



# Calcot Infant School Early Years Prospectus



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Dear Parents and Carers,

Welcome to Calcot Infant and Nursery School. This prospectus will give you some information about our happy school and our aims.

During your child's time with us we will do everything we can to ensure they feel happy and safe and that their full potential is achieved.

However, this booklet will only give a tiny taste of our school so please make an appointment to visit. We'd love to show you round.

Kind regards

Florence Rostron

Headteacher Calcot Schools

## Our Vision and Values

The behaviour in Calcot schools is exemplary and this is because we uphold our values and ethos in all that we do. We pride ourselves on shared and mutual respect and this is evident in the children's manners. Visitors to the school always comment on how polite and courteous our children are. We are incredibly proud of this.

Children learn best in a well-organised, calm and secure environment. We want every child in our school to feel confident, happy and safe. We have the highest of expectations in terms of learning, behaviour and attitudes, and encourage our children to develop similar beliefs in their own potential, together with pride in their achievement.

We strongly believe in identifying every child's strengths and celebrating their achievements as praise and recognition lead to sustained effort and hard work.

All forms of bullying and harassment are considered to be unacceptable and are not tolerated within the school environment. All incidents will be taken very seriously and followed up in accordance with our Anti-bullying Policy which is available via the school's website.

Please visit our website to see our full aims and philosophies.



**We aim to provide experiences appropriate to the early years' age group (3-5 yrs) at each child's level of development. We aim to provide your child with a safe and engaging environment in which they can develop at their own pace. After all, each child is unique and has a right to be so.**



## **In the Early Years**

**We will:**

- 1) Help your child become self confident, self disciplined, responsible and compassionate.**
- 2) Help your child develop good learning habits -to listen, to organise themselves, to concentrate and to persevere at a task until complete.**
- 3) Encourage your child to develop their own talents and preferences.**
- 4) Support your child in developing their communication skills, making careful observations and forming a sense of curiosity.**

# Starting Nursery

Morning session : Doors open at 8:50a.m.  
Session 8:50-11:50am.

Afternoon session: Doors open at 12:30pm  
Session 12:30p.m-3:30pm

We will provide all children with water or milk and a fruit snack during their session. If you wish milk to be delivered for your child please complete the form in the application pack and post it immediately.



## Nursery Session Timetable (From September 2016)

Both sessions follow the same format, with a slight change in timing on Tuesday when we have Physical Education (PE) in the school hall.

8:50 or 12:30 Doors open, the children self-register and settle to an activity.

9:10 or 12:50 Carpet time for register and input

9:30 or 1:10 Free flow all areas accessible (or PE on Tuesday)

Snack table available

During this time the staff will lead small groups in their learning or play alongside your child.

11:15 or 2:55 Phonics or Maths group activity

11:30 or 3:10 Story/Songs get ready for home

11:50 or 3:30 Session ends



## On arrival

Entry to Nursery is through the door by the main steps. Please don't feel that you have to drop your child and leave. You are more than welcome to come in and help your child with their routines e.g. self-registering, hanging up their coat, choosing a book to take home from the nursery books and settling to an activity. We are always happy to chat about your child's progress or any concerns you may have. Although the start of the session is not the best time to have long conversations, the staff are always available to talk if necessary or to make an appointment with you.

## On collection

Collection is from the main door by the steps. Please collect your child promptly, especially from the morning session as the staff only have thirty minutes to clear away, have lunch and set up for the afternoon session.

**Toy Fund:** We have a voluntary toy fund of 50p a week. This covers the cost of toy repairs, play dough, baking ingredients etc. The toy fund pot can be found by the nursery entrance. Thank you for supporting us in this.

## Plays and assemblies

You will be invited to a Christmas Production for the session your child attends. In addition, the Nursery staff will aim to hold another short play or assembly during harvest so the children have the opportunity to sing some songs and show some of their work.



## Suitable clothing for both Nursery and Reception children

Children will be wearing school uniform that can be easily managed when using the toilet, removing clothes for PE and is safe and suitable for the various activities offered. Many activities are very messy so we do provide our own aprons for art and water play.

### Winter:

Boys	Girls
White or red polo shirt	White or red polo shirt
Grey trousers	Grey skirt, trousers or pinafore dress
Red jumper	Red jumper or cardigan

*Sweatshirts with the school logo are available for purchase on-line from Tesco*

### Summer:

Boys	Girls
White or red polo shirt	Red and white check dress
Grey shorts	
Red jumper	

We will go outdoors everyday, regardless of the weather, so please make sure your child has warm waterproof clothing with them in winter and a sunhat in the summer. It is advisable that your child brings wellington boots in wet weather to change into for outdoor learning.

**PE kit:** A white or red plain T Shirt , a pair of shorts (not Bermuda or lycra cycling shorts) and a pair of plimsolls or trainers.

Please note that Nursery children will not need a PE kit as they will do their lessons in bare feet. However, if you would like your child to come into Nursery on a Tuesday dressed in jogging bottoms and a t-shirt you are more than welcome to do so.



# Starting School in Reception

School Hours:      Door open 8:45 am  
                             Register 9:00am  
                             End of day 3:05pm

School staff will be available to welcome and take responsibility for your child from 8:50am. They will greet the children outside by the Reception gates and are happy to take lunch money from you and any messages you may have for their class teacher. When your child first starts Reception we are more than happy for you to come into school with your child and help them settle into their morning routine. As you can imagine it can become very busy at this time of day, so if and when your child feels confident enough to come into school independently please encourage them to do so.

## Lunch time

Lunchtime starts at 11:45 and finishes at 12:55. Your child may bring in a packed lunch or have a cooked lunch which is now fully funded by the Government. It is a set meal with a choice of fruit, yoghurt or dessert and a menu is sent home termly.

We ask that if your child chooses to bring in a packed lunch they are healthy and do not include sweets, chocolate, fizzy drinks or nut products.

## What will my child need?

- A sports bottle with water
- PE kit
- Book Bag (available for purchase from the school office).

Please ensure that **everything** is named as we can then reunite your child with their misplaced items.



## Reading

Your child will be involved in a range of reading activities on a daily basis. In addition, we aim to hear your child individually read to a member of staff at least once a week. Their reading books will be changed twice a week. They will also be provided with a red home-link book to enable you and the teacher to record your child's progress.



**Plays and Assemblies:** All the children will participate in a Christmas production which will be performed to their families. In addition, the children will put on a year group assembly later in the year. During this they will share what they have been learning, perform songs and show some of their work.

## Daily Timetable

8:50 Doors open and children self-register

9:00 Register and lunch orders are taken

9:10 Class input

9:25 Activity time and independent learning

During this time staff will work with groups of children and or play alongside them.

Snack table available

10:15 Phonics session

10:30 Assembly

10:45 Activity time and independent learning

11:30 Tidy up and prepare for lunch

11:45 Lunch

12:55 Afternoon register

1:00 Afternoon input

1:30 Free flow (children have access to both the indoor and outdoor learning environments. A physical development activity is also available in the large playground)

2:25 Tidy up

2:30 Story time

3:05 Home time

# Curriculum

The children follow the Early Years Foundation Curriculum until the end of the reception year. By the end of the reception year the pupils will be ready to start the Key Stage one curriculum in year one.

Early years learning concentrates on 7 areas split between prime and specific areas of learning.

**The prime areas of learning are:**

- communication and language
- physical development
- personal, social and emotional development

**The specific areas of learning are:**

- literacy
- mathematics
- understanding the world
- expressive arts and design



Role play areas provide children with the opportunity to develop skills in all areas of the early years curriculum.

Teaching is done through a mixture of play, teacher led activities and independent exploration.



# Teaching and Learning

We provide all our children with a diverse curriculum which allows them to develop a love of learning. In both our outdoor and indoor learning we provide an array of activities that will inspire the children and engage them. The activities will allow them to develop skills across all 7 areas of the early years curriculum.

We plan for visitors to come in and talk to the children and lead workshops. These have included the RSPB, a junk model artist, police and paramedics, the local vicar, actors from the young Shakespeare company, and a retired teacher with a wealth of knowledge about Africa.

We are a non-denominational school but we do teach children about a variety of religions and cultures. If you do not wish your child to participate in these lessons you have the right to withdraw your child so please inform your child's class teacher. The Collective Worship and R.E policies are available from the school office.



## Breakfast and After School Clubs are available to Reception children



We run a very successful breakfast club and after school club and should you be interested in your child joining them please contact the school office for a registration form.

Breakfast Club is held in the Junior School Hall and run by two fully qualified supervisors. The club starts at 8am where the children are provided with



breakfast consisting of cereals, fruit juice or milk and toast. After breakfast there are games and simple activities to play before the supervisors walk them to their classes at the start of the school day. The cost of breakfast club each day is currently £3.00 per child.



After School Club is held in the Infant School and is again organised and run by our qualified supervisor. After being collected from class at 3:05pm the children are given a drink and a biscuit



before playing together. Some of the activities provided include outdoor play on the trim trail, scooters, hoppers, bikes and trikes, construction toys, arts and craft activities, air hockey, DVDs, board games and toys. If your child stays a little later an additional snack is offered such as a roll, toasted sandwich or tea cake. The club is available until 6pm and the prices vary according



to the length of time they are in the club. If your child is picked up prior to 3.30pm the cost is £3.00, if your child is picked up prior to 4:30pm the cost is £5.00 and if your child stays on later it increases to £10 per child.

## Illness

If your child is unwell at home and is unable to come to school please phone the school so that we can inform your child's teacher. When your child returns to school please send in a note confirming the reason for their absence and hand it into the office or your child's teacher.

If your child has been sick or suffered from diarrhoea please keep them at home for 48 hours after the last bout of illness. If you are unsure whether their illness is contagious and whether they should stay at home please feel free to ring the school for advice.



Should your child become unwell in school we will do our best to contact you so that you can collect him/her and take them home. In order to do this it is essential that we have up to date contact details so please inform us if your phone number changes.

## Medicines

We are able to administer prescribed medication should your child require it. In order for us to do this, we ask that you visit the school office to fill in the appropriate forms and to give authorisation for a member of staff to administer it.

If your child suffers from asthma please speak to the office to discuss their needs. We will then make the necessary arrangements for storing their inhaler.

In special circumstances, i.e. allergies that require an EpiPen it is important to leave medicine to be administered. Under these circumstances, a form must be obtained from the school office, completed and the appropriate medicine stored in a designated place.

Should your child have any allergies to food, please ensure that you notify the school and keep us updated as to their dietary requirements.

If you have any concerns regarding your child's health and their needs within school, please come in and talk to us about it.



## Activities

### Extra-Curricular activities

When your child starts in Year One there will be a range of after school clubs available for them to join. However, because the children in Reception are still very young and often find it tiring spending the entire day at school, we do not provide them with extra curricular activities.

In the Spring and Summer term the staff hold a story and squash club on Thursdays after school for the Reception children. This is a time where parents are invited to snuggle down with their child to share a story. Teachers will also read stories to groups of children and parents. Biscuits and squash are provided to keep energy levels high!

*"I love first aid club because we get to bandage each other up."*

*Grace*

## Charges for School Activities

Education provided by a maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours. However, the school reserves the right to levy a charge in any circumstances permissible under the Education Act.

At Calcot Infant and Nursery School, pupils take part in cooking, sewing and pottery. Where parents indicate that they wish to own the finished product of a practical activity they might be asked to provide or supply ingredients, materials etc., as needed. However no child will be disadvantaged if a parent is unable to contribute.

Parents might also be asked to make a voluntary contribution for a visit or journey organised by the school and approved by the Governors. Although non payment of a contribution will not mean that a child is excluded from an outing, the school has to reserve the right to decide whether the level of voluntary contribution is sufficient to enable the activity to take place.

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### When things go wrong?

At Calcot Schools we promote an open door policy which encourages parents and carers to come into school and speak to the class teacher or teaching assistant whenever you have any concerns. There are always staff available at the beginning of the day on the doors as children come into school, or on the playground at the end of the day. If you are worried about your child, or think that they may be experiencing any kind of difficulty with friends, work or home life, then please talk to your child's teacher.

We want the children to have a positive and happy time at Calcot School. However no matter how hard we try there may be times when you are worried or concerned and there will certainly be occasions when we may make a mistake. Please come and see us - we will be pleased to see you and will do whatever we can to move things forward in a positive way.

Any complaints about school matters should first be brought to the attention of your child's class teacher. If the complaint is not resolved, you can contact the school to arrange an appointment with the Senior Management Team who may then refer you to the Headteacher or Governors.

The procedure for lodging a formal complaint is contained within the complaints policy which is currently available from the school office.

### When we get it right.

We hope there are many times during the school year when you are really pleased with your child's experience at school.

Please let us know!

All too often we only speak out when things go wrong.