



**Heathlands  
Primary School**  
ACHIEVE • SUCCEED • FLY

Welcome to Heathlands  
Foundation Stage Unit

## **Foundation 1**

Information pack for Parents  
and Carers

## Meet the Team

|                      |                                             |
|----------------------|---------------------------------------------|
| Mr Shaun Walker      | Executive Head Teacher                      |
| Mrs Sally Morgan     | Head of School                              |
| Miss Charlotte Baker | Foundation Stage Leader<br>F2 Class Teacher |
| Mrs Rebecca Lambley  | F1 Key Person                               |

# **Your Childcare Entitlement**

## **The Early Years Universal Entitlement**

All 3-4 year olds in England are entitled to 570 free childcare hours per year.

At Heathlands Primary, this is taken as 15 hours a week in 3 hours blocks. These can be taken as 5 morning sessions or 5 afternoon sessions.

Sessions are allocated depending on availability.

**Morning session is 8:50am. to 11:50am.**

Drop-off and collection at the Foundation side gate.

**Afternoon session is 12:20pm. to 3:20pm.**

Drop off at the main office and collection at the F1 door.

Please ensure children have had their lunch *before* being dropped off

## **The 30 hours Extended Entitlement**

Working families are entitled to 30 hours of free childcare to support them with costs. Both parents (or the sole parent in a one parent family) need to be working a minimum of 16 hours per week at the national minimum wage.

At Heathlands, we will offer the 30 hours entitlement as 4 extra morning or afternoon sessions and an extended Friday morning, including lunchtime supervision each day. You may choose for your child to bring a packed lunch or have a hot dinner provided by school if they are staying all day. The cost of a school dinner will be charged separately.

On a Friday, children would need to be collected at 12:50pm. as this would be the completion of their full 30 hours of childcare.

Our offer of the 30 hours entitlement looks like this:

|           | <b>Mon</b> | <b>Tues</b> | <b>Weds</b> | <b>Thurs</b> | <b>Fri</b>             |
|-----------|------------|-------------|-------------|--------------|------------------------|
| <b>AM</b> |            |             |             |              |                        |
| <b>PM</b> |            |             |             |              | Collection at 12:50pm. |

## **Paid Extra Sessions**

As long as we have availability, you also have the choice to top up your child's hours to a full week. The one extra Friday afternoon session is charged at £10 plus the cost of a school dinner if your child has one.

Paid extra sessions are also available to families who are only accessing the 15 hour provision which are charged at £15 per session.

## Here are some frequently asked questions regarding the 30 hour extended provision:

### *How do I know if I am entitled to 30 hours childcare?*

Log on to the HMRC website. Search **30 hour entitlement** and you will be able to apply online. If you are eligible, you will be given a unique reference code.

### *What do I need to do once I have my code?*

Provide our school office with your code as soon as possible in order for it to be verified. Speak to the Foundation Stage Leader or email the school office ([office@heathlands.notts.sch.uk](mailto:office@heathlands.notts.sch.uk)) to request your sessions.

### *How can I take my 30 hour entitlement at Heathlands Primary?*

You can take your 30 hour entitlement over 4 extra sessions. For example, if you are already taking your 15 hours universal entitlement over 5 mornings then you can have up to 4 extra afternoon sessions (Monday – Thursday) This includes lunchtime supervision.

### *Do I have to take the full 30 hours?*

No, it is your choice how many extra sessions you take. Some people like to start with one or two and then build it up slowly as their child becomes used to the routine.

### *Am I guaranteed my full 30 hour entitlement at any time?*

We admit children into F1 at three points in the year; September, January and April. Our priority is to ensure that all our families receive their 15 hour universal entitlement. **Therefore, half term is our cut off for accepting any further requests for extra sessions whether these are paid or part of the 30 hour entitlement.** This is so we can allocate spaces to new families joining us.

### *What if I need full time hours?*

If you need **five** extra sessions, you can pay for the fifth Friday afternoon session, depending on availability. The cost of this is £15 plus the cost of a hot meal if your child is having a school dinner.

### *What are the lunchtime arrangements?*

Children staying all day will have their lunch in our Butterfly Room and will be supervised by one of our Midday team and a member of our F1 team. Only children from the Foundation Stage will be using the Butterfly Room at this time.

Your child can either bring a packed lunch or you can choose to have a school dinner. Payment for school meals can be made via the Gateway App.

Please contact the school office if you have any questions regarding School Gateway.

***Do you provide a different timetable for the children who stay all day?***

Yes, it is very important to vary the activities for children who stay all day at school.

We teach phonics and maths in the morning.

In the afternoon, we focus on other aspects of the Early Years curriculum such as Understanding the World and Expressive Arts and Design.

The largest proportion of both sessions is spent Active Learning. This is when the children can explore the whole unit and choose their activities independently.

## **Key Person**

After you have secured your child's place in F1 and the sessions you require, your child will be allocated a Key Person.

Your child's **key person** is your primary point of contact for any matters you need to discuss regarding your child's education and welfare at Heathlands Primary. Your **key person** will also be responsible for assessment and other face to face meetings throughout your child's time in F1. Our aim is to work together with yourself in close partnership in order to give your child the best possible start to their education. We encourage you to talk to your key person as often as you need to so that problems, worries or questions can be resolved quickly. We are here for you as much as your child.

Dropping off and picking up times are notoriously busy while we make sure the children leave with all necessary belongings and important messages are passed between adults. We will always aim to give you a snap shot of your child's session but if you require more detailed feedback then you can either wait until all the children have been handed over or we can arrange a phone call or a contact book. Please let us know what works best for you and we will work together to make it happen.

Meet our **Key People**:

**Mrs Rebecca Lambley**



## Visits to School

We offer Stay and Play visits which will take place towards the end of term before your child is due to start. The aim of this visit is to familiarise you and your child with our school, the F1 environment including toilets, outdoor areas etc, your key person and other staff who work in Foundation.

The visits are for one hour and the dates will be confirmed closer to the time. You are welcome to stay for the visits or, if you prefer, you may leave your child in our care if that is what you think is best for your child's transition. We will be guided by you.

Every child is different and one size does certainly not fit all!

During the visits, your child will be able to explore the different indoor and outdoor activities in Foundation that form our 'Active Learning'. Some of the activities can be quite messy such as paint or water so please do not dress your child in their best clothes! Please remember to leave us with nappies and wipes etc and/or a change of clothes for any toileting needs while you are away.

## Toileting



Parents are often concerned about their children needing to be toilet trained before starting F1. Please don't worry about this. This process often takes time, and we are here to support you along with following your lead.

If your little one is in nappies or pull ups, we will change them as often as needed. We are fully equipped with a lovely little changing room. Please talk to us about when you would like to begin toilet training and we will support you every step of the way.

If your little one is in pants, we expect to need to remind them to go to the toilet frequently and we are kitted up for all of the little toileting accidents along the way.

## What does my child need to bring to school?

Please limit the amount of belongings your child brings to school so that they are manageable.

Your child will need to bring a **water bottle, book bag, reading diary, a full change of clothes** in case of toileting accidents and **nappies/wipes** if necessary.

Please do not bring toys from home in to school. This is because they can be easily lost or broken which can be upsetting. Experience tells us that you will not have an easy night if a favourite teddy gets left at school!

## A Typical Session

We aim to follow the same routine every day as much as possible to help children feel happy, safe and secure.

Here is a typical session:

|          |                                                                                                |
|----------|------------------------------------------------------------------------------------------------|
| 8:50am:  | Hang up coat and bag.<br>Active Learning                                                       |
| 9:15am:  | Adult directed group time                                                                      |
| 9:30am:  | Active Learning                                                                                |
| 11:15am: | Adult directed group time                                                                      |
| 11:45am: | Get ready for home<br><br>Children staying all day are collected by our lunch time supervisor. |
| 11:50am: | Home time                                                                                      |
| 12:30pm: | Story time                                                                                     |
| 12:45pm: | Active Learning                                                                                |
| 2:30pm:  | Snack and chat                                                                                 |
| 3:00pm:  | Get ready for home                                                                             |



## Active Learning

**“Play is the highest form of research” – Albert Einstein**



Active learning is time when the children are able to explore the learning environment independently with free flow access between indoors and outdoors.

Active Learning time throughout our unit is the crux of the learning experiences we provide for our children. We commit a significant part of our timetable to Active Learning, and this means that it has to be monitored at all times to ensure it is of high quality, progressive and holds high expectations of every child's learning.



Active Learning time is the biggest contributor to Personal, Social and Emotional Development in our unit due to the vast opportunities for social interaction, making personal choices of what to do and how to behave, as well as contributing to taking care of their environment. Children are encouraged to attempt to solve their own problems when they get stuck before approaching

an adult, and the motto 'Choose it, use it, put it away!' is used to remind all children about their responsibilities in keeping our unit safe and tidy.

## Group Time

Children are expected to join in daily with an adult directed phonics/speaking and listening activity and a mathematics activity. We use these times to teach key skills and also to provide children with the tools needed to be an effective learner. For example, listening to others, waiting our turn and having our eyes and ears ready for learning.

All our group time activities are flexible and are planned in response to the age, needs and interests of children within the group. Our activities are fun, practical and play based to keep children engaged and enthusiastic to join in.

The length of an adult directed group time is kept to the very minimum and is only increased when the majority of children within the group are ready to join in for longer. If a child is not ready to join in with their peers in a group time activity then we will work to provide an activity that more closely suits their needs. Whilst having high expectations of all our children, we work very much to the pace of each child and their development.



Every Friday morning, the children take part in a cooking activity in their groups, which supports almost every aspect of the Foundation Stage Curriculum as well as being lots and lots of fun!

We teach a range of basic cooking skills such as chopping and spreading and the children experience a range of different food. We aim to make each Big Bake healthy but occasionally we do like to indulge in some chocolate treats!

## **The Early Years Foundation Stage Learning and Development Requirements**

Teaching and learning in the Foundation Stage is driven by the Early Years Profile which directs all Early Years settings on the key areas of learning and assessment requirements.

There are seven areas of learning and development that must shape our curriculum. The first three areas are the **Prime Areas** which are particularly important for igniting children's enthusiasm for learning, forming relationships and thriving. The Prime Areas are our main focus for teaching, learning and assessment in F1.

### **The Prime Areas**

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

We must also support children through four **Specific Areas** through which the Prime Areas are strengthened and applied.

### **The Specific Areas**

- **Literacy**
- **Mathematics**
- **Understanding The World**
- **Expressive Arts and Design**

We provide a blend of child-led and adult-led activities and experiences that support all seven areas of learning.

In addition, our curriculum responds to the needs and interests of the children so 'what' we teach will differ with each cohort and quite often will change 'in the moment' as do the needs and interests of children.

### **Assessment and Progress Meetings**

Initial Assessment – This is made 2-4 weeks after your child starts F1 followed with a settling in meeting with your key person.

Termly Learning Celebrations – These happen at the beginning of every term with your key person throughout F1 and F2.

End of F1 Assessment and written report.

End of F2 Assessment against the Early Learning Goals and a written report.

### **The Early Learning Goals and the Early Years Foundation Stage Profile**

Our F2 teachers are required to assess each child against the Early Learning Goal for each area of learning at the end of F2 (their Reception year). These do not form our curriculum but are used to support teachers in making a best fit judgement about a child's development and their readiness for Year 1.

Teachers will assess your child as either meeting the expected level of development (*expected*) or not yet meeting the expected level (*emerging*) against the each of the Early Learning Goals.

More information regarding the early learning goals and the seven areas of learning can be found on the school website.

## **Tapestry**



We make ongoing observations and assessments of each child through an online learning journal called Tapestry. We have used Tapestry for a number of years and we find it a user-friendly way of communicating with parents about children's day to day experiences and achievements. We are able to post videos and photos of your child in school that are shared immediately with you. Likewise, you can also share achievements or special events that happen at home which we can then talk about at school. Children are not robots and quite often, they will meet a milestone at home that we might never get to see at school and vice versa. Therefore, Tapestry is an excellent way for us to share your child's learning and development.

We also use Tapestry to communicate messages and news so we strongly recommend that you get signed up as soon as possible once your child starts school. You will be asked to sign an agreement form at your Welcome Visit and soon after you will receive a link via email. You must then activate your password immediately to be able to view your child's profile.

Please speak to the school office or your child's key person if you have any issues getting set up on Tapestry.

### **Special Education Needs**

A special needs register is kept for all children with Special Educational Needs. Please tell us as early as possible if you already know that your child has special educational needs to ensure that we can provide the best possible start including any necessary changes to the environment.

Please keep us closely informed of any developments or any involvements from outside agencies. The closer we work together, the better the outcome will be for your child.

Please also tell us if you already know of any adjustments we need to make to help support you or your child, for example; letters in large font or Braille, providing a signer, explaining letters in person, wheelchair access.

## School Uniform

We do expect children in F1 to wear a school uniform which is as follows:

- White or blue shirt/blouse/polo shirt. Grey trousers/shorts.
- Royal blue jumper, cardigan, sweatshirt or fleece.
- Grey skirt or pinafore dress. Blue or blue and white dress.
- School sweatshirts, polo shirts and other clothing showing the school logo can be purchased online at [www.myclothing.com](http://www.myclothing.com)

**PLEASE PUT YOUR CHILD'S NAME IN ALL CLOTHING**  
(including shoes!)

The children will go outside every day and will need a warm coat or jacket to wear in cold weather as well as shoes that are suitable for indoor and outdoor play.

We aim to do as much of our learning outdoors as well as indoors, so wellies are extremely important in Foundation. Please ensure your child has a named pair of wellies in school **at all times**.



## Breakfast and Afterschool Club

Our Breakfast and After School club is based in our 'Butterfly Room' and run by the school and school staff. It is open five days per week during term time from 7:30am until 6pm and is available for children aged 3 to 11. Places can be booked though our school app or through the school office. Bookings should be made in advance where possible to ensure a place.



## **Getting in Touch**

We hope that this booklet provides you with most of the information you need, but we understand that this very exciting time can also be an anxious one. If you have any concerns or questions, anything at all, please do not hesitate to contact us by telephone or email.

Here are some useful contacts for you:

### **Heathlands Primary School Office:**

Telephone: 01623 401402

Email: [office@heathlands.notts.sch.uk](mailto:office@heathlands.notts.sch.uk)

### **Miss Charlotte Baker – Foundation Stage Leader**

Email: [cbaker@heathlands.notts.sch.uk](mailto:cbaker@heathlands.notts.sch.uk)

### **Mrs Rebecca Lambley – F1 Key person**

Email: [rlambley@heathlands.notts.sch.uk](mailto:rlambley@heathlands.notts.sch.uk)

### **Heathlands School Website**

[www.heathlandsprimary.co.uk](http://www.heathlandsprimary.co.uk)