

# **HOLDEN LANE PRIMARY SCHOOL**



## **Foundation Stage Prospectus**

*Working Together, Learning for Life*



**Holden Lane Primary School**

**Address:** Ralph Drive  
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**Head Teacher:** Miss C Thomas

**Deputy Head Teacher:** Miss J Bagguley

**Head of Pastoral Care and Safeguarding:** Mrs S Reece

**School Business Manager:** Mrs Y Pellington

**Early Years/ Foundation Stage Leader:** Mrs T Bould

**Foundation Stage staff:** Mrs T Bould  
Mrs W Richardson  
Mr R Gibson  
Mrs J Parkinson  
Mrs S Roberts  
Mrs H Heasman  
Miss N Smith

## **Introduction to the Foundation Stage**

Children are admitted into our Nursery (Foundation Stage 1) in the September of the academic year in which they turn four, and they move into our Reception Class (Foundation Stage 2) one year later, in the September of the academic year in which they turn five.

Admission to the Reception Class is not automatic for those children in our Nursery; the Stoke-on-Trent Admissions Policy is followed.

Children can be registered on the school's waiting list whenever parents wish. Parents whose children will be starting in the Nursery or Reception class in September will be invited to attend an evening meeting, during which they will have the opportunity to meet staff, look around the school, receive information and ask questions. Children and parents who are new to our Foundation Stage are invited to attend an introductory session in the Summer Term. **Due to Covid-19 restrictions, please note that arrangements will be adapted for the September 2021 intake.**

On admission, we will require detailed information from you regarding your child. This will include medical information, your child's birth certificate, contact numbers, details of parental responsibility, home religion, language and ethnic origin.

If you have any queries regarding the admissions process, please telephone the Stoke on Trent Local Authority Admissions Services on 01782 234598.

The staff in the Foundation Stage will be happy to answer any questions you may have. Please speak to them if you have any concerns at the beginning or end of the school day.

## **Options for Nursery Provision**

There are a number of different options available depending on each family's individual circumstances.

15 hours' provision is provided for all children (9am to 12pm, Monday to Friday).

30 hours' provision is provided for all children with **'working parents' who are eligible** (9am to 3pm, Monday to Friday).

An additional 15 hours (12pm to 3pm, Monday to Friday) is available at a cost of **£25.00 per week, to be paid via ParentPay a week in advance**, for those parents who are not eligible under the 'working parents' scheme.

Log in details for ParentPay will be provided once your child has been admitted to school.

Before school provision is provided at our Breakfast Club which operates from 8am to 8.45am (free of charge).

After school provision can be booked in advance for a small charge of £3 at our After School Club which operates from 3pm to 5pm.

Classroom doors open at 8:45am to enable learning to begin at 9:00am prompt.

In the Foundation Stage, we operate a 'continuous day' to maximise children's learning opportunities.

## **Aims of the Foundation Stage at Holden Lane Primary**

In the Foundation Stage, we provide the children with a wealth of stimulating and enjoyable experiences to enrich their learning.

We aim to:

- Provide a happy, caring, friendly and secure atmosphere in which all our children can participate in a wide variety of activities.

- Create a school community in which a well-balanced curriculum meets the needs of the children as individuals, irrespective of gender, social class, creed, culture or ability and which reflects and develops an understanding of the richness of culture in our society and the world.
- Engender a joy of learning and provide opportunities for the children to work co-operatively and to become independent learners.
- Raise the self-esteem of all our school community by developing their interests and habits.
- Enable each child to develop their own set of spiritual and moral values on which to base their behaviour in and out of school
- Provide a successful transition from home to school and to foster the best partnership between school, parents and the community.

## **Areas of Learning in the Foundation Stage**

### **Personal, Social and Emotional Development**

The personal and social development of our children is vital. Within the daily activities, there are many opportunities for the children to develop personal values, understanding of self and others, independence, concentration and co-operation. We provide a caring environment where children take part in cultural and religious events and develop a sense of mystery, awe and wonder.

### **Communication and Language**

Communication and language has been placed at the heart of the Early Years Foundation Stage Curriculum. We provide the children with ongoing opportunities to develop their vocabulary, express themselves, share their opinions and listen to the ideas of others. The children are encouraged to learn through following their own interests, and creating an environment rich in communicative opportunities. Role play, imaginative play and exploration are all key to language development.

### **Physical Development**

The children develop physical control, co-ordination, mobility and an awareness of space and others. They are taught to handle appropriate tools, construction and malleable materials safely and with increasing control. We understand that gross motor and fine motor activities are essential to be able to express themselves and to develop skills in writing.

### **Literacy**

Early literacy is encouraged through a wide range of learning opportunities. We help children to develop skills in reading and writing by following the Foundation Stage Curriculum.

Our aim is to ensure that our children experience the joy and pleasure of books and reading. The children are encouraged to take library books home to share in the enjoyment of reading with their parents and carers, and to understand that books can be an important resource in their lives. When the staff feel it is appropriate, children will have their own reading book and a selection of words to learn. The staff create a variety of learning experiences that allow the children to not only read words but to use descriptive and imaginative language when talking about books.

The children access a range of activities relating to some of the different purposes of writing. They use pictures, symbols, familiar letters and words to communicate meaning.

### **Mathematics**

The mathematical area of learning covers important aspects of mathematical understanding which provide the foundation for numeracy. We focus on achievement through practical activities and on using and understanding language in the development of simple mathematical ideas. We encourage children to not only have an understanding of number but to explore numerical patterns within their learning.

## **Expressive Arts and Design**

Through art, music, dance and imaginative play, the children are able to develop their imagination and express ideas and feelings. They are encouraged to use a wide range of materials and tools to explore sound, colour, texture, shape, form and space in two and three dimensions.

## **Understanding of the World**

The children develop their knowledge and understanding of their environment, other people and features of the natural and made world. They begin to acquire skills for later learning in history, geography, science and technology.

All children have access to a computer and use a variety of software covering many aspects of the curriculum.

## **Planning and Assessment**

Within all seven areas of learning in the Foundation Stage, opportunities and activities are planned for the children to work individually and with other children to learn through:

- Play
- Practical experiences
- Exploration
- Enquiry
- Reflection
- Discussion

A series of topics or themes are used as the basis for these learning experiences.

We ensure that planning for children's learning takes into account their different abilities and is appropriate to the individual child's stage of development. Assessment booklets track the progress of the children and are used to inform lesson planning.

Parents are able to view and contribute to the assessment process by logging into the Tapestry App.

## **School Meals**

The cost of school meals for Nursery children is currently £2.05 per day, (£10.25 per week). All children in Reception are entitled to a free meal under the Universal Infant Free School Meals Scheme. Parents and carers are asked to complete the relevant forms which are available from the school office.

Please ensure that the full payment of dinner money for the week is paid on ParentPay. Log in details will be provided once your child has been admitted to school.

If you are on a low income, or in receipt of Income-based Job Seekers Allowance or Income Support, your child could be entitled to receive Free School meals. Please complete the free school meals form which is included in the welcome pack. The claim process is very simple and there is no differentiation between children paying for meals and children in receipt of free meals.

If your child has any dietary requirements, please ensure that you put the details on the data collection sheet. Your child will then be offered food that is suitable to their requirements. If there are any changes in your child's dietary requirements, please inform the school office.

Lunchtime is an important part of the school day for children in the Foundation Stage as it helps to develop their social skills, including eating with a knife and fork and sitting at the table. Healthy eating is encouraged through carefully planned menus and we do encourage all parents to follow this when sending children to school with packed lunches from home.

## **Medical Matters**

We understand that there may be times when your child is not well enough to come to school. However, it is important for your child's education to ensure that these absences are kept to a minimum.

If your child is unable to attend school for any reason, it is important that you inform the school office. In order to ensure the safety of children, we have a policy of contacting parents if a child is absent without reason and a call from you reduces the necessity for this.

### **Medicine**

Staff are unable to administer medicine to children. If your child has been ill and is now fit for school but still receiving medication, please speak to the school office to make arrangements for you to administer medicine to your child during the school day.

### **Inhalers**

If your child has asthma, they must have an inhaler which is kept in the classroom for them to use as the need arises. Care Plans, agreed and signed by parents, will be put in place for children who require an inhaler.

### **Emergencies**

On a child's entry into school, parents and carers fill in a form giving information regarding where they can be contacted during the day if their child becomes ill or has an accident. It is important that you inform us of any change of circumstances – addresses, telephone numbers (home or work) or family doctor, which would help us to act swiftly on your child's behalf.

We have trained First Aiders in the Foundation Stage and several other First Aid trained staff who are always on hand to assist children.

### **School Uniform**

The school's uniform consists of:

- Purple V-neck jumper or cardigan (only available from the National Schoolwear Centre, Hanley)
- Grey trousers
- Purple and Grey checked skirt (only available from the National Schoolwear Centre, Hanley)
- White shirt or blouse
- Black shoes
- Grey and purple tie (only available from the National Schoolwear Centre, Hanley)

All uniform needs to be ordered through the National Schoolwear Centre in Hanley. All children joining the Foundation Stage will receive their first uniform free of charge.

Prices:

- Knitted V Neck Jumper from £15.50
- Knitted cardigan from £16.50
- School ties £5.50
- School skirt £11.00
- Book bags £4.00 (Children are provided with a book bag when joining our Foundation Stage).

We request that all items of your child's clothing and belongings are labelled with their full name.

### **PE**

All children are provided with a purple T-shirt and black shorts. Please provide a pair of black slip on pumps for PE which should be left in school. Stud earrings, must be removed before a child takes part in a PE lesson.

### **Snacks**

Milk is available for every child each day along with toast. A piece of fruit is provided free of charge each day through Healthy Action Zone Funding.

### **General Information**

It is important that the children arrive at school on time in the mornings so that they are ready to begin their learning with the rest of the class.

All Foundation Stage children spend time outdoors as outside activities are part of the curriculum provision. Please ensure that your child wears suitable black shoes and brings a coat to school each day.

It is helpful if children come to school wearing a hat and sun cream on sunny days.

Wellington boots (which are clearly labelled with your child's name) can be kept in school below your child's peg.

Your child must be collected from school by an adult. If there is a change to your normal arrangements and if someone unknown to the staff is collecting your child, please let us know in advance.

It would be beneficial to the children if they are fully toilet trained when they enter the Nursery. Accidents, however, do happen with children of this age, so please ensure that spare clothing is kept on their peg during their time at school.

The staff in the Foundation Stage will be happy to answer any questions you may have. We would like to thank you for choosing Holden Lane Primary School for the beginning of your child's education.