



stephen perse

foundation

Early Years

Parent Handbook

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Introduction to Early Years

Within the Stephen Perse Foundation children start their early years experience at the age of 10 months, in the baby and toddler class, and complete the early years phase of their education at the end of their Reception year, at age five. During this time the children will be grouped in four classes.

1. Baby and Toddler class
2. Rising Three class
3. Kindergarten class - pre-school
4. Reception class - first year of formal schooling

For the academic year 2023/24 our early years classes are located as follows:

Dame Bradbury's, Saffron Walden - Baby and Toddler, Rising three, Kindergarten and Reception.

Salisbury Villas, Cambridge - Baby and Toddler, Rising threes and Kindergarten.

Madingley, Cambridge - Baby and Toddler, Rising threes and Kindergarten.

Shaftesbury, Cambridge - Rising threes, Kindergarten and Reception.

In each class the children's learning opportunities and experiences are aimed at developing the skills they need to be successful. Through having each of these classes in our early years provision we can plot a child's learning journey knowing what they need in Reception and discovering how best to support them in achieving 'school readiness'.

Baby and Toddler class

For our youngest members of the early years we aim to establish a connection and develop social experiences with people outside of their immediate family. Babies are gently introduced to a wider range of activities both indoors and outdoors to help them discover new skills and encourage all those important connections to be made between their different experiences. Toddlers see themselves at the centre of their own world. Their key person is charged with challenging and stretching these increasing mobile and independent individuals both mentally and physically.

Rising threes class

In our Rising Threes class the children have developed social awareness and are ready to explore the world with the help of their friends. They begin to experience a weekly timetable and little lessons to help them get used to speaking to a group and taking turns when playing with the toys.

Kindergarten

In Kindergarten the children are addressed as a group. The classroom and resources are a shared space and there are agreed class rules to help look after the classroom and all those using it. The children wear uniforms and are required to listen to each other's ideas and make collective decisions.

Reception

At the start of Reception the children are ready to take intellectual risks and be challenged. They have an understanding of themselves as individuals and experience of being in a school setting and are accustomed to the routines and behavioural expectations that are attached to this environment.

The Early Years Team

Management team

Mr Richard Girvan	Principal
Mrs Heidi Hall	Executive Director
Mrs Sarah Holyoake	Head of Early Years
Miss Verity Brownbridge	Deputy Head of Early Years

Kindergarten and Reception

Mr Tom Hannaway	Reception Teacher
Miss Lucy Kuyper	Reception Teacher
Mrs Rebecca Grey	Reception Teacher
Miss Susana Cano Diez	Reception Teaching and Learning Assistant
Mrs Catherine Robinson-Hughes	Kindergarten Teacher and Late Stay Supervisor
Mrs Ewelinka Andrews	Kindergarten Teacher
Miss Kristina Cox	Kindergarten Teacher
Mrs Tamara Slood	Kindergarten Teacher and Late Stay Supervisor
Mrs Libby Denisiuc	Kindergarten Teacher
Mrs Pauline Collett	Kindergarten Teacher
Miss Eleanor Chiavetta-Ellis	Kindergarten Key Person and Late Stay Supervisor
Miss Kiah Ross	Kindergarten Teacher
Miss Ariana Lopes Pereira Vaz	Kindergarten Key Person
Miss Ayahui Hernanz Vera	Kindergarten Key Person

The School Day - sample day

Kindergarten and Reception	
7.30am	Breakfast club
8.00am	Early stay in the children's classrooms
8.20am	Registration
8.30am	Lesson 1 Phonics teaching/Communication and Language
9.10am	Lesson 2 Active learning
9.50am	Lesson 3 Active learning
10.30am	Morning snack and break
10.50am	Lesson 4 Maths/Number Exploration
11.30am	Lunch
12.10pm	Outdoor play
12.50pm	Lesson 5 French/Spanish/Music/PE
1.30pm	Lesson 6 Active learning
2.10pm	Lesson 7 Active learning
2.50pm	Assembly or story time
3.15pm	End of day for Dame Bradbury's Kindergarten and Reception
3.30pm	End of day for Madingley, Shaftesbury and Salisbury Villas Kindergarten/Reception
3.30pm	Kindergarten and Reception late stay
6.00pm	End of late stay

Kindergarten and Reception Breakfast Club

- 7.30am-8.00am in the Kindergarten classroom
- Children are supervised at all times according to the ratios set out in the Early Years Framework
- Cereals and milk available
- When dropping off for breakfast club please arrive via the main school entrance and inform the office staff that your child is arriving for breakfast club. For Dame B pupils, please arrive at car park grey gates
- Please note that the Breakfast club for Reception is charged please [see the website](#) for up to date fees.

Kindergarten and Reception late stay

- 3.30pm - 6.00pm for children in Kindergarten and Reception.
- For up to date late stay charges [please see our website](#).
- Kindergarten and Nursery key persons supervise the children attending late stay according to the ratios set out by the Early Years Framework.
- When collecting children from late stay parents must enter the school via the main entrance and inform the office staff who they are arriving to collect.
- Late Stay staff will sign your child out of late stay when they are collected.
- Charges that need to be made after 18.00 will be £11 per 10 minutes or part thereof.
- Late stay can be used on an ad hoc basis please email eyfs@stephenperse.com if you wish to book your child in for a late stay on a particular day or let your child's key person/class teacher know if you have a regular requirement for late stay.
- Afternoon Tea is served at 4.15pm

Timetable for Kindergarten and Reception Late Stay

3.30 pm - 4.15 pm	Free play inside and outside
4.15 pm - 4.45 pm	Hot Afternoon Tea
4.45 pm - 5.30 pm	Free play
5.30 pm - 6.00 pm	Colouring and Story time

Arrival at School

- **Dame Bradbury's**- Between 8.00- 8.20am please enter the school site via the grey gates from the car park and walk across the early years playground to the Kindergarten door where a member of the early years staff will meet your child and they will go through to their classroom.
- **Madingley** - Between 8.00-8.20am a member of staff will greet your child at the main entrance. If your child is in Kindergarten you have the option of taking them to their classroom in the Autumn and Spring Term.
- **Shaftesbury**- Between 8.00-8.20am a member of staff will greet your child at the black gate to the right of the main building
- **Salisbury Villas**- Between 8.00-8.20am a member of staff will greet your child at the main entrance and will accompany them to their classroom. We also operate a kiss and drop service, a member of staff will be available on the driveway to help your child exit the car and enter the building where they will be accompanied by the office staff to their classroom.

Snack

Fruit, milk and water is provided for the Kindergarten mid morning snack. We ask that children bring their own named water bottle into school every day.

Lunch break

Every day there is a choice of a hot meat or vegetarian dish. There is a different choice of dessert each day; fruit and yoghurt are always available as alternatives to this.

End of the day collection

The teachers will bring your child to meet you.

For Dame B's pupils - car park grey gates

Madingley - black gate to right of building

Shaftesbury - black gate to right of building

Salisbury Villas - Main Entrance

If you are collecting after 3.30pm

For Dame B's pupils - please arrive at the front entrance (main reception) and you will be able to walk through the building to collect your child from late stay.

Madingley - Buzz intercom and your child will be brought to you (Mobile number 078252 39655)

Shaftesbury - Call mobile - 07704 344425

Salisbury Villas - Buzz intercom and your child will be brought to you

If someone different is collecting your child who is either named on your child's emergency contacts list or the class teacher has met in person, please inform the class teacher of the date and the name of the person collecting in advance via eyfs@stephenperse.com.

If the person collecting your child has not met the teacher and is not on your emergency contacts list then they will need to bring a form of identification with them and your child's password and we can only release the child into their care if we have received written or verbal confirmation from parents, an email is sufficient.

Emergency Contact

We require a minimum of two local emergency contacts.

Non-collection of a child policy and procedures is attached to the welcome letter

Early Years Foundation Stage

There are seven areas of learning in the Early Years Foundation Stage curriculum. Three prime areas and four specific areas. The children are taught skills in all the areas of learning through a combination of teacher guided lessons and children's independent exploration of activities. The weekly timetable outlines when the areas of learning are being taught. In Kindergarten there is an emphasis on teaching the prime areas and ensuring the children have mastered the skills in these areas. In Reception we believe that there are some skills that children need more regular practice learning and this is why some areas of learning have more of a focus in the weekly timetable.

Communication and language encourages the children to speak and listen in a range of situations and languages, so that they are confident at expressing themselves.

Personal, social and emotional development is about helping them to be proud of themselves and sensitive to others. For example, we might discuss how the weather makes us feel or play games in Circle Time.

Physical development - This includes both gross and fine motor skill development. Children move freely and with coordination in a variety of ways, through games, dance, chasing and throwing activities. The development of fine motor skills includes handling tools competently and letter formation.

Literacy involves daily reading and sharing stories, plus mark-making/writing activities such as drawing and labelling a picture or writing postcards.

Mathematics could include anything from using mathematical ideas to solve problems to practical weighing and measuring activities and playing number games.

Understanding of the world is designed to help the children explore and understand their surroundings, make comments and ask questions. So they might learn how to understand a weather forecast or make ice cubes to discover what happens to the water.

Expressive arts and design encourages children to explore colour, texture and shape, use their imagination, explore different sounds made by instruments and have a go at role play. They might create space pictures, make a papier mache hot air balloon or role play going to an airport.

For more information about the Early Years Foundation Stage visit the website

www.foundationyears.org.uk [Click here for the Teaching and learning policy](#)

[Click here for the Curriculum policy](#)

Supervision of Pupils

Supervision of Pupils

Children in the Reception and Kindergarten classes are supervised at all times either by the early years staff or members of the Stephen Perse Foundation staff according to early years ratios whilst on the school premises.

Key person

All children in early years are assigned a key person. The role of the key person is to ensure that every child's learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents in guiding children's development at home as well as in school. The class teacher acts as the key person for all the children in the Reception class.

Health

Medical information

It is important that parents provide the school with full information about their child's medical needs and updates as appropriate; this includes dietary requirements. All parents will be asked to complete a detailed medical form when accepting a place for their child at the school. Parents are responsible for updating the school about any changes in their child's medical and dietary needs.

[Medicines Policy](#)

[First Aid Policy](#)

It is inevitable that occasionally a pupil may not be well enough to attend school or that they become unwell during the course of the school day. Any pupil who becomes unwell or has an accident whilst at school will be taken to the Medical Area. Parents will be contacted immediately and requested to collect their child if possible.

If your child is unable to attend school, please notify the school via email eyfs@stephenperse.com. If your child is absent for more than one day it would be appreciated if the absence could be confirmed each morning or the School Office advised of the duration of the absence. If a pupil is unaccounted for at morning registration, the School Office will contact the parent(s) to ensure that they are safe.

[Ill Health Procedures – Stephen Perse Foundation](#)

Head lice

Parents are requested to inform the School Office if their child has head lice. On receipt of this information, a letter containing advice on appropriate methods of treatment will be issued to the parents of all members of the year group concerned.

Attendance

It is a legal requirement that we keep an accurate record of attendance and absence, and differentiate accurately between authorised and unauthorised absences.

Planned absence

Where possible please avoid making routine medical or dental appointments during school hours. We follow government guidance relating to pupil attendance for our compulsory school age Reception children; therefore we may not grant any leave of absence during term-time unless there are exceptional circumstances. If you do have an exceptional circumstance please write to Mrs Sarah Holyoake, Head of Early Years, to seek authorisation via eyfs@stephenperse.com

Communication

ParentMail

ParentMail is a well established, secure and easy to use combined communication and payments system. This is an app that can be downloaded or a webpage <https://pmx.parentmail.co.uk> and is the main system used for communication from school to parents. Every week on Friday we send a parent communication containing information about upcoming events and practical information about your child's school experience.

Tapestry

This is an online learning journal and an app that your child's key person or class teacher will use to keep you updated about your child's learning. It is also available for parents to share their child's home learning experiences with their key person. When accessing Tapestry through a web browser you will see a Memo menu. Your child's class teacher or Key person will use the Memo function to communicate specific information with you for example a reminder about a dress up day. Please note, Tapestry Learning Journals are transferable from one setting to another. If your child's current setting uses Tapestry, please ask them to email eyfs@stephenperse.com to transfer the journal on their last day.

ISAMS Parent App

The iSAMS Parent App is for data collection. The app allows you to update your contact details, medical and dietary information about your child(ren), travel information and cultural details. We use this information to help prepare for trips and to provide the Catering team with information that helps them to plan meals. Once you provide an update it comes to our Data Team to review and apply it to the Isams (MIS) system.

Email

For all general queries or information that needs to be shared with your child's key person or if you would like to arrange a meeting with a member of the Early Years Team please use the early years email address eyfs@stephenperse.com

Telephone

In an emergency the telephone contact details for each of our schools are as follows:

01223 454700

- Dame Bradbury's extension number- 4000
- Madingley Mobile 07825 239655
- Salisbury Villas extension number- 7100 and from 3.30-6.00pm only Mobile 07526 176789
- Shaftesbury extension number - 7200 and from 3.30-6.00pm only Mobile 07704 344425

Uniform

Our uniform supplier is School Blazer. This is a web-based company www.schoolblazer.com. For enquiries relating to uniform supply, please refer to the School Blazer website.

Please note, summer uniform should only be worn in the Summer term and the first half of the Autumn term. All articles of clothing must be clearly marked with your child's name.

*Asterisked items are only obtainable from School Blazer.

Dame Bradbury's Uniform list	Salisbury Villas/ Madingley/ Shaftesbury Uniform list
<p>Navy blue crested sweatshirt (Kindergarten)* Navy blue V neck jumper (Reception)* Navy cardigan* Pale blue crested polo shirt (Dame Bradbury's only)* Grey trousers or grey shorts in the summer. Stephen Perse summer dress* with white long/short socks (summer uniform only) Stephen Perse pinafore* Navy joggers may be worn in Kindergarten Navy or grey socks (plain) Navy or grey tights (plain) Navy or black shoes (plain) Navy waterproof coat *</p>	<p>Stephen Perse teal sweatshirt* Stephen Perse teal sweat cardigan* White long sleeve roll neck top or White polo shirt Grey trousers or grey shorts in the summer Stephen Perse pinafore* Stephen Perse summer dress* with white long/short socks (summer uniform only) Black or grey socks (plain) Black or grey tights (plain) Black shoes (plain) Black Stephen Perse coat *</p>
<p>Big Gym and Little Gym</p> <p>Navy shorts Stephen Perse white polo shirt* Dame Bradbury's navy sweatshirt* White ankle socks Trainers</p>	<p>Big Gym and Little Gym</p> <p>Black shorts Stephen Perse teal polo shirt* Stephen Perse teal sweatshirt* Black jogging bottoms White ankle socks Trainers</p>

Outdoor Clothing Kit List

We will be outdoors, every day, come rain or shine! Every child will need wellies and waterproof trousers in school at all times.

Forest School

Each class will have a Forest School experience every week in all weathers. On the day they do Forest School the children need to dress according to the season and weather and so will be in home clothes and not school uniform.

On the Forest School day the children will need to bring to school a named hessian style shopping bag with a set of spare clothing including socks and underwear. On sunny days, we ask you to apply a first layer of sunscreen before you drop your child off. We will then apply as required.

Below is a guide for what the children should wear to school on their Forest School day:

What to wear in Spring/Autumn

- Waterproof coat (waterproof trousers will already be in school)
- One pair of comfortable trousers (jogging bottoms or leggings)
- One long sleeved t-shirt or top
- One thick jumper
- One fleecy zip up jacket (in the bag, just in case)
- Two pairs of socks. On the bottom, one thin cotton sock, and the top, a thick wool or fluffy bed sock

What to wear in Summer

- Waterproof coat (waterproof trousers will already be in school)
- One pair of comfortable trousers (jogging bottoms or leggings)
- One t-shirt, light long sleeved t-shirt
- One fleecy zip up jacket
- One pair of socks
- Wellies or sturdy closed toe shoes (which you don't mind getting wet and muddy!)
- A sun hat for sunny days

What to wear in Winter

- Waterproof coat (waterproof trousers will already be in school)
- Base layer - thermals
- Next bottom layer - fleece or other warm tracksuit bottoms
- First top layer - long sleeve t-shirt or thin jumper
- Second top layer - fleece jumper
- Third top layer - fleece jacket
- Neck scarf
- Hat and gloves (A good hat is a must and thick waterproof ski gloves)
- Two pairs of socks. Two pairs to wear (on the bottom, one thin cotton sock, and the top, a thick wool or fluffy bed sock)
- Extra jumpers for really cold days
- Snow boots or sturdy warm outdoor boots