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Hallgate Primary School
Hallgate
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Hallgate Primary School

Early Years Foundation Stage Handbook Pre School 2024/2025





Welcome

A very warm Welcome to our Early Years Foundation Stage Unit at Hallgate Primary School

We would like to take this opportunity to welcome you to our Unit.

We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils his or her full potential.

We hope that this booklet contains useful information to support your introduction to our EYFS Unit, but if you have any other queries, please do not hesitate to contact the EYFS team, the office or myself.

With Best Wishes

Mrs Chrissie Shiels
Headteacher



Starting EYFS

If you would like your child to attend Foundation Stage 1 (Pre School) at Hallgate Primary School, you will need to complete an expression of interest form to apply for a place, these are available from the school office and website. Your child's name will then be added to our waiting list.

Once your child has been allocated a place within the Unit, we will arrange for some 'settling in' sessions. These will help to familiarise you and your child with the setting, staff and daily routines.



Come and find out more for yourself

The best way to find out more about the Early Years Foundation Stage Unit at Hallgate Primary School is to come and visit us.

Please contact us if you have any questions, or to arrange a visit.

We look forward to meeting you!



Absence

Parents should let the school office know if their child is absent as soon as possible by telephoning before 9:15am. Please telephone the school office on each subsequent day of their absence. If we have not received contact, a member of the office staff will phone home as part of our First Response procedure.

Illness and Medication

Illness and Emergencies

If a child becomes ill or sick at school, parents are contacted by telephone so that they can collect their child. Qualified First Aiders deal with cuts and grazes etc.

If your child has sickness or diarrhoea before coming to school, please keep him/her at home for- 48 hours, from the last episode.

Emergency telephone contact numbers must be provided – home, work, friend etc. Please remember to notify school immediately of any change in address or telephone number.

Medicines

In order to comply with regulations laid down by Health & Safety at Work Act, school will not administer any non-prescription medication. Any non-prescription medication required during the school hours should be administered by parent/carers.

We will, however, administer prescription medicines. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses and give antibiotics before and after school where possible. However, if you need us to administer prescription medicine, it is essential that you complete the relevant form at the school office provided by our First Aid Administrator, Mrs Chamberlain giving full details and consent.

Medical Conditions

If your child has a medical condition such as asthma, diabetes or epilepsy, we would ask that you make an appointment to discuss it with Mrs Chamberlain so that a Health Care Plan can be set up for your child to set out details of their health requirements and how this can be managed in school.

Online Payment

Hallgate School operates a cashless online payment system, ParentPay, for all monetary transactions, excluding uniform. Parents are issued with a login for each child, to enable you to set up an online account as soon as your child starts with us. The school office is happy to assist parents in setting up their account and is available to discuss any difficulties that may arise from this system. For further details, please ask at the school office.



Our Early Years Foundation Stage Unit (EYFS)

The Hallgate Early Years Foundation Stage Unit is made up of children from:

Foundation 1 (Pre School) Aged 3-4

Foundation 2 (Reception) Aged 4 -5

Applications for Foundation Stage 1 are made through the Hallgate School Office. Applications for Foundation Stage 2 and Hallgate School are made through the East Riding Admissions Process. Children in Foundation 1 and Foundation 2 share our well-resourced outdoor areas. The children will be working with a team of qualified staff, experienced in Early Years teaching.

As a parent you have already helped your child to make major steps in his/her learning. Our aim is working in partnership with you to build on their strengths, interests and experiences by providing a stimulating and relevant curriculum in a happy and safe environment.

What are the benefits of working as an EYFS Unit?

Children can move through the Foundation Stage curriculum at their own pace. Continuity and progression are ensured. Groupings are more flexible to benefit the children and staff can provide opportunities that are challenging and meet individual needs.

The EYFS Unit further benefits children who will be joining Hallgate School in Foundation 2, as they are already familiar with the school environment and staff. This makes the first few years of education a time of emotional security which builds confidence and reduces the disruption which may be caused by transition to another setting. Children have familiar routines and work with the same familiar adults. Staff will know children and families very well, making it easier to cater for their needs.

Meet the Team 2024/2025

Mrs Chrissie Shiels – Headteacher

Mr Connor Davidson— Preschool Teacher

Mrs Katie Emson—F2 Class Teacher (Mon-Wed)

Miss Jessica Griffin - Preschool Teacher/SENCo (Currently on Maternity Leave)

Miss Zoie Holderness - Nursery Nurse

Mrs Sharon Noott —F2 Class Teacher (Wed-Fri)

Miss Katie Rhodes - F2 Class Teacher



Preschool Session Times

We are open Monday to Friday, during term time only.

Am session—8.45am-11.45am

Lunch time—11.45am-12.15pm

Pm session 12.15pm-3.15pm

Doors will open at 8.45am.

Children leaving at the end of the morning session should be collected from the Foundation Stage classroom at 11.45am. Access to the classroom is via the EYFS playground, which is accessed through the gate on Hallgate.

Children arriving for the afternoon session, or going home after lunch, should use the classroom door at 12.15pm. Access to the classroom will be through the gate on Hallgate.

Children leaving at the end of the day should be collected from the Foundation Stage Classroom at 3.15pm.

If parents are late they should use the school office to drop off and collect, as the gate on Hallgate will be locked.

Please remember when picking up your child, try to be prompt, as being late is unsettling for young children.

We need to ensure that children are handed safely back to their parent or carer. If your child is going to be picked up by another adult, we will need you to advise us in advance. This could be done verbally at the start of the day, in writing or by ringing the school office. We also have a password system in place, details of which will be sent to you separately.

SAFEGUARDING

At Hallgate Primary School, the health, safety and wellbeing of every child is our primary concern. We listen to children and take seriously what they tell us.

Our aim is for children to enjoy their time as pupils here. We work in partnership with parents to ensure your child is able to achieve his / her full potential and make a positive contribution.

We have comprehensive safeguarding procedures in place, which includes a clear Child Protection policy, vetting procedures and staff training. We work closely with other agencies, including the local East Riding Safeguarding Children Partnership.

Mrs Shiels is our Designated Safeguarding Lead with Mr Sheppard and Mrs Longden fulfilling the role of Deputy DSL. Concerns logged by staff, parents or visitors will always be followed up in line with our safeguarding policies.



Learning in the Early Years Foundation Stage (EYFS)

Children will learn through playing and exploring, being active and through creative and critical thinking which takes place both indoors and outdoors.

All the children in Foundation Unit will be following the EYFS curriculum at a stage appropriate for their age and development. Your child will be learning skills, acquiring new knowledge and demonstrating his/her understanding through seven areas of learning and development.

Children should mostly develop the three prime areas of the curriculum first. These are:

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

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in the four specific areas of the curriculum. These are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

These seven areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This EYFS curriculum is designed to be really flexible, so that staff can follow your child's unique needs and interests.



Hallgate Values

Hallgate Values incorporates our whole school approach to developing important skills and attitudes to learning.

The behaviours we encourage are:

- Concentrating
- Don't give up
- Co-operate
- Have a go
- Keep Improving
- Enjoy Learning

In the Early Years Foundation Unit the children are encouraged to adopt positive attitudes to learning.



What will the children be doing?

In Foundation 2, children will each have their own class base for times when it would be appropriate to separate the children, for example: for registration, phonics, circle time, etc.

The children will enjoy a balance of adult-led and child initiated activities and will have opportunities to learn as a whole group, in small groups and individually.

The Unit has areas of learning organised for children to access independently, with children allowed to flow between the different areas of the classroom and the outdoor area.

The adults will assess the children's needs, abilities and interests through observing them in their play and, from these observations, will plan 'next steps' for the children.

The F1 children will be assigned a 'Key Person', whose role is to help children settle and ensure that learning and care is tailored to meet their individual needs. Children will be part of a Key Person Group and will develop positive and nurturing relationships with their staff member and the children in their group. Your child's key person will be your first point of contact for any queries or questions and are available every day to speak to.



Cost of Additional Sessions

All parents of 3 and 4 year olds are entitled to 15 hours of free child care.

Parents who are eligible for 30 hours free child care and have been allocated a 30 hour 'registration code' are able to book additional sessions (up to a maximum of 30 hours) for no additional cost. This is subject to availability.

Parents who are not eligible for 30 hour funding are able to book additional sessions, subject to availability at a cost of £12.50 per 3 hour session. Additional sessions must be booked in advance at the start of each term. Parents will be invoiced at the end of each half term, for the following half term. Payment must then be made by the start of each half term, via our online payment system ParentPay.

Lunch time

Pre School children attending a whole day or staying for lunch, either at the end of beginning of their session, will need to be provided with a packed lunch, alternatively, a hot school meal can be provided at a cost of £2.60, payable via ParentPay. Our school supports the Healthy Schools Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch.

NO NUTS OF ANY KIND are allowed (including peanut butter).

Any food not eaten from packed lunches will be brought home so that you are able to see what has been eaten. Please see our Packed Lunch Policy for more information.

If your child is staying for lunch, (packed lunch or school meal), you will need to pay for the half an hour lunchtime supervision in addition to your 15 hours, the cost would be £2.50 for each lunch time to cover staffing costs, this amount will be included in your invoice.

Pre School pupils who are eligible for Early Years Pupil Premium Funding do not pay for lunchtime sessions and a free school meal would be available for eligible pupils who chose to take one.

Snacks

If you wish your child to have a snack during their session, they may bring their own **healthy** snack (ie fresh fruit, cereal bar, dried fruit – no crisps, biscuits, sweets or chocolate). Snacks should be brought in a named pot or bag.

The children also need to bring a bottle of **water** to drink throughout the day, in a named bottle, with a 'sports' type cap.



Uniform

Our Foundation 1 children have the opportunity to wear their very own F1 uniform, designed to be smart but very practical! Uniform is optional and consists of:

- Pale blue polo shirt, available from supermarket clothing departments
- Bright blue sweatshirts with the school logo, which are available to order and pay for via Price and Buckland, <https://www.pbuniform-online.co.uk/hallgate>

We also have a nearly new uniform rail, situated near the school office.

Please note that children will get messy, so best clothes are not recommended!

Children must wear sensible shoes which they can fasten themselves (no laces please).

Outdoor Curriculum

Learning outdoors is an essential part of the Early Years curriculum and your children will be learning outside in all weathers. Please ensure they bring a suitable, waterproof coat every day. We would also appreciate it if the children could bring a pair of wellies to school, for outdoor play. These can either be left at school or brought each day your child attends.

Spare Clothes and Other Useful Items

EYFS has a supply of spare clothes in case of accidents. However, if your child is likely to need changing regularly, please send in spare clothes each day, including pants and socks, in a named bag. If your child is still in pull ups, please ensure these are provided together with wipes.

Label All Items of Clothing and Belongings

Please make sure all your child's clothes and items of belongings are clearly/ permanently named and that your child knows where to look for their name.

Preparing for Foundation 1

You can encourage your child to be more independent by helping him/her learn to:

- Dress and undress, including putting on and taking off his/her coat
- Use the toilet and washing his/her hands. *We encourage children to be able to use the toilet independently by the time they begin with us, if your child is still in pull ups when they begin with us, please ensure you make a member of staff aware of this.*



Preparing for Foundation 1 continued

- Play games, taking turns with others and sharing
- Try something new and enjoy new experiences
- Tidy away his/her toys
- Recognise his/her name

Behaviour Expectations

A core part of the Early Years Curriculum is focused on teaching Personal, Social and Emotional Development including managing feelings and behaviour and making relationships. In order to support this we have a clear, positive behaviour management system across our EYFS Unit; this is based on a shared set of aims and values and an agreed understanding of rights and responsibilities.

At its core are two principles:

- Encouraging and rewarding good behaviour through setting clear expectations and regularly celebrating success.
- Minimising unacceptable behaviour through establishing a clear code of conduct and a consistent and fair hierarchy of consequences.

Our Behaviour Expectations

In the Foundation Unit the children are encouraged to follow the Golden Rules:

- We listen
- We are honest
- We are gentle
- We work hard
- We are kind and helpful
- We look after property

Children are rewarded for 'Good' behaviour and 'Wow' behaviour through 'Wow' certificates, a text home, verbal praise and stickers. In Foundation 1 we have sticker charts, a prize box and certificates for 'Stars of the Week'.

Where behaviour falls short of expectations, an adult will sit and talk to the child about their behaviour and the child may be asked to do 'time out'.

Children who demonstrate 'Unacceptable behaviour' are given time out as a consequence and parents are informed. Parents will always be informed where a serious incident occurs, or when there is a pattern of unacceptable behaviour.

The whole School Behaviour Policy is available from the School office and on the School website hallgateprimaryschool.co.uk

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