

General Information to help with settling your child in to the Early Years Unit – September 2019

Key Worker groups – your child is a member of the “Helpful Hamsters” group. Mrs Barrow will be your child’s Key Worker. Please talk to your child about the name of their group and use the Key Worker’s name as much as possible.



All About Me booklets -

This helps us to find out about your child, their interests and any needs.

We can then plan activities, for which your children will be most enthusiastic. We will also know family names, favourite characters etc. for when we are settling the children and chatting to them.

Sessions – these start when the door opens at 8.50am and finish at 3.15pm.

Start of the day – Please enter via the single door on the front of the building, on the right of the canopy. The Helpful Hamsters are based in the room on the left. The cloakroom area is through the classroom as you enter the room on the left. Please encourage your child to use the toilet before setting off for school, however on arrival; you are also welcome to use the toilets beside the cloakroom. Before leaving, please settle your child in the classroom and support them with organising their things.

End of the day – the Helpful Hamsters will leave via the double red doors on the left of the canopy. Please wait just outside these until we open the doors. If someone else other than yourself is collecting, please ensure you have given us prior warning.

Water bottles – the children need to bring a bottle to school with them each day. Please place water bottles in the tray provided. These bottles should contain **only water**. These are sent home at the end of each session for washing and filling. Please check that your child recognises their bottle and that all bottles are **named**. Please make sure they can open it independently.

Medicines – we are only able to give children medicines which are prescribed by a doctor for this specific current illness (paracetamol must have been prescribed in the week). You must fill in forms for us to be able to administer the medicine correctly. If you give a child any medicine before school including calpol, please let us know too.

Coats, wellies and bags. – the children must have a waterproof coat with them each day as we spend a lot of time outdoors in all weathers. Coats must be named. If buying a school coat, you might like to put a key ring or ribbon through the zip on your child’s coat to help with quick identification. Please can each child also have a pair of wellies to keep in school.

Spare clothes – the children will need a bag with at least one full change of clothes (including a top, trousers or a skirt, socks and underwear) which we store in the toilet areas. All items in this bag must be named. We encourage the children to change themselves as much as possible.

*****Everything that comes in to school must be named e.g. hats, scarves, gloves*****

Bags – Your child also needs a **small** daily school bag to bring things home in. Please keep this to a minimal size as we have limited room on our pegs.

Children also need a **school book bag**. They help the children to organise and look after their own things. We use these for Library books, letters etc and only send these home on a Friday. Please leave them in the classroom on each Monday. Please name and add stickers, a key ring or ribbon to make it easily identifiable.

Snacks and special Events – Children do receive Government funded fruit, and milk until they turn five. As we buy ingredients for snack activities and special activities, we do ask for a contribution of 50p a week. Please place this in the tin in the Registration area weekly/monthly/termly and tick your child's name.

Lunches – the children eat between 12.00 and 1.00p.m. Please ensure that you order lunch **before** you come into school. Orian will contact you through email with a login.

Toileting – the children can access the toilets throughout the session and we also have set times when all of the children go. Please spend time with your child over the summer holidays helping them to use the toilet more independently (going on by themselves, pulling clothes up and down, using a step if needed etc.) and to be able to wipe their own bottom.

Toys from home - we do not encourage the children to bring toys etc. from home as we do not want these to get lost or broken, but if this can't be avoided, we have a home box and all things from home will need to be put in there at the start of the session. Please support us with this and encourage your child to leave their things at home or with you. Occasionally, we will ask all of the children to bring things in e.g. favourite books.

Listening –the children have to listen to lots of things each day and listening is an important part of their learning – instructions, stories, other people talking and sharing ideas. You can help your child with this at home by encouraging your child to look at you when you talk, to wait their turn to speak, check if they have understood your instructions etc.

Communication

There is often a lot of information to share with you. Dojo and text messaging will be used for short messages and reminders. Absences must be telephoned through to the office. Tapestry and email will be used for information about learning, events, newsletters etc.

Please keep up to date with the Tapestry account and add your own pictures and observations, or even just click the like button.

Please look at our website at www.fairfieldprimary.co.uk where you will find our Early Years handbook and lots more useful information.

Please make sure that we are aware of any allergies, changes of address or contact numbers as they occur throughout the year.

We hope that you find this information useful and look forward to working with you and your child/children. If you have any further queries do not hesitate to contact any member of staff. Thank you.