



The White Horse Federation Early Years Policy

School: Southwold Primary School

Key Document Details

School Name: Southwold Primary School
Version no: 1
Author: Lisa Davies
Approved by: Director of Education
Ratified by: Director of Education

Ratified date: July 2025
Interim review: July 2026
Next review date: July 2027

Contents

1. Aims	2
2. Legislation	2
3. Structure of the EYFS	3
4. Curriculum	4
5. Assessment	6
6. Working with parents and carers	7
7. Safeguarding and welfare procedures	8
8. Monitoring arrangements	9
Appendix 1. List of statutory policies and procedures for the EYFS	10

1. Aims

This policy aims to ensure:

- That children access a broad and balanced curriculum that gives them the broad range of knowledge and skills needed for good progress through school and life
- Quality and consistency in teaching and learning so that every child makes good progress and no child gets left behind
- A close working partnership between staff and parents and/or carers
- Every child is included and supported through equality of opportunity and anti-discriminatory practice

Our TWHF Core Commitments: What Matters Most

At Southwold Primary School and The White Horse Federation, we are united by a shared ambition: *The Best Start in Life*.

Our eight EYFS Core Commitments are embedded to ensure that every child receives an equitable, high-quality early years offer. These commitments are not just statements; they are lived values that shape our daily practice and long-term vision.

Our Core Commitments:

1. A Nurturing, Inclusive Environment with a Strong Sense of Belonging
2. Exceptional Teaching, High-Quality CPD, and Meaningful Interactions

3. Oracy and Language-Rich Environments
4. Immersive Literacy and Numeracy: Books, Rhymes, Number and Storytelling
5. Child-Centred, Play-Based Learning
6. Equity for All Groups of Learners
7. Personal Development and Positive Behaviour Foundations
8. Strong Parent and Carer Partnerships

Across our school, we ensure that:

- Quality talk and meaningful discussion permeate every learning environment.
- Children are immersed in language-rich, playful experiences that support their communication, thinking, and creativity.
- A strong sense of belonging and community is nurtured—for both children and their families—so that every child feels safe, valued, and ready to thrive.
- Our staff team are empowered through high-quality CPD and collaboration, ensuring consistency and excellence in teaching and care.
- We foster equity, inclusion, and aspiration, giving every child the very best start in life.

2. Legislation

This policy is based on requirements set out in the [statutory framework for the Early Years Foundation Stage \(EYFS\)](#) for 2024.

3. Structure of the EYFS

At the White Horse Federation, we have children from 2-5 years of age across our Early Years.

At Southwold Primary School our EYFS setting is for children of ages 2-5 years. We have a 2 year old nursery, 3-4 year old nursery and two reception classrooms.

Class	Morning Hours	Afternoon Hours
2 year old nursery	9.00am-midday	
3-4 year old nursery	9.00am - midday	Midday - 3pm
*For an additional 3 hours per day, we charge £18 per session to top up to the 30 hours. This is subject to space within the nursery.		
Reception Classes	8.45am - 3.15pm	

4. Curriculum

4.1 Our early years follows the curriculum as outlined in the latest EYFS statutory framework, alongside our TWHF Early Years Common Curriculum.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. Three areas, known as the prime areas, are seen as particularly important for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and developed, and children's curiosity and enthusiasm are ignited, through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities.

4.2 TWHF ENRich Curriculum

At The White Horse Federation, we are committed to giving every child the best start in life. Our Early Years follows the TWHF ENRich curriculum from the age of 2-5. This ensures a consistent, high-quality offer across all our settings.

Language, Oracy and Literacy

We use the *Talk for Writing* approach across all EYFS age groups. This method supports children in developing their spoken language skills by encouraging them to orally rehearse sentences before writing them. Through this process, children build confidence, fluency, and a deeper understanding of sentence structure.

Each term, children are immersed in a carefully curated selection of high-quality texts. These include a mix of traditional tales and well-loved children's classics. The chosen texts are not only engaging but also rich in vocabulary and storytelling techniques, helping to foster a genuine love of reading and storytelling.

Our curriculum is intentionally designed to be language-rich, ensuring that children are surrounded by meaningful vocabulary and expressive language throughout their

day. This immersive environment helps to break down barriers to learning, enabling all children to access the curriculum and achieve well.

Phonics

Children follow 'Little Wandle' in phonics, and the love of reading is further developed through the core text immersion, as well as book guides to help teachers reflect on key questions and tier 2 vocabulary when reading with their class. This approach ensures that children develop from the EYFS as confident emerging readers.

At Southwold Primary School we follow the Little Wandle Scheme to support our children with their phonic knowledge. At Southwold we recognise that phonics knowledge is key to reading and writing. In Reception we teach phonics using Little Wandle Letters and Sounds. The children then apply their phonics skills each day in and around the environment. We practice speaking and listening throughout the day through circle times and class discussions. In the Nursery the children follow nursery Little Wandle Letters and Sounds to ensure they are ready to start their work in Reception.

Mathematics

We follow our TWHF ENRich EYFS maths curriculum, ensuring children have a strong foundational knowledge of maths.

This is delivered through taught sessions and a number-rich learning environment where children can grow and develop their mathematical understanding.

Play Progressions

TWHF Play progressions have been produced to support effective play in the following 9 areas:

1. Small world
2. Construction
3. Role play
4. Malleable
5. Sand play
6. Water play
7. Mud kitchen play
8. Fine motor skills play
9. Stage, performance and drama

These are carefully constructed to take into account oracy, problem solving and language, alongside a child's level of play.

4.3 Planning

We use carefully considered and well sequenced TWHF planning for :

- T4W
- Maths
- Continuous Provision Plans
- Book talk
- Play Progressions

TWHF continuous provision plans are carefully mapped out to enrich the stories and tales while still developing our children in all areas.

Our EYFS team also take into account the individual needs, interests, and stage of development of each child in their care, and use this information to plan a challenging and enjoyable experience. It is important that teachers use their baseline knowledge to also purposefully plan their provision to bridge any gaps and so that all children achieve well.

Enhanced provision is always inviting and stimulating, and carefully and well planned to support the needs or interests of the learners.

Where a child may have a special educational need or disability (SEND), staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

In planning and guiding children's activities, staff reflect on the different ways that children learn and include these in their practice.

4.3 Teaching

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

At Southwold we recognise the environment plays a key role in supporting and extending the children's development. The indoor and outdoor areas are well organised to allow children to explore and learn securely and safely. There are areas where the children can be active and can be quiet. The environments are set up into learning areas where children are able to find and locate resources and equipment independently. Our learning environments operate a free flow system whereby the children can choose which area of the environment they would like to explore. This is around the adult led activities that take place throughout the day at various times.

The outdoor part of the environment has a positive effect on the children's development and at Southwold Primary and Nursery School we see it as an integral part of the children's learning. It acts as an extension to the indoor environment, allowing the children to be physically active and encourages the use of their senses. The outdoor area for both Reception and Nursery has been developed to allow children to progress in their physical development and to support all aspects of the Characteristics of Effective Learning.

As the children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help the children prepare for more formal learning, ready for year 1.

5. Assessment

When children begin Reception the class teacher will carry out the Government's Reception Baseline Assessment. Along with this information the teachers meet the children in their nursery setting or home and again during school induction visits and stay and play sessions.

Throughout the year the Nursery and Reception team will carry out observations of children and record their observations and take photos using Tapestry. This along with pieces of work and creations the children have produced contributes to the child's Learning Journey. Parents are able to log in to their child's account and see the wonderful things they have been doing in school. Children's development will be recorded on Arbor throughout the year and discussions held within school to ensure all children meet their full potential. In the final term we write a report to parents. Along with a personal comment, this will state their progress against the Early Learning Goals and the child's Characteristics of Effective Learning.

At The White Horse Federation, we use ongoing assessment as an integral part of the learning and development processes. Staff observe pupils to identify their level of achievement, interests and learning styles. These observations are used to shape future planning.

Staff also take into account observations shared by parents and/or carers.

2 Year Olds

When a child is aged between 2 and 3, staff review their progress and provide parents and/or carers with a written summary using our TWHF 2 Year Progress Check. This 'progress check' highlights the areas in which a child is progressing well and the areas in which additional support is needed.

Nursery/ Pre-School

In Nursery, we observe children to help us make judgements on the children's progress. This also helps us plan to support and enhance the children's development.

All children in our Nursery are assessed using WELLCOM. This helps us screen a child's language development and enables us to give targeted support if required.

Reception

Within the first 6 weeks that a child *starts reception*, staff will administer the reception baseline assessment (RBA).

We also complete our own TWHF baseline to support us understanding the needs of the children and help us plan purposeful provision.

In addition, all children will have a WELLCOM assessment when they start in Reception so we can identify any gaps in speech and language.

At the end of the EYFS, staff complete the EYFS profile for each child. Pupils are assessed against the 17 early learning goals, indicating whether they are:

- Meeting expected levels of development
- Not yet reaching expected levels ('emerging')

The profile reflects ongoing observations, and discussions with parents and/or carers. The school shares the results of each child's assessment with their parents and/or carers.

The profile is moderated internally (referring to the Development Matters [guidance](#)) and in partnership with TWHF schools, to ensure consistent assessment judgements. EYFS profile data is submitted to the local authority.

6. Working with parents and carers

We recognise that parents/carers are children's first and enduring educators and we value the contribution they make. We appreciate the role that parents have played and their future role in educating the children. We do this through:

- Talking to parents about their child before they start school
- Giving children the opportunity to come into Nursery to spend time in the environment and get to know the staff along with their parents
- Reception children are invited to a transition morning for a stay and play session in the summer term before starting school
- Inviting all parents to an induction meeting during the term before they start school
- Offering parents regular opportunities to discuss their child's progress in the class before and after school sessions.
- Encouraging parents to access their child's online Learning Journey
- We hold Parents Evening throughout the year to discuss progress

- Holding a 'Learning showcase' event during the year so that parents can share in their child's learning.

We recognise that children learn and develop well when there's a strong partnership between staff and parents and/or carers. This is why it is one of our TWHF Core Commitments for Early Years.

Parents and/or carers are kept up to date with their child's progress and development. The progress check and EYFS profile helps to provide parents and/or carers with a well-rounded picture of their child's knowledge, understanding and abilities.

In Nursery, each child is assigned a key person who helps to ensure that their learning and care is tailored to meet their needs. The key person supports parents and/or carers in guiding their child's development at home. The key person also helps families to engage with more specialist support, if appropriate.

7. Safeguarding and welfare procedures

We recognise that children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. We follow safeguarding and welfare requirements to provide a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence.

We follow guidance from KCSIE, as well as the EYFS Safeguarding Reforms:

[Early Years Foundation Stage safeguarding reforms - consultation response](#)

We make sure that the appropriate statutory staff: child ratios are maintained in our setting to meet the needs of all children and ensure their safety:

For children aged 2, we have at least 1 member of staff for every 5 children

For children aged 3 and over:

- Where a person with Qualified Teacher Status, Early Years Professional Status, or Early Years Teacher Status is working directly with the children, we have at least 1 member of staff for every 13 children
- Where a person with the above qualifications is not working directly with the children, we have at least 1 member of staff for every 8 children

For Reception classes :

- We comply with infant class size legislation and have at least 1 teacher per 30 pupils

When recruiting staff, we will follow the procedures set out in the latest EYFS framework guidance on checking the suitability of new recruits and recording information about staff qualifications and identity checks, vetting processes and references.

We have at least 1 person with a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, including on outings.

This PFA certificate is renewed every 3 years as required.

In addition, trainees, apprentices and students will hold a Level 2 Paediatric First Aid (PFA) certificate in order to be included in staff-to-child ratios, in line with EYFS statutory requirements.

We also have a designated lead practitioner who is responsible for safeguarding children. They are also responsible for:

- Liaising with local statutory children's services agencies, and with the LSP (local safeguarding partners)
- Providing support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required
- Attending a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect

All practitioners are alert to any issues of concern in children's life at home or elsewhere.

7.1 Oral health and tooth brushing

We promote good oral health, as well as good health in general, in the early years by talking to children about:

- The effects of eating too many sweet things
- The importance of brushing your teeth

The rest of our safeguarding and welfare procedures are outlined in our school's child protection and safeguarding policy, which can be found here on our website.

8. Monitoring arrangements

This policy will be reviewed and approved by Lisa Davies, Executive Headteacher every two years.

This policy will also be reviewed accordingly by the school's headteacher and EYFS Lead.

At every review, the policy will be shared with the school's governing board.

Appendix 1. List of statutory policies and procedures for the EYFS

This isn't an exhaustive list of policies and only includes policies specific to the EYFS. For a full list of our policies, see our website or speak to the EYFS Team.

Statutory policy or procedure for the EYFS	Where can it be found?
Safeguarding policy and procedures	See child protection and safeguarding policy
Procedure for responding to illness	See supporting pupils with medical conditions policy
Administering medicines policy	See supporting pupils with medical conditions policy
Emergency evacuation procedure	(Not online)
Procedure for checking the identity of visitors	See child protection and safeguarding policy
Procedures for a parent/carer failing to collect a child and for missing children	See child protection and safeguarding policy
Procedure for dealing with concerns and complaints	See complaints policy
Intimate Care	See Policy

Please also refer to our EYFS school's handbook for more information about your school.