



Information for New Children Starting Foundation Stage

September 2021





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. Our open door policy means that you can always maintain contact and we endeavour to make this as soon as physically possible.

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

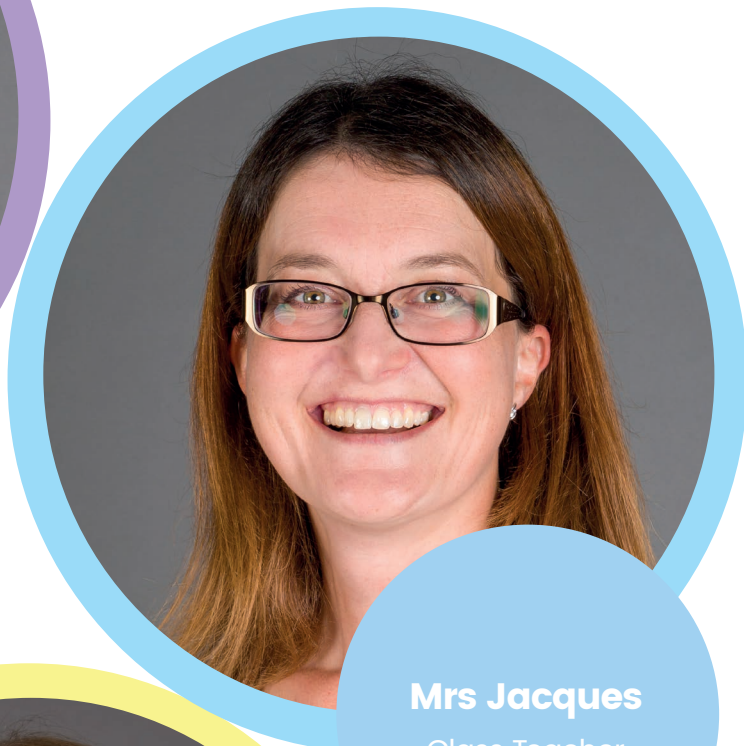


Foundation Teachers



Mrs Marshall

Class Teacher and
Special Educational
Needs Co-ordinator



Mrs Jacques

Class Teacher



Mrs Ryan

Class Teacher and
Early Years Foundation
Stage Leader

Class Arrangements

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 at the end of the corridor and opposite Willow. Pupils from this class enter school by lining up next to the sheds and in front of the gate to our attached outside area.



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.



Arriving at School

The children's first day at school will be Monday 6th September. For the first three 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 Thursday 9th September onwards, the children will need to arrive at school for 8:45am and be collected at 3:20pm from their classroom, via the playground.

If your children are using the after school club service, Kool Kidz, 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.

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 Infants.

Children should wear the following:

Boys

- **Blue sweatshirt, preferably with school logo**
- **White polo shirt, preferably with school logo**
- **Black/grey trousers or shorts**
- **Black/white/grey socks**
- **Sensible black shoes (no boots)**





Girls

- Blue sweatshirt or cardigan, preferably with school logo
- White polo shirt, preferably with school logo
- Grey skirt/pinafore or black or grey trousers
- Blue checked summer dress may be worn in warmer weather
- Black/white/grey socks or tights
- Sensible black shoes without a heel (no boots)

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

Contact details:

S and A Uniforms
Compton Acres
West Bridgford

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 required

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.

PLEASE ENSURE ALL BELONGINGS ARE CLEARLY LABELLED WITH THEIR NAME AND CLASS DETAILS







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. Alternatively, they may bring a packed lunch from home. We kindly request that you do not send sweets or fizzy drinks in lunch boxes and try to maintain a balanced diet in the items you send. Due to allergies in school, please do not send any food containing nuts.
- 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.
- 3:20pm** 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

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

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Four Specific Areas

- Literacy
- Maths
- Understanding the World
- 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.





Assessment

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.

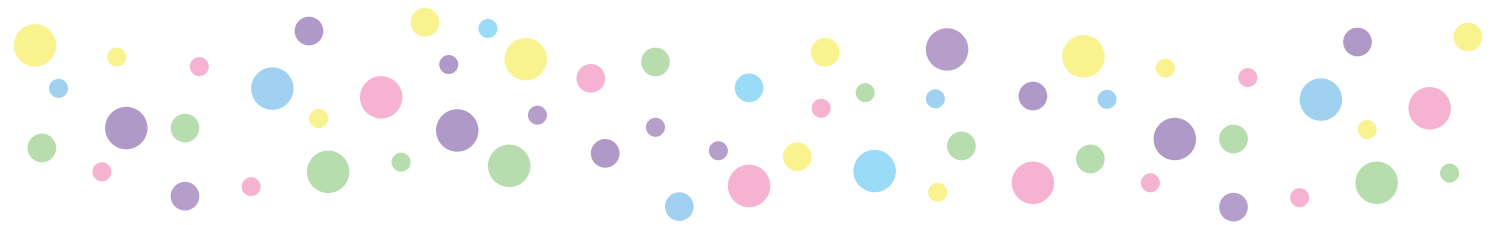




Celebrations

At Robert Miles Infant School, we feel it is very important to celebrate children's achievement. Children will be awarded stickers and stamps on their work. 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, providing there are no COVID restrictions at the time.

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.

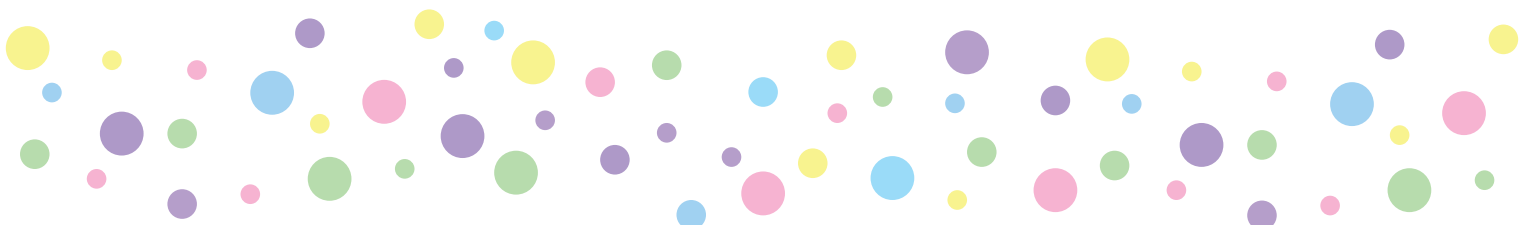
The DfE determine that 90% attendance is unacceptable and asks schools to take action to work with families to ensure that attendance improves. At our school, in the first instance we will issue letters and hold meetings in more severe cases. This may include external services or, if decline continues, 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 of School) if you have questions or would like to discuss a situation that needs closer working together.

Thank you.



Our Vision Statement

At Robert Miles Infant School we recognise we are privileged to be involved right at the start of your children's learning journey. We are passionate about promoting and instilling a curiosity and love for learning through an inspiring and challenging curriculum preparing children to become lifelong learners.

Our curriculum aims to be creative and flexible, responding to the children's interests and the world around them to ensure that learning is meaningful and relevant, whilst ensuring there is coverage and progression of key skills. We realise the importance of every minute of every day that the children spend with us, and fill it with rich, first-hand experiences that seek to challenge, engage and stimulate the children, providing the highest possible standards of education to raise aspirations.

We know that children need a mixture of knowledge and skills to be independent in their learning and achieve this through different styles of learning, offering opportunities to be imaginative, explore the environment and ask questions to shape their learning. As well as discrete lessons in areas such as maths, phonics and spelling we offer cross curricular opportunities where children can apply the basic skills. Our school provides a safe, secure environment where we actively teach and promote attitudes to learning such as resilience and willingness to learn.

Our spiritual, moral, social and cultural education ensures we help children to explore their feelings and beliefs and to respect and celebrate diversity, appreciating the uniqueness and successes of all and the motto of 'Work hard, be kind' can be felt in everything we do.





Our 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