



Robert Miles
Infant School

Information for new children starting Foundation Stage

September 2022





Welcome to

Robert Miles Infant School

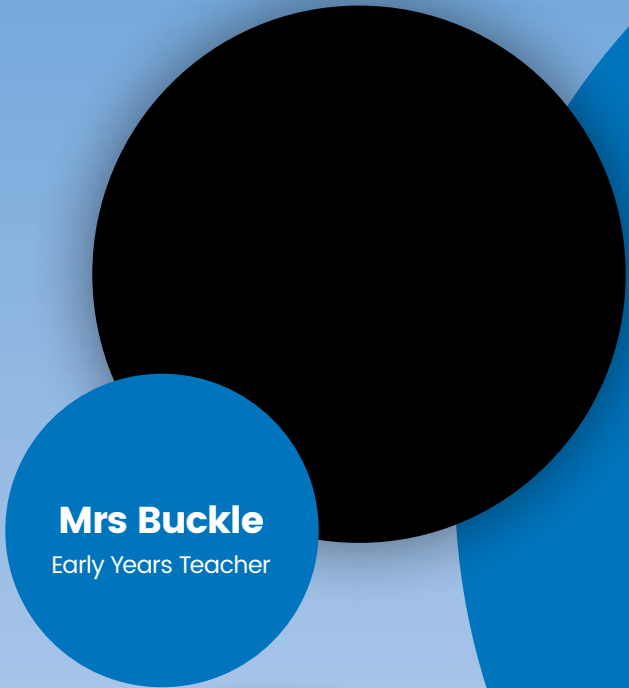


The staff wish you a warm welcome to The Foundation Stage (also known as Reception). We hope that parents/carers and children enjoy their time with us. We are proud to have wonderful staff and a fantastic environment to ensure that your children are happy and achieve well.

We are committed to ensuring that new children feel safe, secure and settled as quickly as possible. We hope that this booklet of information will be a reference to all that you need to know, but please remember that staff are always available to answer any queries or concerns you may have.

We wish to work in partnership with parents and carers and value your contribution in helping your children reach their full potential.

Sonja Adams
Head Teacher



Mrs Buckle
Early Years Teacher



Miss Wallis
Teaching Assistant



Mrs Marshall
SENDCO
Early Years Teacher



Foundation staffing



Mrs Ryan
Deputy Head Teacher
EYFS Leader
Early Years Teacher



Mrs Moncaster
Teaching Assistant



Class arrangements



Arriving at school



There will be two classes of Foundation Stage children. The children will be placed in one of the mixed-ability classes, but will have regular opportunities to work together with the pupils from the other class throughout the week.

Willow Class is situated in a classroom off the school playground. Access in the mornings is via the steps from the playground.

Maple Class is situated opposite Willow. Pupils from this class enter school by lining up at the outside door in the Reception outside play area. They are collected from the same door at the end of the day.

All children will experience a vibrant and active learning environment. They will continue to follow the Early Years Foundation Stage Curriculum, appropriate to their needs.

They will be encouraged, supported and challenged to enable them to achieve their best and become independent learners.

The children's first day at school will be Thursday 1 September. For the first two days, children will attend school on a part-time basis, which will include lunch. All pupils are entitled to a free hot meal throughout their education with us. On those days only, please line your child up in the morning at the designated place (see previous page) for 8:45am and collect them from their classroom, via the playground, at 1:15pm.

From Monday 5 September onwards, the children will need to arrive at school for 8:45am and be collected at 3:15pm from their classroom, via the playground.

If your children are using the after school club service, Robert Miles Club, they will be collected from the classroom and taken to the after school club by staff.

It is important that your children arrive on time and are collected promptly to ensure that they feel safe and a part of the class. In doing so, we minimise worry, upset and the children do not miss any part of their learning.

Please note, to ensure the safety of our pupils, your child will only be released to yourselves unless you have informed us otherwise. If your child is absent for any reason, please contact the office 01949 837422 on each day of absence.

School uniform



All children will need to wear school uniform. It helps them to feel a part of the school community, makes them easily identifiable on school walks or outings and also helps them to be a proud member of Robert Miles Infant School.

Children should wear the following:

- **Blue sweatshirt and cardigan, preferably with the school logo**
- **White polo shirt, preferably with the school logo**
- **Black/grey trousers or shorts**
- **Grey skirt/pinafore – blue check summer dress may be worn in warmer weather**
- **Black/white/grey socks or tights**
- **Sensible black shoes**



School Uniform can be purchased from S and A Uniforms – order forms and sample sizes are available at the school office.

Contact details:

S and A Uniforms
Compton Acres
West Bridgford
Nottingham

Telephone: **07970 875671**

Website: **www.sauniforms.co.uk**

Email: **s-a.uniforms@ntlworld.com**

Alternatively, many of the larger supermarkets and department stores stock most of our school uniform.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY LABELLED.

If your child should lose any of their belongings, lost property is located in the main entrance.



Other equipment



PE kit

All children require a PE kit, which is kept in school all week. The children will need:

- A plain white T-shirt
- Black/blue shorts
- Plimsolls
- Please provide joggers and a sweatshirt for outdoor PE, especially in winter months

Please note, stud earrings are the only jewellery permitted. They must be taken out before school on PE days so that your child can access PE that day.

Book bag

Book bags can be purchased from the school office and should be brought in every day. Please note that only books, letters and drawings should be kept in the book bags to protect the reading books, which are very costly to replace. Please do not send any additional bags in as there is limited space to store items.



Water bottle

All children will need to bring a named drinks bottle every day, filled with water. This is then taken home to be washed at the end of each school day. Please note, that **ONLY** water is permitted in water bottles within the classroom.

Hats and sun cream

At Robert Miles Infants, being healthy and safe is very important to us. The children can spend quite long periods of time outside and so it is important that they bring a sun hat to wear during warmer weather. We would advise that sun cream is applied at home in the mornings. However, should your child need to reapply at lunch time, they may bring in their own sun cream to apply independently. Children will not be allowed to share sun cream.

Warm outdoor clothing

Children will undertake learning both inside and out throughout the year. It is important that you send your child with a warm waterproof coat, wellingtons, hat and gloves in the autumn and winter months.



A typical day during the first term



8:45am Arrival – children will be collected from the playground by their teacher and independently enter school. We will register the children and note their lunch choices for that day (sandwiches or school dinners). They will also take part in a morning activity linked to their learning needs.

9:00am Daily Maths session, followed by linked group work with an adult on some days. When they are not working with an adult, the children can access play-based activities in their classroom. After the Maths session, the children will participate in free-flow activities in the classrooms and the linked outside area. During this time, they may work in targeted groups or read with an adult.

10:45am Daily phonics session, in small groups. When they are not working with an adult, the children will access play-based activities in their classroom. All year groups follow the Read Write Inc. phonics scheme.

11:45am Story time and lunch preparation.

12:00pm Lunch – every child is entitled to a free school meal. More information will be sent out about options and how to order nearer the time. Our on-site cook prepares a



choice of hot meals; including vegetarian options, baked potatoes and pasta. We cater for all allergies. If your child does not like any of the hot food options on a particular day then please choose a 'grab bag' (a healthy packed lunch) for them. We use our lunch time to develop not only fine motor skills but also provide an opportunity to develop the social side of eating a meal together.

1:00pm Register and focused carpet session. This is sometimes followed by group work with an adult. When they are not working with an adult, the children will access play-based activities in their classroom.

2:00pm Children participate in free flow activities inside and outside the classrooms. During this time, the children may work in targeted groups or read with an adult.

3:05pm Story and singing.

3:15pm End of school day. The children will be collected from the same drop-off location.

The day is a very busy one and children will often return home very tired during the first few weeks!

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Reading: The children will be given age-appropriate reading books when they have been introduced to and learned some of the sounds during phonics sessions. In the first term, they will usually be heard by a member of staff weekly and a comment will be written in the diary regularly, although this may not be on every occasion. It is important that your child brings his/her book bag to school each day. We encourage the children to read with their parents / carers regularly to support their reading development.

Milk and Fruit: Your child will be offered a piece of fruit every day. Milk is free until the children turn five. If you wish for your child to have milk after this, please visit www.coolmilk.com where you can pay on a termly or annual basis.



Curriculum



Assessment



At pre-school, your child will have accessed learning and been assessed in line with the Early Years Foundation Stage framework as set out by the government. At Robert Miles Infant School, during the Reception year, we continue to follow the seven areas of learning:

Three Prime Areas

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language

Four Specific Areas

1. Literacy
2. Maths
3. Understanding the World
4. Expressive Arts and Design

These areas are supported by the Characteristics of Effective Learning:

- Playing and exploring
- Active learning
- Creating and thinking critically

We run an active, 'hands-on' curriculum where the children learn through play. There is a balance of child-initiated and teacher-led activities. There is no pre-requisite in children's knowledge or experience.



It is important that we regularly monitor the children to ensure that the teaching and learning we provide covers the curriculum, is interesting, ensures maximum progression for each child and addresses any areas of support or challenge that is required. The following are some ways your child may be assessed:

Children will be encouraged to think critically about their work, discussing it with staff and talking about where they go next (early target setting).

Individual achievements may be recorded as they happen/are observed and added to the children's records.

Individual observations of children independently learning may take place periodically.

Learning journals containing photos, examples of work, observation notes and parental contributions will be gathered for each child. These will be shared using Tapestry, an online learning journey which parents and carers will be able to access and contribute to.



Medicines



If your child requires medication at any time, you will need to give written permission before a member of staff can administer any dosage. When a regular dose is required, it is helpful if medicines can be given at home, before school, after school and before bedtime. Medication must be handed into the office for checking.

Medicine forms are available from the office to obtain your permission.



Celebrations



At Robert Miles Infant School, we feel it is very important to celebrate children's achievement. Our school celebrates a number of special events throughout the year, including religious and cultural celebrations. Once a week, on a Friday morning, the children partake in a celebration assembly where certificates are awarded for specific or ongoing achievements. If your child is selected to receive a certificate, you will be notified via text message and invited to come and watch the assembly. All children will have an opportunity throughout the year to be chosen to receive a special certificate.

We also love to celebrate special occasions, such as birthdays, with the children. Please send in certificates, medals, trophies, photos and details of achievements obtained out of school. We will share these and celebrate together during class assemblies.



Helping in school



There are many ways in which you can help in school and we actively encourage help within the classrooms to enrich the children's experiences further. The following are possible ways you can help:

- **Assisting with school events, such as school trips, discos and special celebrations**
- **Hearing readers within class**
- **Baking, sewing, art work or any skill you have that can be passed on to the children**

We would love to hear of any other ways you can think of!

In the interests of the safety of all our pupils, regular helpers will need to undergo DBS (Disclosure and Barring Service) checks.

All visitors to school need to sign in at the main office and wear a visitor's badge at all times.

Please note, we have a 'no mobile phone policy' within school. Calls and texts cannot be taken in areas where there are children present.



Attendance

Attendance is an important factor of the children's academic and overall success. Pupils who are absent from school regularly or for long periods of time find it hard to connect with others, make friendships and often become anxious. We monitor attendance each half term.

The Department for Education determine that less than 95% attendance could have an impact on a child's educational development, and asks schools to take action to work with families to ensure that attendance improves. At our school, in the first instance we will issue letters and hold meetings in more severe cases. This may include external services or, if decline continues, fines can be issued.

The school is unable to authorise any holiday taken during school time, other than in exceptional circumstances. If you choose to take your child out of school during term-time, you will need to complete a leave of absence form for safeguarding reasons. Head teachers are only able to authorise a few days in the most extreme of circumstances.

Whilst we understand that children get ill, if we find that this is becoming frequent and affecting your child's attendance, we may ask to meet with you to ensure that you are seeking medical advice.

For further information please look at our Attendance Policy found on the website or contact Mrs Adams (Head Teacher) if you have questions or would like to discuss a situation that needs closer working together.

Thank you.



Vision and values

Robert Miles Infants strives to be a warm and happy place where work and play go hand in hand. We offer children opportunities and challenges to achieve their true potential, both academically and socially. We offer an inspiring, creative learning environment that develops the whole child to create a life-long love of learning.

We are committed to ensuring everyone within our school feels valued, supported and equal, while working together to reach our full potential by:

Developing positive attitudes to learning;

Instilling a love of reading and developing fluent, confident readers;

Providing an ambitious curriculum with progressive knowledge and skills.

Our goal is for every child to leave our school happy and successful, with memories they will cherish and skills that are the foundation of their future learning.



Our wrap around care is available before school from 7:30am and after school until 6:00pm. Sessions are led by highly skilled school staff who pride themselves on settling and caring for pupils. We offer specialist sports coaching and Forest School as well as a variety of fun activities such as baking, art and Lego. This service can be used regularly or occasionally. You will need to register on our app to set up an account. To apply for a place please contact rmc@rmischool.co.uk

Information is regularly updated through various sources. The website (www.rmischool.co.uk) is used to share information about our school and the curriculum. Each class has their own page which is updated every half term to provide information about topics and key learning for that term. There are also links to useful games and resources, which can be used to support the children's learning at home.

Our Instagram name is **rmischool** and we regularly upload whole school pictures of celebrations or events. We also use Tapestry in all year groups as another way to communicate with you. This may be whole class messages or updates on learning experiences, or may be an individual post about your child, to share their learning with you.



Wraparound care

Website and social media



School rules

We follow instructions.

We keep hands, feet and
objects to ourselves.

We use positive language,
including body language.

Work hard, be kind.



Robert Miles
Infant School

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