



MOORFIELD
SCHOOL

EYFS HANDBOOK



FOUNDATION STAGE HANDBOOK

to be read alongside our FOUNDATION STAGE POLCY

WELCOME TO MOORFIELD EARLY YEARS

Your child is about to embark upon the next stage in their lives - an exciting adventure in education. At Moorfield Early Years we believe that the time your child spends with us is precious. Not only will it shape their future love of learning, but it will teach them lifelong language, communication and social skills. We are passionate about every child in our care and their happiness is very important to us. We hope that these years will be filled with fun, laughter and fantastic memories.

This booklet and the accompanying Moorfield School Parent Handbook should help you to understand the routines and procedures in Moorfield's Early Years. It might be helpful to keep them both for future reference. Hopefully it will help you feel more informed about what we do each day at school but don't hesitate to ask if any further clarification is needed or you have any other concerns.

We look forward to seeing you soon and welcoming you into the Moorfield Early Years family.

Nicola Minshall
Head of Early Years

ETHOS OF MOORFIELD EARLY YEARS

“Our task...is to help children climb their own mountains, as high as possible. No one can do more.”

– Loris Malaguzzi, founder of the Reggio Emilia Approach.

Moorfield Early Years is a unique and pioneering setting. We believe in child-led learning, supporting and extending the interests of each child through meaningful interactions with highly trained adults in a well-equipped and purposeful environment. No two days are ever the same, and each day is filled with excitement, wonder and awe.

OUR EYFS VISION STATEMENT

At Moorfield, we aim to provide every child with the skills to become a happy, independent and curious life-long learner.

OURS EYFS MISSION

Moorfield embraces childhood as a magical time, upholding an image of the child as a powerful, competent, capable, and integral member of the community. Moorfield envisions each family as unique, deserving of respect, and the centre of the child’s life. The school fosters interpersonal relationships among children and adults in order to provide an educational experience of the highest quality built upon the belief that children have a natural disposition for learning and an innate curiosity that, when intentionally and carefully nurtured, blossoms into a life-long love of learning.

AIMS IN THE FOUNDATION STAGE

At Moorfield, we recognise the importance of 'Play Based Learning' as a fundamental process of learning in the Foundation Stage. Therefore, we aim to: -

- Provide quality Play in a stimulating, happy and safe environment, which allows the children to develop and learn.
- To promote and encourage independence and self-regulation, enabling children to become leaders of their own learning as teachers support them (where necessary) in their discoveries.
- To develop self-esteem, self-confidence, independence and a positive attitude to learning.
- Provide adequate planning, time and space for Play.
- To encourage creativity, self-expression and imaginative thinking.
- To foster social and emotional skills necessary for integration within the classroom and beyond.
- To stimulate curiosity and foster skills of observation, investigation and problem solving in all areas of the curriculum.
- To promote children's thinking skills and personal capabilities.
- Help children accept that the teacher can take an active role in furthering the learning situation and promote physical, social and emotional development.
- Provide a holistic learning experience, covering a variety of skills giving first hand experiences and setting new challenges; helping children appreciate the wonder of the natural world.
- Allow time for careful observation of and interaction during children's Play to facilitate assessment and planning for progression and continuity, recognising differing needs and attitudes.
- To regularly assess our practice, keeping up to date with the latest theories and research.
- To value every child and recognise their need for love and security, being positive role models so that they too will develop respect for people, property and the environment.

We have found that our child-led philosophy has had a phenomenal impact on the self-esteem, curiosity and happiness of every child in our care. Through play and meaningful interactions with adults, children develop projects based upon their own interests, allowing them to access vital skills on their own terms. Each child is given the time to grow in confidence, curiosity and creativity.

LIFE IN MOORFIELD EARLY YEARS

STAFFING- all the Early Years staff are paediatric first aiders.

Head of Early Years/Reception Teacher

Mrs Nicola Minshall

BA Hons Primary Education and English Literature

Nursery 3

Mrs Jane Brown (class teacher)

B.Ed Primary Education

Mrs Arryn North

B.Ed Primary Education

Mrs Tina Driver

NVQ3

Mrs Emma Preston

Diploma in Childcare and Education and NVQ3

Nursery 1 and 2

Miss Karley Baxter

BA Hons in Children's Care, Learning and Development

Mrs Sue Williamson

NVQ3

EXTRA-CURRICULAR STAFF

Nursery:

- Mrs Victoria Crebbin teaches music on a Tuesday and Thursday morning.
- Mr Josh Hemmingway does a bush craft session with them on a Monday morning.
- Miss Amy (Northern Ballet) does an optional ballet lesson on Tuesday afternoon.

Reception:

- Mrs Lynsey Rix teaches music on a Monday and Friday morning.
- Mr Josh Hemmingway does a bush craft session on a Monday afternoon.
- Mr James Snook teaches PE on a Wednesday morning.
- Mrs Victoria Crebbin teaches a practical cookery session once a term.
- Mr Chilton delivers a series of drama sessions throughout the year.
- Miss Amy (Northern Ballet) does an optional ballet lesson on Tuesday lunchtime.
- Tatty Bumpkin is an optional yoga class, after school on a Wednesday.

CLASSES

Children are welcomed into Nursery at two years old and can stay with us until the end of Reception at the age of five, when they join main school. Together these classes make up the Early Years.

Nursery 1 – for children aged 2 years old. We recommend no less than 2 sessions.

Nursery 2 – for children aged 2 – 3 years old (children become part of Nursery 2 in the academic year in which they turn 3). We recommend no less than 3 sessions.

Nursery 3 – for children aged 3 – 4 years old (children become part of Nursery 3 in the academic year in which they turn 4). We recommend no less than 5 sessions, including a whole day.

Reception – for children aged 4 – 5 years old (children become part of Reception in the academic year in which they turn 5).

NURSERY SESSIONS

Flexibility is the key to a happy home-school balance and we will work with you to decide upon the right length and frequency of sessions for your child. We are unable to accommodate swaps but extra sessions can be booked on an ad hoc basis. Please speak to your class teacher about this

Morning session 8.45am – 12.30pm

Lunch 12 noon – 12.30pm

Afternoon session 11.45am – 3.30pm

A child who attends the morning session and stays for lunch, should be collected promptly at 12:30pm.

A child who attends only the afternoon session and is requiring lunch, should be promptly dropped off at 11.45am.

SETTLING SESSIONS

When you have decided upon the date you would like your child to start in Nursery, you and your child will be invited to attend 'settling sessions'. Both sessions are vital to ensure a smooth transition for your child and are compulsory.

Settling session 1 – your child will stay and play in Nursery for 1 hour, accompanied by a parent carer.

Settling session 2 – your child will stay and play in Nursery for 1 hour but will not be accompanied by a parent or carer.

WINTER UNIFORM FOR NURSERY:

Nursery Boys:

- Grey Bermuda shorts or green tracksuit joggers
- White polo shirt
- Moorfield Mouse sweatshirt
- Black, white or red shoes

Nursery Girls:

- Green tracksuit joggers or leggings
- White polo shirt
- Moorfield Mouse sweatshirt
- Black, white or red shoes

OR

- Grey pinafore dress
- White polo shirt
- Red school cardigan with logo
- Red tights
- Black, white or red shoes

Outdoors

- Warm coat
- Hat and gloves

SUMMER UNIFORM (worn April- October, inclusive) FOR NURSERY:

Nursery Boys:

- Grey Bermuda shorts or green tracksuit joggers
- White polo shirt
- Moorfield Mouse sweatshirt
- Black, white or red shoes

Nursery Girls:

- Green tracksuit joggers or leggings
- White polo shirt
- Moorfield Mouse sweatshirt
- Black, white or red shoes

OR

- Red and white striped summer school dress
- Red school cardigan with logo
- White socks
- Red shoes

Outdoors

- Suncream
- Sunhat

ALL YEAR ROUND:

Wellies

Waterproof coat and trousers or all-in-one

WINTER UNIFORM FOR RECEPTION:

Reception Boys:

- Grey Bermuda shorts/ grey trousers
- White long sleeve shirt
- Red Moorfield V neck jumper
- Moorfield tie
- Moorfield boys' socks
- Black school shoes
- Green Moorfield blazer
- Green Moorfield coat with Moorfield logo
- Green Moorfield cap

Reception Girls:

- Grey box pleated tunic
- Red and white striped blouse
- Red school cardigan
- Red tights or long red socks
- Black school shoes
- Green Moorfield blazer
- Green winter coat with Moorfield logo
- Green felt hat with red ribbon

SUMMER UNIFORM (worn April- October, inclusive) FOR RECEPTION:

Reception Boys:

- Grey Bermuda shorts
- White short sleeve shirt
- Red Moorfield V neck jumper
- Moorfield tie
- Moorfield boys' socks/ short green socks
- Black school shoes
- Green Moorfield blazer

Reception Girls:

- Red and white striped summer school dress
- Red school cardigan with logo
- White socks
- Panama hat with red ribbon
- Red shoes
- Green Moorfield blazer

Boys and Girls:

Green school rucksack for PE kit

Red book folder with Moorfield logo

Wellies

Red waterproof coat and trousers

Spare underwear

Hat and gloves

Suncream/ sunhat in summer

Hair must be tied up when it is shoulder length and held with red or brown/blonde/black elastics and red, brown or gold clips. Please have a style that enables the school hat to be worn easily. No jewellery except small plain gold studs for pierced ears.

Girls' Sports Kit

All Year

Red Moorfield hooded top
Green Moorfield skirt

Red sports top
Black jogging bottoms
Black pumps (slip on style)

Trainers will be required for running

Boys' Sports Kit

All Year

Red Moorfield hooded top
Black PE cotton drill shorts
Red sports top

Black jogging bottoms
Black pumps (slip on style)

Trainers will be required for running

DAILY ROUTINES:

ARRIVAL AT SCHOOL

The EYFS children can arrive at school from 8.30am/ 11.45am (PM Nursery session), with the registers being taken by 8.45am. Nursery children enter through the downstairs Nursery doors and Reception walk up the main school staircase and enter the classroom that way. Parents are encouraged to see their children are settled and ready for the day, and the staff are mostly available to answer any queries.

COLLECTION FROM SCHOOL

Children going home after the morning session (including lunch) should be collected promptly at 12:30pm from the Nursery classroom.

The school day ends at 3:30pm. Nursery children should be collected from their Nursery room, entering from the main Nursery door; Reception parents to wait outside the double doors to their classroom. Parents are then welcomed into the classroom to collect their children, talk to staff and often to look at the day's projects!

You will be asked to indicate who will collect your son or daughter and a record of this will be kept in the Early Years. **It is very important** that any changes to this are passed on to Mrs Minshall or another member of Early Years staff. This is for your child's protection and safety. We will not allow children to leave school with unauthorised persons and wish to avoid embarrassment or offence.

If your child is not collected as expected, we will call you on the contact numbers you have provided. If no contact is made, we will call the persons listed on the emergency contact form.

Children entering after school care will be accompanied and dropped off by a member of Early Years staff.

NUTRITION

If your child has any special dietary requirements, please speak to a member of staff so that we can best cater for them.

SNACK TIME

Reception and Nursery 3 children must bring a healthy snack (e.g. fruit, vegetables, bread sticks or cheese) in a named container (where possible, we are trying to eliminate packaging), and a named water bottle. Nursery 1 and 2 children will be provided with drinks and snacks.

Healthy snacks, water and milk are provided in Nursery 1 and 2 during both morning and afternoon sessions.

Milk is available to Reception and Nursery 3 children too.

SCHOOL DINNERS

Children that choose to join us for lunch (compulsory in Reception) will enjoy a hot, healthy, home cooked meal provided by our talented school catering team. We often find that children are more willing to try new and exciting foods in school than they would at home, encouraged by friends and staff members.

In Nursery one and two, a family environment is created as children gather round the tables in the classroom to eat, along with our Early Years practitioners. Nursery three children eat in a quiet area of the main school hall, allowing them to take part in whole school life. Again, the teachers will be sat with them. With the help of prefects from our upper school, Reception eat with the rest of the school. Table manners are taught and encouraged and children are invited to join in with conversation with their neighbours.

We do not offer daily food diaries, but will always make it known to whoever picks your child up if there was a particular dislike to the food offered that lunchtime- if you hear nothing, your child ate fine.

CARE THROUGHOUT THE SCHOOL DAY:

BREAKTIME/ LUNCHTIME SUPERVISION

We have a fenced area to our EYFS unit, allowing free-flow to our outdoors area at all times of the school day, no matter what the rest of the school have planned in the playground. This allows for greater safeguarding, not to mention the positives to a sustained period of play where there is no need to pack away every hour or so.

Breaktime- the gate is open and the children can chose where they play or eat their snack. A member of EYFS staff stays in the gated area and the other area is supervised by another member of staff from the main school.

Lunchtime- for the first half of lunchbreak, the gate is open and the children can choose where to play. A member of EYFS staff is in the fenced area, another is inside the Nursery 1/ 2 classroom and one or two members of staff from the main school are in the other section of the playground. For their own safety, and to allow the older children to be more physical without having to mind out from 'the little ones', the Nursery children are in the fenced area for the second half of lunch, along with some Senior Six prefects and an additional class from the main school (rota based). There are three members of EYFS staff playing with the children, moving themselves between the indoor and outdoor environments dependent on ratios within the free-flow environment.

WRAP AROUND CARE

Wrap around care is available for all children in Moorfield Early Years.

Breakfast club runs from 7.45am

After school care runs until 6.15pm.

Holiday Club provides care from 8am to 4pm through all school holidays except:

- 2 weeks at Christmas
- Good Friday and Bank Holidays (5 days per year)
- Teacher training days (3 or 4 days per year)
- Please see the main school handbook for more information.

HOME – SCHOOL COMMUNICATION

As well as the things mentioned below, both our Nursery and Reception operate on an ‘open door’ policy. We try our very best to chat to each and every parent or family member as often as possible and we are more than happy to talk at drop-off and pick-up. You are always free to make an appointment to talk to Mrs Minshall or Mrs Brown and we will be happy to accommodate you. If you are a working parent, we can find a time to suit your availability. Similarly, you may find that during the course of the year, we might request an opportunity to discuss your child’s progress in a more formal setting.

You can also call on 01943 607285 or email us at:

nminshall@moorfieldschool.co.uk

jbrown@moorfieldschool.co.uk

PARENT COMMUNICATION BOARD

You will find three notice boards for parents in the Early Years building. The Nursery 1 and 2 board is situated outside the main Nursery door, the Nursery 3 board is halfway up the stairs and the Reception board is outside their classroom. Please check these boards every time you visit school. They provide important information and notices. Boards may feature:

- Weekly menu
- Class timetable
- Important notices
- Upcoming events
- An insight into the week’s activities

‘Meet the Teacher’

During the transitional process to any new room/ teacher in the summer term before they officially start that class, there will be a formal ‘Meet the Teacher’ meeting. It is useful to attend this meeting to find out a bit more about the up and coming school year. Reception will hold an ‘extra’ meeting back in the classroom after the whole school event in the Autumn Term.

Parent Consultations

Parent consultations will be held with the rest of the school during the Autumn and Spring Term- the only difference will be that ours will run throughout the day as well as into the evening, to ensure the best possible time for you and your small children.

An additional parent consultation will also be held at the end of the summer term in Reception in order to discuss your child’s ‘Early Years Foundation Stage Profile’ and to discuss any next steps for Form 1.

Learning Journeys

Using the 2Simple software, parents will be sent their child’s learning journey every week. This will hold information and photographs of a few ‘Wow’ moments from the week and can act as a great talking point at home about the learning and play that has been taking place at school. It is also a great tool to add their home experiences too- ask any staff member for more information.

ILLNESS

In the case of a child being sick or suffering from an illness or suspected illness, please do not bring him/her into school – young children are susceptible to infection being passed amongst them. Please allow adequate time for a full recovery.

Please note that children suffering from vomiting and diarrhoea should be kept off and only return **48 hours** after their symptoms have settled.

Please call the School office by 8.40am to let us know of your child's absence.

If your child is ill once s/he is in school, we will contact you to advise you of the situation and arrange collection if necessary.

Prescribed medicines may only be administered following completion of a medicines form obtained from Nursery or the main school office. We can only give medicines following the instructions on the prescription.

ACCIDENTS

In the case of accident, your child will be seen by a First Aider, if necessary. Should the situation cause concern, medical help will be sought. In this situation, we will make every effort to contact you first.

In the Early Years, it is our policy to inform you of every injury your child suffers whilst in our care. If your child has had an accident during the school day, however minor, you will be asked to review and sign the relevant accident form.

If your child bumps his/her head (including the face), s/he will be issued with a head bump form, which suggests what to look out for after such an injury. This will be mentioned at pick up time unless you are telephoned to be told of the incident.

CHILD PROTECTION AND PROTECTION OF DATA

Please see main school handbook for more information on child and data protection in the EYFS.

MOBILE PHONES

Mobile phones are not allowed anywhere in the Early Years building or its immediate vicinity.

If a member of staff sees you using a mobile phone, they will politely request you put it away as it is a statutory requirement. This is for the safety and protection of all the children in our care.

EARLY YEARS FUNDING

Some children may be eligible to receive funding from the Government under the Early Years Entitlement Scheme, with up to thirty hours being subsidised. Eligibility usually commences from the term following a child's 3rd birthday until the term after their 5th birthday. Details may be obtained from the Bursar, via the school office.

POLICIES

The Early Years follows all main school policies, in addition to some specific Early Years policies. There will also be some permission forms for you to dis/agree to with regards to photographs, social media and trips, amongst other things.

