

June 2009

Dear Parents / Carers,

We hope that this handbook will provide you with useful information on the daily routines within the Early Years Foundation Stage at Burgess Hill School.

Our happy and successful school relies on a strong partnership between home and school. We value parental support and encourage close liaison in all areas.

We pride ourselves on achieving, not only high academic standards, but also high standards in Sport and in the creative subjects – Music, Art and Drama.

One of our highest priorities is to ensure that children develop self-confidence and that they have good self-esteem. Please take time to read the school's Aims and Ethos overleaf.

Please do not hesitate to contact us if you have any queries about any of the information in this booklet. The first point of contact will normally be your child's form teacher/supervisor. Please be assured that the Nursery Manager and I are available should you wish to see us.

We look forward to a very happy partnership with you.

Yours sincerely,

Fenneke Fulleylove

(Head of Junior School)

BURGESS HILL SCHOOL

Early Years Foundation Stage

AIMS

- to create a safe, stimulating and exciting environment in which the children can reach their full potential, with regard to each child's developmental stage.
- to present a full, rich and varied curriculum within the Early Years Foundation Stage for the children in our care.
- to provide equal opportunities for all regardless of race, religion, culture, gender or age, in an environment where there is not stereotyping and where all members of our Early Years community are tolerant of the views of others.
- to encourage the children to become independent, caring and considerate individuals with an awareness of others.
- to help build the self esteem and confidence of each child physically, emotionally, socially, intellectually and culturally.
- to instill a sense of fun and enjoyment to learning.

SCHOOL HOURS

8.00 Breakfast Club is available if required. Ideally, please ring to book.

8.25/8.30 Parents deliver children straight to their classrooms at 8.25am (Reception) and 8.30am (Nursery).

The Nursery offers a variety of options for half-day or full-day provision. Morning sessions operate from 8.30am-12.00 noon. Afternoon sessions operate from 12.00 noon to 3.30pm. Full day sessions operate from 8.30am to 3.30pm including a cooked lunch.

Reception pupils are in School from 8.25am to 3.30pm.

8.30am Registration. Activities commence for Nursery.

8.40am Assembly is held on most days when Reception joins KS1/2 classes.

9.00am Activities commence for Reception.

10.10-10.30am Mid Morning Break for Reception.

Nursery children will be given a mid morning snack and then go out to play on a staggered rota.

11.45am Nursery children staying for a full day go to lunch in the School Dining Room.

12.00 noon Reception children go to lunch in the School Dining Room.

Nursery children leave after the Morning Session.
Nursery children arrive who are attending the Afternoon Session.

1.30pm Afternoon registration for Reception.

3.30pm Afternoon school ends – After School Club available until 6 pm.

EARLY YEARS FOUNDATION STAGE STAFF

Mrs. Aughwane	Headmistress
Miss Fulleylove	Head of Junior School
Mrs. Pearson	Deputy Head, Junior School
Mrs. Suzanne Arnold	Nursery Manager

Class name

Hedgehogs
Badgers
Squirrels

Mrs. Hickman
Mrs. Robinson
Miss Lomberg

Supervisor
Supervisor
Supervisor

Penguins

Miss Seager

Class Teacher (Key Person)

Nursery Assistants

Mrs. Carpenter
Mrs. Cooper
Mrs. Davis
Mrs. Filce
Mrs. Gowlett
Mrs. Hollebon
Mrs. Lea-White
Mrs. Osborne
Mrs. Price
Mrs. Thornton

Teaching Assistants

Mrs. Adams
Mrs. Male
Mrs. Emmins
Mrs. Wood
Mrs. Siddaway

Music

Mrs. Haslam

Reception Music

PE

Miss Petty

Reception PE Coordinator

SENCO

Mrs. Walkinton

Junior School Secretary
Nursery Secretary

Mrs. Hollis
Mrs. Thornton

ICT Support

Mrs. Jackson

Breakfast /After School Club
Supervisor

Miss Lomberg

JUNIOR SCHOOL STAFF 2009-10

		Mrs. Aughwane Miss Fulleylove	Headmistress Head of Junior School
<u>Class name</u>			
Penguins	Little Oaks	Miss Seager	
1 PA	Little Oaks	Mrs. Azhar	KS 1 Coordinator
1 GR	Little Oaks	Mrs. Riddle	
2 AS	Little Oaks	Mrs. Solomon	
2 TP	Little Oaks	Mrs. Pearson	Deputy Head, Junior School
3 BC	Oaks Room 16	Mrs. Cameron	Science Coordinator
3 LN	Oaks Room 17	Miss North	
4 OB	Oaks Room 21	Mrs. O'Brien	
4 SC	Oaks Room 18	Mrs. Collins	
5 CA	Oaks Room 15	Miss Armitage	
5 PM	Oaks Room 20	Mrs. Martin	Art Coordinator
6 HC	Oakdene Room 8	Miss Collins	Maths Coordinator
6 JS	Oakdene Room 9	Mrs. Smith	English Coordinator
6 LW	Oakdene Room 2	Miss Warner	ICT Coordinator
Music		Mrs. Playford Mrs. Haslam	Music Coordinator Infant Music
PE		Miss Petty + Senior School staff	PE Coordinator
SENCO		Mrs. Walkinton	
Teaching Assistants		Mrs. Adams, Mrs. Male, Mrs. Emmins, Mrs. Wood, Mrs. Siddaway	
Junior School Secretary		Mrs. Hollis	
ICT Support		Mrs. Jackson	
After School Club (Year 3 to 6) & Dining Room Supervisor			Mrs. Wickens
After School Club (Infants & Nursery)			Miss Lomberg

Senior School staff who also teach in the Junior School on a regular basis:

Miss Clapp	PE	Mrs. Condie	French
Mrs. Tapping	PE	Mrs. Redford	ICT
Mrs. Spybey	PE		
Mrs. Butterworth	PE		

ABSENCES (Reception Class)

Children must bring written notification for leave of absence. Holidays taken during term time will be recorded as "Unauthorised" unless there are exceptional circumstances.

In the event of illness parents must telephone the school as early as possible, but by 9am at the latest, on the first day of any absence and pupils **must bring a short note to the form teacher** on returning to school.

ACCIDENT/ILLNESS IN SCHOOL

The School Nurse is a fully qualified nursing sister. She will deal with any medical issues/accidents during the school day as appropriate. The School Nurse, the Head or Nursery Manager will take the decision about necessary action in the event of an accident. You will be contacted when appropriate.

Parents should let school know of any chronic illness such as asthma when their child starts school.

Parents/carers must notify school of any contagious diseases e.g.

- Chicken pox
- German measles
- Measles
- Impetigo
- Ringworm
- Headlice
- Diarrhoea/sickness

If your child has been sick he/she should not attend school for 48 hours following the sickness, especially if he/she has been sick during the preceding night.

If a child is well enough to attend school it is expected that he/she will be well enough to go out to play. Broken limbs are the obvious exception!

Please advise us of any change of address or telephone number and temporary changes in guardianship so that our database is accurate at all times.

ADMINISTERING OF MEDICINES

Any medicines which need to be taken by the children during the day should come in with an accompanying letter. Details must include:

- the time and amount of the dosage to be administered.
- the type of medicine e.g. antibiotic.
- the date and parent's signature.

The bottle must be clearly labelled with the child's name.

BREAKFAST AND AFTER SCHOOL CLUB

Children should be taken to the Dining Room at 8am. At the end of the day age appropriate activities are available until 6pm in the After School Club in Little Oaks for all pupils. They will be provided with a light tea.

To register for this facility please contact the Junior/Nursery Secretary. Whenever possible, please try to give the school at least twenty-four hours' notice.

CANINE FRIENDS

Whilst many of us love dogs, we do ask that you do not bring your pet onto school property. Even the most well-behaved of our canine friends can cause distress to some, especially our little ones in the Nursery and those who are not used to being around dogs. Thank you for your understanding.

COLLECTION / HANDOVER

Nursery parents/carers collect from the classroom door. Reception girls are taken outside to the playground where parents are waiting. They are handed to the parent individually.

We would be grateful if parents could provide a small photograph of each person who may be collecting their child e.g., Parents, Grandparents, Childminders. We have a **password system** whereby the parent/main carer completes a password slip (enclosed in the induction pack).

CURRICULUM

Our curriculum is based on the Early Years Foundation Stage of Learning set by the Qualifications and Curriculum Authority. Planning sheets are available for parents to see near the classrooms.

We aim to help the children learn:-

- to enjoy the company of others in the group.
- to be independent of his/her parents/carer.
- to be happy and confident with the adults within the group.
- to make friends and learn to play, share and take turns with others.
- to communicate and learn to express themselves.
- to respect themselves and others.
- to do simple tasks for himself/herself.
- to learn through play and exploration, both indoors and outdoors, as these form the basis for further learning.

EARLY YEARS FUNDING

The Nursery has been inspected by the Department for Children, Schools and Families (DCSF) and we are registered to receive funding for three and four year olds in accordance with the County Council approved scheme as applicable at the time. We are members of the Pre-School Learning Alliance.

The Government funds a 'core education time' of 2 ½ hours per session, and the funding is claimed on your behalf, with certain provisos, by the Pre-School Provider (in this case the School).

The School is required to verify your child's date of birth from his/her birth certificate. For ease of administration and to ensure that your funding commences correctly, please bring this with you when your child has their Nursery pre-start visit or at the Reception Induction afternoon in June. After this, apart from completing and returning the Pro-forma at the appropriate time to us, you need do nothing more.

EXTRA TIME REQUESTS FOR NURSERY SESSIONS

A form is available from Nursery reception if you wish to increase your child's sessions. These are allocated on a first come first serve basis and are subject to availability.

FIRE PRACTICE

The fire alarm is a continuous piercing noise. There are regular fire practices during the year so that the children become familiar with the procedure.

FOOD AND DRINK

Burgess Hill School regards snack/lunch times as an important part of the day. Eating represents a social time for the children, and helps them to learn about healthy eating. We will ensure individual dietary needs are met.

Before a child starts at the School, parents complete a medical form for their child which includes dietary information on health or religious grounds. This ensures parents' wishes are endorsed.

We cater for children with food allergies and special dietary requirements.

Burgess Hill School is **nut free** and all food is prepared/served in a nut free environment. We have a number of children with **severe peanut allergies**. We ask that any snacks brought into school **do not contain nuts** to avoid the risk of anaphylactic shock.

Nursery morning snack time - We will provide: milk or water, bread/butter, fresh fruit and/or vegetables, plain biscuit. During the afternoon snack time the bread/butter is substituted for cheese and crackers.

Reception pupils may have milk or water to drink. Girls in Reception bring in a piece of fruit or vegetable or some dried fruit for their mid-morning snack. Any fruit should be “ready to eat” e.g. apples cut and cored if your daughter cannot manage it whole. If the fruit comes into school in a container, please make sure the container is named. There is no provision for storage in a refrigerator so perishables should not be brought into school.

Occasionally other snack foods will be offered to celebrate festivals.

Water is available constantly during the sessions; either from a child’s own water bottle brought in at the beginning of a session, or by children asking for/being offered water by staff.

BIRTHDAY CAKE

In order to be considerate to children with allergies, we request that you do not bring in birthday cake for your child’s birthday from home. So that we are still able to celebrate each birthday, we have, however, arranged for our school kitchen to prepare nut free cakes which will be shared at snack time.

SCHOOL LUNCH

Lunches are well balanced, offering a good selection of fresh vegetables, carbohydrate and protein.

There is a choice of a hot vegetarian or meat/fish dish and a second course consisting of yoghurt, fruit salad, fresh fruit or a homemade dessert. Our catering manager is willing to discuss special diets necessary for health reasons. Children are served their lunch. Staff on duty monitor lunch times very closely.

FRIENDS OF THE SCHOOL – F.O.S.

The school is fortunate to have a thriving Friends of the School Association of parents. Their activities reflect the committee’s interest in the strength and success of the school. The aims of the F.O.S. are to provide a warm welcome to new parents and to organize social activities. Any money raised through events is allocated for ‘luxury items’ which benefit pupils throughout the school. Please do let us know if you would be interested in becoming a Form Representative. In the Junior School we like to have one Form Representative for each class.

GOVERNORS

We are fortunate to have a very active governing body. Our Governors attend many school events over the year. Should you ever wish to contact the Chair of Governors; your correspondence will be forwarded by the Bursar, who is Clerk to the Governors. Please send correspondence to Mrs Bronagh Liddicoat, c/o the Bursar at Burgess Hill School for Girls, Keymer Road, Burgess Hill, West Sussex, RH15 0EG.

LIBRARY

All the girls from Reception upwards have access to our library. Nursery classrooms have book corners where children can enjoy looking at books.

MONEY

It is not usually necessary for children to bring money into school. However, throughout the year there are charity fund raising events and on such occasions we do ask the children to bring in some money if they would like to contribute to the charity concerned.

OTHER OPPORTUNITIES TO VISIT THE SCHOOL

There are daily opportunities to talk to your child's teacher/supervisor. We arrange induction sessions for pupils and parents prior to entry.

The Infant Department holds a Welcome Evening – a social evening held a few weeks into the Autumn Term, to which you are all invited. This is a chance to meet the form teacher and new parents and to hear a little about the year ahead.

Consultation Sessions are held to discuss your child's progress. These are held at various stages throughout the year. You will receive information about these by letter.

We hold an informal Open Afternoon for Reception parents at the end of the year and a Coffee Morning for Nursery parents during the Autumn Term.

Parents are always welcome to sports events, productions, assemblies etc.

OUTINGS AND VISITORS TO SCHOOL

There are opportunities for children to go on visits of an educational or cultural nature. In the main these visits are an extension of work in the classroom and provide a valuable additional dimension to a project. Visitors are invited into school to speak to the children and include the road safety advisor, our police liaison officer, the local fire service and parents who may come in to talk to the children about hobbies, interests, religious and cultural festivals.

If you have a special hobby or if you have done something of particular interest we would love to hear about it.

Offers of help from parents for outings are always welcomed and often necessary. Parents who help on a regular basis in school will need to complete a CRB (Criminal Records Bureau) Disclosure Form.

Information about outings and a permission slip, when applicable, will be sent to parents in advance of the outing. The School does all it can to keep the cost of outings to a minimum.

PARTNERSHIP WITH PARENTS

Early Years children are learning many skills very quickly, and they have a lot to cope with. There may be times when a child's behaviour may seem disruptive or unusually clingy. To help us care for your child we would ask you to share any information with the relevant staff so that we can understand and help in an appropriate way. Any problems will of course be treated in the strictest confidence.

REPORTING AND ASSESSMENT

Nursery parents receive a written report in July. Reception parents receive written reports in December and July. The Reception July report is a full curriculum report. The December report focuses more on the core subjects with Music, PE and social development.

In the Early Years Foundation Stage children are assessed in line with the Early Learning Goals in the six areas of learning. Developmental / Learning Journey Records follow children through from our Nursery into Reception. These records are available to parents.

On occasions staff may do some little 1:1 assessments with individual pupils if they have any concerns about their progress. This can help pinpoint specific areas that need focusing on, enabling appropriate support to be given. This may involve some extra 1:1 support beyond the in-class support and differentiation that already occurs within the classroom.

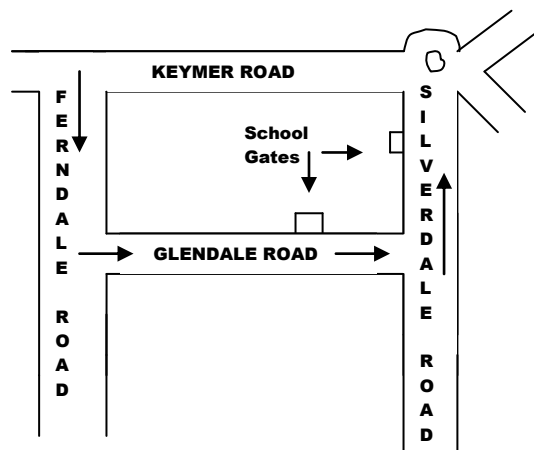
ROAD USERS' RULES

At the request of the police we ask you to observe the following rules:

- If you leave your car ensure that you park with consideration, leaving all entrances and gateways clear. Parents must never park on the yellow or zig-zag lines or on pavements.
- Parents may **NOT** use the staff car park before 4.20pm.
- PLEASE DO NOT PARK IN THE ALLOCATED MINIBUS SPACES AT ANY TIME.
- As Keymer Road is particularly busy at drop off/collection times, we suggest parents park in Glendale Road or Silverdale Road and use the appropriate gate. Gates will be unlocked 15 minutes before drop off/collection.
- Parents are requested not to leave children unattended in cars under any circumstances.

We ask that you keep young children with you when collecting your children. We are concerned for everyone's safety and, as Senior School lessons continue until 3.50pm, unsupervised children can be very distracting to students in classrooms near the collection areas.

An “unofficial” one-way system operates around the school to improve traffic flow.



SCHOOL NEWSLETTERS etc.

Regular newsletters are sent home. These are also available on the school website.

www.burgesshill-school.com

We particularly ask you to look out for these newsletters as they are an important means of communication which we feel help to strengthen our home-school partnership. We try not to bombard you with too many letters but we do want to communicate as best we can.

SMOKING / ALCOHOL

The School policy is that smoking is not permitted in any of the buildings or on any part of the campus. When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. Employees under the influence of alcohol shall not be permitted on campus. Subject to the prior approval of the Head of the School, the consumption of limited amounts of alcohol may be permitted during certain social events.

SPIRITUAL MATTERS

The School is proud of its international, multi-cultural and multi-faith community. It does not tolerate discrimination in any form and does everything it can to enable pupils to practice their own faith, follow their own traditions and participate in festivals as appropriate. If requested, the School can provide special dietary requirements in accordance with cultural and religious needs.

STAFF TRAINING

The School maintains a programme of on-going training in specialist areas e.g., Special Needs and Specific Learning Difficulties, Paediatric First Aid and Child Protection.

UNIFORM

Nursery

Nursery uniform is optional and can be purchased from the Nursery reception however please dress your child in clothes suitable for climbing, sliding, painting, riding bikes etc. (full skirts can become entangled in wheels). Please also do not allow your child to wear flip-flops or “dressing up” shoes with heels to Nursery. Open-toe sandals can be a problem too in our wood chipped play area.

Please also remember that part of being at Nursery is learning to be independent. This includes coping with clothes and fastenings when they go to the toilet, take shoes off for PE or simply put on their coats to go into the playground.

Velcro fastenings for shoes/trainers are a very popular option. Although the staff are always willing to encourage and help, it is much better that the children learn to do things for themselves, even though we know it takes longer.

Reception

Reception’s official school uniform, both new and second hand, can be purchased from the Uniform Shop.

Navy ribbons, slides or hair bands must be worn if hair is below collar length. Hair should be tied back off the face.

See Health and Safety Policy re. the wearing of jewellery.

All items of uniform **must be clearly named**. Reception’s shoe bags are taken home at the end of each week.

WAYS IN WHICH PARENTS CAN HELP

Help in School

We welcome parental involvement and there are many ways in which interested parents can become involved in school life. Nursery/Reception parents may help in the classroom during sessions. If this is on a regular basis, a CRB check is required.

In Reception parents help in:

- Accompanying expeditions and visits.
- Supporting sewing, craft and cookery sessions.
- Helping with costumes for productions.
- Helping in the Library.
- Offering particular skills/talents which might enhance the curriculum.
- Becoming a Form Representative on the Friends of the School Committee (F.O.S.).

POLICIES

The following policies are included with this booklet.

- Anti-Bullying Policy
- Discipline and Behaviour Policy
- Admissions Policy
- Child Protection Policy
- Complaints Policy and Procedures
- Equal Opportunities
- Non-collection of Children

Other policies are available on request or can be viewed in the Policy section of the pink folder in the Nursery Foyer. Many can also be downloaded from the School's website.

Please see overleaf for all policies available.

POLICIES AVAILABLE FOR PARENTS TO VIEW

ADMISSIONS
ANAPHYLAXIS
ASTHMA
ANTI-BULLYING
CHILD PROTECTION
COMPLAINTS POLICY AND PROCEDURE
CONFIDENTIALITY
DATA PROTECTION
DISABILITY
DISCIPLINE AND BEHAVIOUR
EARLY YEARS FOUNDATION STAGE POLICY
ENGLISH AS AN ADDITIONAL LANGUAGE
EQUAL OPPORTUNITIES POLICY
FIRE PROCEDURES
FOOD AND DRINK POLICY
HEALTH AND SAFETY POLICY (INCLUDING SECURITY)
HELPERS POLICY- PARENT/VOLUNTEER
LOST/ESCAPING CHILD POLICY
NO SMOKING POLICY
NON COLLECTION OF CHILDREN POLICY
OUTINGS POLICY
PASTORAL CARE POLICY
RESTRAINT POLICY
SETTLING IN POLICY
SOILING PROCEDURE POLICY
SPECIAL EDUCATIONAL NEEDS
STAFF DEVELOPMENT POLICY
STAFFING POLICY
STUDENT ADMISSION TO THE EYFS POLICY