

# **GODOLPHIN PREP**



## **FOUNDATION STAGE PARENTS' HANDBOOK**

**ACADEMIC YEAR  
2018-2019**

## **THE FOUNDATION STAGE DEPARTMENT**

The Foundation Stage comprises the Nursery class and the Reception class. Within the department the girls are welcomed into a caring and supportive environment where they will feel safe, secure, valued and happy. They are given opportunities to play and work separately with girls in their own age group and as a unit where the Nursery and Reception function as one entity. This usually takes place more frequently in the afternoons.

The Nursery girls will be based downstairs in a large classroom, which can easily be divided into two separate rooms. Stimulating and lively displays of the girls' work add to the vibrant atmosphere that encourages the girls' natural desires to explore experiment, play and learn. It has its own cloakroom facilities and its own fenced, soft surfaced playground and garden area where a variety of play apparatus is provided. The teachers and Foundation Stage assistants develop the learning experiences using a variety of different methods.

This year Reception share a form room upstairs with Year 1. They will spend part of their day upstairs accessing more structured learning activities and some of their day downstairs having opportunities to play and learn through less structured activities.

Reception girls attend school full time from 8.00am to 4.00pm.

Nursery girls may attend for the whole day or for part of the day.

The 15 hours' free entitlement to nursery education can be accessed between 8.00am and 1.00pm each day, there will be a separate charge of £4 for meals and snacks.

The 30 hours' free entitlement to nursery education can be accessed between 8.00am and 2.00pm each day, there will be a separate charge of £4 for meals and snacks. All other hours outside funded sessions will be charged at £7 per hour including after school care until 5.40pm.

### **Collection Times**

Nursery girls attending for 15 hours' free entitlement should be collected at **1.00pm**, unless staying at nursery for further non funded hours.

Nursery girls attending for 30 hours' free entitlement should be collected at **2.00pm**, unless staying at nursery for further non funded hours.

Nursery and Reception girls staying for the whole day should be collected at **4.00pm** unless they are staying to after school care.

After school care is available until **5.40pm** when all girls should have been collected.

If your daughter is being collected by someone else on your behalf, please inform us in advance by email, this includes other parents. Photo ID will be required if someone is collecting your daughter for the first time and therefore is unknown to staff.

Wherever possible we would prefer the Nursery girls to attend at least 3 sessions a week: either as 3 mornings or 1 whole day and a morning. This enables the girls to settle more quickly and feel more involved and assured as members of their class.



## The School Day

The school hours are from 8.00am – 4.00pm. Nursery and Reception girls may be brought to the Nursery after 8.00am.

The morning usually starts with a period of play when the girls choose from a range of activities; e.g. construction toys, small world play, drawing, play dough, painting etc. This allows the staff to greet and talk to each girl as they enter and it gives the girls opportunities to socialise with their peers. Parents may use this time to pass on any brief messages.

Girls tidy the classroom before using the cloakroom and the register is taken. Time is taken to talk about the day ahead.

The morning is usually a mixture of adult directed activities and child initiated activities. Literacy and mathematics are given prominence during the morning, especially for the Reception class.

During the morning the girls are given a drink of water or milk, with a piece of fruit on most days of the week with a biscuit on Wednesdays. They also enjoy playtime outside. A variety of equipment is provided on different days to encourage a range of physical skills, imagination and interaction during outside play.

At 11.40am Girls tidy the classroom and get themselves ready for lunch. They then walk up to the dining hall at the Senior School with the Early Years Foundation Stage staff. The girls sit together around a table with EYFS staff who serve the girls their lunch. Lunch menus are sent home and staff always welcome suggestions from parents about what their daughter might enjoy.

After lunch the girls return to their playground or to the classroom if the weather is inclement.

At 12.55pm girls come in from the playground to prepare for registration and the afternoon's activities; usually creative and physical activities are given more prominence during the afternoon.

The school day ends at 4.00pm. We ask you to wait by the Nursery gate until the girls are packed up and ready to go.

### **After School Club**

After school care is provided each afternoon from 4.00 to 5.40pm. At 4pm girls tidy the classroom to prepare for tea. They are then joined by Forms 1 and 2. Parents may collect their children at 4.00pm. (Again please wait by the nursery gate until your daughter is ready.)

Tea is provided for girls who remain in school beyond 4.00pm. Tea consists of a variety of different food e.g. bread rolls, cheese, humous, carrots, cucumber, fruit, yoghurt or cake. There is a charge of £7 for reception girls who remain in school beyond 4.00pm.

We ask parents not to collect their daughters during tea 4.10 – 4.40pm because this becomes very disruptive for other girls eating. Parents are able to collect their daughters from 4.40pm onwards as they wish. Please come into the nursery to collect at this time of the afternoon.

### **Late Collection**

In the case of an accident or an emergency, any girls not collected by 5.40pm will remain in the care of the senior teacher on duty. The senior teacher will attempt to contact parents or other carers listed as an emergency contact.

**At 6.00pm, if the senior teacher has not managed to make any contact, the Head and then the Police will be informed.** If the situation is not resolved, the girl will be taken to Walters Boarding House in The Godolphin School, where she will be cared for by the boarding house staff.

### **Inclusion**

All girls and their families are valued within our school. We value the diversity of individuals within the school and do not discriminate because of differences. All girls are treated fairly regardless of race, religion or stage of learning. We do not group girls based on notions of fixed ability. We teach our girls that practice and effort lead to learning and improvement.

We give our girls every opportunity to achieve their best by taking account of their range of life experiences when planning for their learning. Planning for girls with additional needs is in line with the Special Educational Needs & Disability policy.

### **The Curriculum**

The Foundation Stage curriculum is based on National Guidelines that offer a broad and balanced curriculum.

The Foundation Stage consists of seven main areas of learning: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding of the World; Expressive Arts and Design.

### **Personal, Social and Emotional Development**

From the moment the girls enter the Nursery their personal, social and emotional development is of prime importance. Children have basic human needs for affection, warmth and tenderness, for safety, clarity and continuity, for recognition, to feel competent and to feel that they are a 'good' person in the ethical and moral sense. If children are valued, are positive about their environment and are confident to try new tasks, the basis for sound learning is created.



The girls are encouraged to work and play harmoniously alongside and with each other, developing good relationships. They are taught to show sensitivity to the feelings of others and respect for all living things.

### **Physical Development**

Young children grow rapidly; they develop confidence and control of the way they move and the way they handle tools and equipment. The girls are given opportunities to develop and practise their gross motor skills, physical control and co-ordination. They increase their understanding of how their bodies work through the use of a large variety of apparatus both indoors and outdoors. They have daily outdoor play sessions, plus a PE and swimming lesson each week. There are also opportunities to take part in weekly ballet classes. A positive attitude to a healthy and active way of life is encouraged by example and teaching.

Fine motor skills are developed through working with malleable materials, such as play dough and clay, and by handling tools such as paintbrushes, scissors, crayons, modelling tools etc. Many games and activities such as cooking, bead threading, peg pattern making, board games etc. also help to develop fine motor skills and hand eye co-ordination.

### **Communication and Language**

Girls are given opportunities to talk and communicate in an ever widening range of situations, to respond to adults and to each other, to extend their vocabulary and to listen carefully. They will work in small groups, as a class, as a unit and on a one to one basis. They are encouraged to express themselves effectively, showing awareness of the listener's needs.

There will be opportunities to share and enjoy a wide range of stories, rhymes, poems and songs each day. Girls are encouraged to participate in role play activities either with or without props.



### **Literacy**

They learn to handle books carefully, understanding how they are organised. Within the course of a school year they will experience a rich variety of books and written materials. They are taught how to blend sounds together to read words and segment words into sounds to spell. They take home a book bag each afternoon with either a reading book or sounds to learn. Their reading and writing skills develop and the gradual move from supported work to

independent work is a joy to witness.

### **Mathematics**

Opportunities are provided for the girls to develop their understanding of number, measurement, pattern, shape and space by providing a broad range of contexts in which they explore, enjoy, learn and talk about them. There is a strong focus on practical activities to develop an understanding of mathematical language.

Rhymes, songs, stories and counting games are used in many activities. The girls learn to count and use numbers as a natural part of daily tasks. Mathematical concepts are very much linked to everyday tasks, such as serving drinks at break time.

### **Understanding of the World**

Opportunities are provided for the girls to solve problems, make decisions, experiment, predict, plan and question in a variety of contexts. They are encouraged to explore and find out about their environment. They use a range of resources to find out about the people and places which have significance in their lives.

This area of learning forms the foundation of later work in Science, History, Geography, and Computing. The girls are given opportunities to talk about their experiences and observations, to make comparisons and to record their ideas and findings in a variety of different ways.



### **Expressive Arts and Design**

In this area of learning the girls have a lesson each week taught by a qualified music teacher. They also have many opportunities to sing, enjoy rhythm and use sounds and movement to enhance poems and stories within the classroom. Music and Movement sessions as well as classroom activities provide opportunities for role play.

In Art and Design Technology sessions the girls explore colour, texture, form and space in two and three dimensions. The girls are encouraged to be imaginative and creative in all their work. All of their efforts are valued and act as indicators of their continuing development.

### **Ballet**

Ballet classes take place on a Tuesday morning. The classes are taught by a qualified dance teacher. There is a termly charge which is calculated at £3.85 per session.

### **Swimming**

Swimming takes place on a Monday afternoon for Nursery and Reception girls and is open to all the girls. Swimming classes are taught by a specialised swimming coach. We reserve the right with the very young girls to delay swimming sessions until the girls have settled and gained in confidence.

### **Partnership with parents**

We believe that a strong partnership between the school and parents has a positive impact on the girls' learning. We will keep you informed about what is happening in school and about your daughter's development in a variety of different ways. You will receive a written report at least once each term. You will also be invited to Parent/Teacher consultation evenings each term. You are always welcome to book further appointments if you have any concerns or queries. Parents are welcome to see their child's development records, e.g. the EYFS profile. However, written requests must be made for access to any personal files. (The school will take account of data protection rules when disclosing records that refer to third parties).

You will receive a termly overview of aspects of the curriculum to be taught. You will also receive a weekly bulletin giving more specific details about what has been taught. Each girl has a Reading Record Book which also acts as a home /school liaison diary in which you will be asked to record details or anecdotes about your daughter's interests, likes, dislikes etc. Each girl also has an online learning journal using Tapestry educational software. The learning journal is password protected on a secure site. It will provide you with photographs, videos and observations about your daughter's experiences at school. It will also give you opportunities to add your own comments and observations.

### **Absences**

You are asked to ring school to advise us when your daughter is unable to attend for any reason.

### **Accidents**

Occasionally children have accidents in school. Grazes and scraped knees are washed and covered with a plaster, if necessary, either by the teacher, classroom assistants or lunchtime supervisor. A record of the accident will be kept and you will be asked to sign our accident book at home time. Any knock or bump to the head is treated with great caution; the child is given a sticker to wear indicating they have a bumped head so all

staff are aware. You will also be informed so that you too can keep a watchful eye. In the event of any doubt about any accident we will always seek the advice of a member of the medical team on duty in the Medical Centre at the senior school. This would be recorded in the Prep School Accident Log and you would receive a phone call to notify you. Mrs Southgate, Mrs Watters and Miss Walker all have a current paediatric first aid certificate.

**Should there ever be any doubt about your daughter's safety or well-being you will be contacted immediately.**

### **Assemblies**

The Friday assembly is a Parents' Assembly, which you are always welcome to attend. The Reception girls attend these assemblies and usually so do the Nursery girls. They love to see older sisters and friends performing in assemblies and being part of the celebrations when achievement certificates and Community Spirit stickers are presented.

Consideration is, however, given to age and some of the youngest girls may initially remain in the classroom with a member of staff and gradually be introduced to the whole school assembly.

### **Food, drinks and sweets**

Girls are not allowed to have food, drinks or sweets in school. In special cases, e.g. food allergies we would discuss such matters with you and make specific arrangements for individuals. Drinking water is available throughout the day. Lunch menus will be sent home at the beginning of each term. Girls do enjoy bringing in a cake to share with the class on their birthday or other celebrations, and this is perfectly acceptable. The teacher will store the cake until an appropriate time in the day for a celebration.

### **House System**

The school has a house system consisting of three houses: Douglas, Hamilton and Methuen. On starting school each girl becomes a member of a given house and throughout her time at the school works to achieve success and points for her house. Girls in Reception are given yellow, red or blue badges as appropriate to wear on their uniform.

### **Medicines**

Wherever possible we ask that you do not bring any medicines into school. Where this is unavoidable please hand the medicine to the class teacher or the school secretary. You will be asked to fill in and sign a slip giving your permission for each and every medicine to be administered, stating the correct dosage and any other relevant details. Any prescription medication must be in the original packaging and be labelled with your daughter's name and the correct dosage as prescribed by a health professional. If possible, the medicine will be administered by the nurse at the Medical Centre. It will be your responsibility to ensure that any remaining medicine is collected at the end of the day. All parents are requested to sign a permission letter allowing paracetamol to be given if thought necessary by the sister on duty at the school health centre. You would always be informed by telephone if your daughter was given paracetamol.

If your daughter should become ill during the school day, you will be notified by telephone as soon as possible, so that arrangements can be made for her collection.

For cases of diarrhoea or sickness, please allow 48 hours from the last occurrence before allowing your daughter to return to school.

### **Parking**

Please do not park in the school grounds at any time and do not drive through the entrance to drop girls off.

### **Photography and digital images**

We request that you do not take any photographs or digital images of the girls, and no images should be shared on social media. If you would like a photograph of your daughter, for example being awarded a certificate in assembly, please speak to a member of EYFS staff who will help make this possible.

Staff may only use school devices to take photographs of the girls.

### **Policies**

The school has many policies, copies of which are available to parents on request. Many policies can be found on the school website.

### **Questions, concerns and complaints**

Godolphin Prep School has an open door policy and you are always welcome into school to discuss matters concerning your daughter. Within the Foundation Stage Department parents regularly see the teacher as they drop off or pick up their daughters. Brief queries or concerns can be mentioned at these times. Should you require a longer discussion please make an appointment with the teacher so that time can be set aside when the girls are not present and issues can be discussed in private. It is very important that little concerns do not grow into larger issues so please do not hesitate to ask about any queries you may have. Similarly, please do ask if you feel you need further clarification about any aspect of your daughter's education or care.

It is clearly understood that parents of EYFS children have the right to contact the Independent Schools Inspectorate (ISI, First Floor, Cap House, 9 – 12 Long Lane, London, EC1A, telephone: 0207 6000 100) after talking to staff, if they feel that they have not received a satisfactory response to their complaint. Parents may prefer to contact OFSTED on 0300 1234666.

### **Rules**

At the start of each term the children and staff discuss and agree classroom rules which are displayed in the classrooms.

### **Staffing**

The legal requirement is:

- In a Reception class 1 qualified teacher to 30 children.
- In the Nursery the ratio is 1:8 with a person with at least a level 3 qualification or 1:13 with a qualified teacher

At Godolphin Prep we always ensure we have more than the legal requirement of adults in the Foundation Stage. The Foundation Stage is led by Mrs Elain Southgate, a qualified teacher with Mrs Elaine Watters, a qualified NNEB working with the younger girls. Miss Ames, our GAP student, is also available to support Mrs Watters whenever the need arises. Mrs Watters is the key Worker for the Nursery girls and Mrs Southgate is the key worker for the Reception girls.

## **Toys**

We understand that a favourite toy or snugly can be very important to some of the younger girls and we are happy for them to bring them to school. We ask you to limit it to one item, preferably small enough to fit into their reading folder or blazer/coat pocket.

## **Uniform**

Please see uniform list for details. **All uniform must be named!**

Please remove any old name tags from items bought from the School Shop and replace them with your daughter's name tag.

## SCHOOL UNIFORM

### NURSERY ONLY

Our school uniform supplier is Perry Uniform and all items are ordered on-line via their website: [www.perryuniform.co.uk](http://www.perryuniform.co.uk)

**Winter Uniform:** This is usually worn from the second half of the Autumn Term and throughout the Spring Term. Girls who are new to the school may wear winter uniform from the beginning of the Autumn Term, should they so wish, in order to save on costs.

- Skirt pleated all round (navy) (Purchased from Perry Uniform)
- Polo shirt (white) (can be sourced anywhere)
- Pinny (available from the school at a cost of £23 each – this will be added to the school bill)
- Socks or tights (navy) (can be sourced anywhere)
- Shoes (black or navy) (can be sourced anywhere)
- Navy coat (Can be sourced anywhere)
- Fleece Hat (Purchased from Perry Uniform)
- Godolphin Scarf (Purchased from Perry Uniform)
- Fleece gloves (Purchased from Perry Uniform)

**Summer Uniform:** This is usually worn from the beginning of the Summer Term until the half term holiday at the end of October, weather permitting.

- School dress (Purchased from Perry Uniform)
- Jumper or cardigan (navy) (Purchased from Perry Uniform)
- Pinny (available from the school at a cost of £23 each – this will be added to the school bill)
- Shoes (black or navy) (can be sourced anywhere)
- White ankle socks (can be sourced anywhere)
  
- **Plain** navy or red hair bands, scrunchies or ribbons may be worn (can be sourced anywhere)
- Hair slides should be red, navy or brown (can be sourced anywhere)

### PE/Swimming kit

- White t shirt (can be sourced anywhere)
- Navy shorts (can be sourced anywhere)
- Jogging suit or similar (can be sourced anywhere)
- Plimsolls (can be sourced anywhere)
- Swimming towel (can be sourced anywhere)
- Swimming costume (can be sourced anywhere)
- Swimming hat (can be sourced anywhere)
- Goggles (can be sourced anywhere)
- Large drawstring bag for PE kit (can be sourced anywhere)
- Swimming bag – clearly named (can be sourced anywhere)

**Nursery girls are not required to wear the school blazer and straw boater**

**Appendix 1**  
**GODOLPHIN PREP**

**EYFS SUPERVISION THROUGHOUT THE DAY**

8am: girls may be brought into the Nursery by their parents/carers where they will be greeted by the EYFS staff, Elain Southgate (QTS) and Elaine Watters (NNEB).

8.25am: girls are registered on SchoolBase, and checked at 8.25am, or as soon as girls arrive.

8.25- 9.50am: teaching and learning activities led by the EYFS staff.

9.50am: girls prepare and have break followed by a period of outdoor play and learning supervised by EYFS staff.

10.20 - 11.40am: outdoor or indoor provision supervised by EYFS staff.

11.40 - 12.25pm: girls prepare for lunch and walk up to the dining room accompanied by the EYFS staff who supervise the lunch meal assisted by midday meal supervisors.

12.25 - 12.55pm: girls play outdoors or indoors supervised by midday meal supervisors with at least one EYFS staff in the classroom if needed.

1- 4.00pm: a mixture of indoor and outdoor learning supervised by the EYFS staff.

4.00pm: some girls are collected by their parents/carers others remain supervised by EYFS staff.

4.00 - 5.40: a member of staff, either EYFS staff or a member of teaching staff are on duty to supervise tea and after school care with a paediatric first aider always present in the building until all EYFS girls have left the premises.