staff are aware of school's Safeguarding Policy and procedures
- Ensure unexplained absences are referred to the Education Welfare Officer
- Keep themselves up to date with knowledge to enable them to fulfil their role and attend training every two years
- Provide an anonymised report to the Governors once a term
- Notify Social Care when a child is privately fostered
- Ensure that any concerns about a pupil who leaves the school are forwarded to the next school.

The Safeguarding Children Team at Walter Infant School

Designated Person for Safeguarding is the Head Teacher, Judy Wheeler 0118 978 0825. Deputy Designated Person for Safeguarding is the Deputy Head Teacher, Fiona Prickett. The Inclusion Manager is Lucy Ambler.

Your Safeguarding Children Team also links with the Nominated Governor for Safeguarding who is Gordan Waterson

The welfare of the child is our paramount concern. If you are concerned, report your concerns to the Designated Person for Safeguarding — Judy Wheeler or Chair of Governors – Ghislene Lokuciewski 0118 978 0825

For a copy of our full Safeguarding Policy please go to www.walter.wokingham.sch.uk or ask at the School Office

Term Dates 2019-2020

Spring Term 2019

Start of Term	Thursday 3 rd January
Half Term	18 th to 22 nd February
End of Term	Thursday 4 th April – finishing 1 hour early
Inset Day –School Closed	Friday 5 th April

Summer Term 2019

Start of Term	Tuesday 23 rd April
Bank Holiday – School Closed	Monday 6 th May
Half Term	27 th May to 31 st May
End of Term	Friday 19 th July – finishing 1 hour early
Inset Days –School Closed	Monday 22 nd and Tuesday 23 rd July

Autumn Term 2019

Inset Day – School Closed	Tuesday 3 rd September
Start of Term Wednesday	4 th September
Half Term	28 th October to 1 st November
Inset Day – School Closed	Monday 4 th November
End of Term	Friday 20 th December – finishing 1 hour early

Spring Term 2020

Start of Term	Monday 6 th January
Half Term	17 th to 21 st February
End of Term	Thursday 2 nd April – finishing 1 hour early
Inset Day –School Closed	Friday 3 rd April

Summer Term 2020

Start of Term	Monday 20 th April
Bank Holiday – School Closed	Friday 8 th May
Half Term	25 th May to 29 th May
End of Term	Friday 17 th July – finishing 1 hour early
Inset Day –School Closed	Monday 20 th and Tuesday 21 st