



EYFS
Handbook

Our School Day

8.45am- Children are dropped off by the gate of the infant playground where Miss Quibell or Mrs Ashworth will greet your child. A teacher is on duty in the infant playground while the children play.

8.50am- Wake up Shake up which is led by all teachers on the infant playground.

8.55am- Children line up in their classes and enter the school building. They then self-register and engage in child initiated play.

9.10am- Phonics (whole class)

9.30am- Child initiated play inside and outside and individual readers with a teacher.

10.00am- English circle/input

10.20am- Free fruit and water time

10.30am- Playtime (children may bring their own healthy named snack)

10.45am- Maths circle/ input

11.00am- English or Maths activities in groups and child initiated play inside and outside.

11.50am- Lunch (free school dinner or packed lunch)

12.55pm- Topic related activity and child initiated play inside and outside.

2.15- Individual readers and child initiated play

2.45pm- Handwriting (whole class)

3.00- Storytime

3.20- Hometime

Starting Reception September 2018

Group A- Half day (8.45am- 11.45am) on Wednesday 5th September
Group B- Half day (8.45am- 11.45am) on Thursday 6th September
Group A and B- Half day (8.45am- 11.45am) on Friday 7th September
Please enter school via the infant playground gate and go straight into school to help your child with their belongings. For collection please come onto the infant playground and your child will be handed over to you.

For the first full week of school (week beginning 10th September) you can choose for your child to do half days with an 11.45am pick up or full days with a 3.20pm pick up. Could you please let us know on your school half day visit which option you have decided upon. For the first half day and full week you are welcome to come into school to help settle your child until 8.55am when the school bell goes for the start of the day.

The second full week in school the children will be met by Miss Quibell and their class teacher at the green gate leading to the infant playground. Parents are asked to hand over their child at the gate and say goodbye. We always encourage parents to drop off and go as this helps the settling in process. There are numerous parents dropping off children at this time of day and space is limited so we would be thankful for your cooperation.

Children choosing to have a packed lunch are encouraged to put their lunchbox on the yellow trolley in the infant playground.

All children's belongings must be clearly named for ease of identification. A named P.E bag is essential.

Other Information

Staffing in the Early Years

Lead EYFS specialist - Mrs Murray (Mon/Tues/Wed)

EYFS Teacher- Mrs Franklin (Thurs/Fri)

Teaching Assistant- Miss Quibell (Mon/Tue/Wed)

Mrs Ashworth (Thurs/Fri)

Snacks and Fairtrade snack.

Free fruit is issued to all infants daily and they are encouraged to bring a bottle of water (no juice allowed). Children can bring in their own healthy morning snack provided it is clearly labelled with their name. Fairtrade snacks are available for the children to buy for 10p on a Friday morning. On this day children must bring in the correct amount of money in a named envelope or purse.

Library Friday

On the first Friday of every month you are invited into our class to share a book with your child. This will commence on Friday 5th October 2017. Please enter through the infant playground gate at 8.45am. The bell will ring at 8.55am to signal the start of the school day and we will ask you to leave. If you are unable to attend our staff will be available to read with your child. Grandparents or other family members are welcome.

Parent failing to collect procedure

If for any reason an adult other than yourself will be collecting your child you **must** inform us. Miss Quibell or Mrs Ashworth is on duty every morning at the green gate; they take messages and record these to pass on to the class teachers. Without your permission we cannot let children go even to other known parents so please ensure you speak to Miss Quibell or Mrs Ashworth. If you are going to be late please phone the school office 01625 383055.

If you wish to speak to a teacher please let Miss Quibell or Mrs Ashworth know and the class teacher will phone you later in the day to chat or to arrange a time to meet. In the Early Years we have an open door policy which means we like to chat on a regular basis. Please don't hesitate to contact us if you are worried about anything at all.

Appointments in school time

Whenever possible can any medical appointments be made outside the school day. We operate the 'Manchester Airport Attendance Scheme' which rewards 100% attendance. Time taken out for appointments is considered unauthorised by the scheme.

Signing in and signing out

Children arriving later (after 8.55am) must go to the main entrance to where they will be issued a late slip. Children leaving school or returning from appointments must be signed out/in at the school office.