

Parents' Handbook

Early Years Foundation Stage

Reception Class

2023-2024



OAKWOOD
SCHOOL

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Welcome

We are delighted that you have chosen Oakwood School for the care and education of your child. At Oakwood we believe that Early Years plays an important role in providing firm foundations for your children to build on through their future education. We begin to teach children the importance of human virtues to create good habits of friendship, service to others and cheerfulness. Our Character Development Programme along with the teaching of Personal, Social and Emotional Development gives children the tools to become the best version of themselves.

We provide a creative play-based setting where children learn to value each other and their unique personality. We work with you as parents to provide the best possible education for your children. We build on what children have already learned at home and aim to lay a solid foundation for their future education. We celebrate your children's achievements and share their progress through our online platform, parent teacher meetings and informal chats.

Miss Candela Marquez
Head of Early Years & Pre Prep

Partnership with Parents

You are the most important person in your child's life. We value this and want to work with you in the fundamental role you have in your child's education. We aim to achieve this through informal chats at drop off and pick up, parent teacher meetings, EYs organised events, celebrations of work, notice boards, newsletters, Tapestry, emails and sharing your child's achievements.

Early years Staff

Linda Sanders

Headmistress of Oakwood School

Candela Marquez

Head of Early Years & Pre Prep & DDSL

Francesca Scott

Reception Class Teacher

Irene Lopez

Reception Class Teacher

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Teaching Assistants

Key Workers

All children in the Early Years are assigned a key worker at the start of the academic year or within. This person helps the child to become familiar with the provision which enables them to feel confident and safe within it. The key worker will respond sensitively to the child's feelings, ideas and behaviour, caring for the child appropriately. This is usually the class teacher and/or a teaching assistant. Parents will be informed about their child's Key Worker at the beginning of the academic year and/or when a change is made.

The School Day

your Child's first day

Please arrive between 8.45am and 9.05am.
Parents are welcome to come into the classroom to settle their children.

The first couple of weeks will be getting to know each other, transition activities and settling in. The day is split into three parts, morning, midday and afternoon. The full curriculum is taught throughout the week with daily Literacy and Maths lessons.

List for your first day of school:

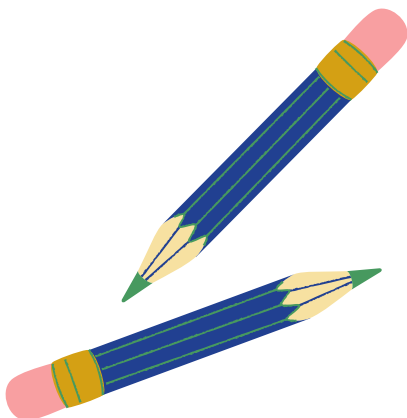
- Full Uniform
- Black School Shoes
- Book Bag
- PE Bag
- Underwear incase of accident
- Water Bottle
- School Coat
- Long hair tied back
- Healthy Snack
- All about me booklet

Break

Children may bring a small snack to school for their morning break. In the interest of healthy eating, fresh fruit is recommended. Cereal bars or plain digestive biscuits not containing nuts are also acceptable. Breaktime snacks are kept in the classroom and given out at the beginning of break. Reception snacks are distributed by the children themselves so parents are asked to label all snacks daily in lower case lettering (preferably in a snack box or bag).

As we have children with a variety of different allergies, parents are asked to consider the needs of other children by only sending in the following items to be consumed at break and lunchtime: fruit, fresh vegetables, plain digestives/rich tea biscuits or cereal bars which do not contain nuts. We also ask that children do not bring in any sandwiches with nut-based spreads for lunch. Please do not bring shellfish products.

Parents are asked to complete an allergens form before their children begin having hot lunches. Note that any intolerances must be made clear as we do not distinguish between an allergic response to a product and an intolerance. If your child has either, we will note that they should not be given the stated ingredient, in any form.



Lunch

Lunch is held daily in the Lunch Hall from 12.15pm with the rest of the school.

Packed lunches should be balanced and healthy and no fizzy drinks should be brought into school. Fruit juices and bottled water are permitted. Water is served daily with lunch. There are no re-heating facilities for meals brought into school by children, and no microwave meals are permitted. Hot lunches are also provided by Holroyd Howe (vegetarian options are available each day).

All children say grace and wash their hands before entering the hall for lunch. Children are broadly allocated places. Food swapping is not permitted. Children are supervised and supported at all times.

Teachers on duty ensure that good table manners are being adhered to. They remind children to eat with their mouth closed, sit close to the table with their feet on the floor, hold their knife and fork properly, listen the first time to adults in the hall, talk to others on their table but don't turn around, say please and thank you, include everyone in their conversations and keep their table tidy. Teachers on duty ensure that the children are eating the lunch provided.

House System

All children are allocated to a house when they first start at Oakwood, and parents are advised accordingly in advance. There are four houses: Austen (Blue), Scott (Red), More (Yellow), Brunel (Green). House Captains are appointed from Year 6. Siblings are allocated to the same house. House points can be awarded for good work and behaviour. They are recorded on the House card each pupil receives at the start of the year.

Outdoor Learning

All children are expected to go outside during breaks. In cold weather, children may wear the school coat and scarf as well as navy blue or dark green gloves & regulation winter hat. Early Years children may also wear their PE tracksuit bottoms in extreme temperatures.

As the weather gets colder children will be encouraged to bring wellies to school for Friday's Outdoor Nature Learning.



The Curriculum

Prime Areas

focus on the earliest experiences and are the foundations for learning

Communication and Language
Personal Social and Emotional Development
Physical Development

Specific Areas

areas in which the prime skills are applied

Literacy
Mathematics
Expressive Arts and Design
Understanding the World

Characteristics of Effective Learning

underpin all 7 areas of learning and development and aim to help the child be an effective and motivated learner.

Playing and Exploring
Active Learning
Creating
Thinking Creatively

Parents receive a curriculum map at the start of each term stating the objectives their child will be learning throughout the term.

Further information regarding the Early Years curriculum can be found on the school website.

Assessment

Children's progress is assessed regularly using the Assessment scales, which form the basis of the Early Years Foundation Stage Profile. This information is used by teachers to plan effectively. Each child has particular targets to aim towards, which are discussed at the parents' meetings. Reports are also issued at various times during the year.

Attendance: Arrival

All pupils from Reception- Year 6 are welcome to make a brief visit to the Oratory between 08.45 – 09.05, before going to their classroom.

Parents can drop their children off from 8.30am where there will be a member of staff supervising children in the playground until 8.45am.

Children will begin to arrive in classrooms from 08.45 where there will always be a Teacher or TA. Note that for health & safety / safeguarding reasons hot drinks are not permitted in classrooms when children are present and mobile phones should be on silent and out of sight.

a) Children attending Early Birds Club
Early Birds staff are responsible for these children until 08.30 when younger children (EYFS children - and Years 1&2, IF they need it) are escorted to their classrooms and older children are sent to their classrooms.

b) School Coach service
Coaches arrive and park at a dedicated area and children are then escorted into school. As with Early Birds – younger children are escorted to their classrooms and older children make their own way. All should arrive between 08.45 and 09.05.

c) Children being brought to school by parents/carers
Parents can take their children to their classroom. Class Teachers will welcome any parent who wishes to speak to them briefly during arrival time. If a longer (or confidential) conversation is required please ask to make an appointment.

Parents who enter the building should leave classrooms promptly at 09.05am as this is the Teachers' signal to settle their classes, say morning prayers, take the register and begin the first lesson. Any parents remaining on site after 09.05 have to sign in and obtain a badge from the office. Staff will question any adult unknown to them, without a badge, whom they encounter on site after this time.

At 09.05 the security gate on the forecourt will be locked. Any children arriving after this time will be admitted by the office staff and marked (late) in the register.

Absence

If a child is unable to attend school due to illness, please phone or email the school on the first day of absence only. Email Mrs Ahmed on rohna.ahmed@oakwoodschool.org.uk also copying in the class teacher.

If a child is absent and the school does not receive any information by 9.15am, we will make contact with parents in order to determine the reason for the absence.

From the second day onwards, no further call is necessary as we will assume that they are still unwell. If emailing teachers directly, please copy in the school office as above. If a child should contract a contagious illness or condition, they should remain at home and the school informed immediately. Return to school is not permitted until the incubation period has passed and the child is fully recovered.

Early Years children should not return to school for at least 48 hours after the last bout of vomiting or diarrhoea (note this is different to the main school policy). If a child becomes ill at school, at the teacher's discretion, parents will be notified and asked to take the child home.

Attendance: Departure

In the event that children are collected by someone unknown to the teacher, the password system will be used. Parents who sign the 'permission to collect' letter issued at the start of a child's attendance at Oakwood give permission for us to **release children to people we know who are part of the school community (for example another parent or grandparent) in the event of a parent being delayed, or due to a prior arrangement. This would include older siblings even if they are under the age of 18.** Parents of Early Years children need to

At the end of the day, children will have an allocated spot where they need to be according to their mode of collection.

Clapham Coach: In Year 1

Purley Coach: In Year 2

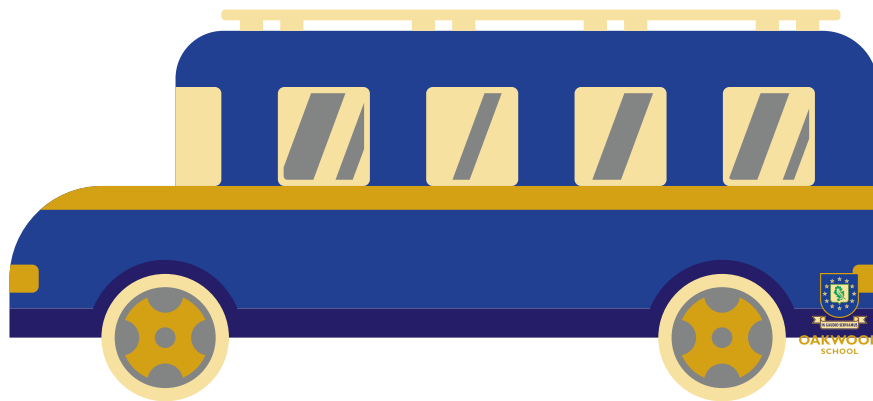
After school clubs: In Reception class

All other pupils being collected will be picked up by their parents or carers from the playground where children will be lined up with their class teachers.

Non-arrival of Parents/Carers

Children who have not been collected by 16.00 are taken to the office. They may then be placed in After-School club OR – if collection is imminent – wait near the front door under the supervision of office staff. They must be signed out on the relevant list when collected, with time noted. If signed out from After-School Club, this record will be used to bill parents.

If a child has not been collected by 18.00 (and parents or other nominated responsible adults cannot be contacted), staff must follow the Croydon Council procedure: contact the out of hours emergency night duty service and follow the advice of the senior social worker on duty. As a last resort, the child may be placed into foster care. The member of staff must make a written report of the incident and hand it to the office.



Fees and Grants

Early years Grants

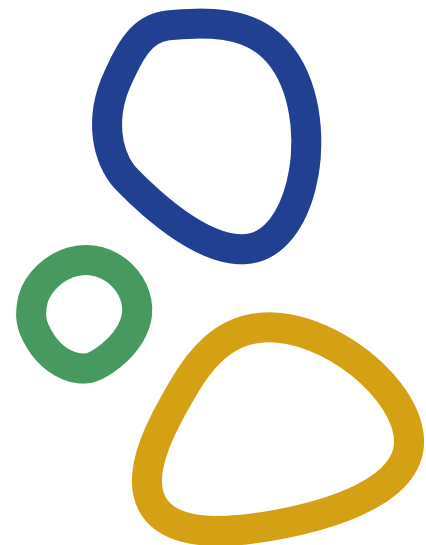
Oakwood participates in the Early Years Grant Scheme, which entitles parents to 15 hours of London Borough of Croydon funding per week. Invoices are credited with any Early Years Grants. Children are eligible in the term following their 3rd birthday until they are 5 years old (ie. 6 terms in total). Please note that these free hours are only available within part of a larger package (ie. providing children attend for at least the minimum number of sessions as outlined above).

Once a child enters Reception the funding will reduce to the 15 hours. For more information and to find out if you are eligible for the additional funding, please visit <https://www.childcarechoices.gov.uk/>. As soon as a child reaches the age of 3, their information is submitted by the school to Croydon Council.

Parents are also asked to sign the 'Free Entitlement Parental Agreement' form, provide a their child's birth certificate and proof of address. This form is then kept on file for our records and audit purposes.

School Fees

Fee requests are usually sent out during the school holidays, up to 1 month prior to the start of every term. Fees are payable in full by Direct Debit on or before the first day of the term, unless prior arrangements have been agreed. Should you wish to discuss any matter regarding your school fees, please contact the Finance Office on 020-8185 7771 or by email finance@pactschools.org.uk.



Medical

Allergies & dietary requirements:

Details of any allergies or special health/dietary requirements should be written on the Contact Form which is issued when a child first starts at the school. Please help us to keep the records up to date by informing us if your child either develops or grows out of a particular reaction or allergy.

As we have children with a variety of different allergies, we would ask that parents consider the needs of other children by only sending in the following items to be consumed at break and lunchtime: fruit, fresh vegetables, plain digestives/hobnobs/ rich tea biscuits or cereal bars which do not contain nuts. We would also ask that children do not bring in any sandwiches with nut-based spreads for lunch. Your co-operation is appreciated.

Health Matters

In most cases children will not need to be kept off school following their pre-school boosters (unless they are particularly unwell). However, it is important that parents notify their child's class teacher when they receive either the MMR or DtaP/IPV/Hib.

This is so that staff can be vigilant for any side effects, which between them could include symptoms such as a mild fever, swelling or redness at the site of the injection, vomiting or diarrhoea. We will monitor children for a period of 3 weeks following their immunisation. If any child displays symptoms such as a high temperature or non-blanching rash then we will inform parents immediately.

Medicines

Whilst we would discourage a culture of parents sending pupils into school when they are not well, many pupils will at some time have a condition requiring medication. Firstly, where possible, all anti-biotics and other medicines should be administered by parents out of school hours. However, should this not be feasible, a request should be made to Mrs Ahmed, who will be responsible for administering any medicines in the school. Medicines will be given once a day at lunchtime, provided that a request is made in writing on the first day using the medicine's book. Parents are asked to let their child's class teacher know if they have administered any medicine before coming into school. Where regular medication is required (eg. Piriton) written permission is required for Early Years children. Parents are responsible for ensuring that an asthma pump is available for use in school if it is required, and it should be clearly named. Parents whose children have been prescribed with an epipen should ensure that at least one is available in school (although two is preferable).



Communication

Contact Numbers

We keep a record of telephone and mobile numbers so that a parent or close relative/friend can be reached in an emergency. It is imperative that parents complete and return the Contact Form when their children first attend the school. The school office should be notified immediately if there are any changes in telephone number or address.

Sharing Information

In order to improve links between Early Years providers and ensure that the records about a child are as detailed as possible, we will always contact a child's nursery to discuss the child's transition. Also, in order to ensure that there is a two-way flow of information, please give our school details to the other setting.

Tapestry

All children attending Early Years at Oakwood have a personal on-line Learning Journey which records Wow moments using photos, observations and comments (in line with the Early Years Foundation Stage) to build up a record of your child's experiences during their time with us. We use Tapestry, a system which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by Early Years staff. Parents will be able to access their child's Foundation Stage Profile via the Tapestry website, and login details will be provided at the beginning of the academic year. For further details about the system please see <http://tapestry.info>.

Uniform

The full uniform list is on the school website. You can make your purchases online (items will be delivered to school for collection) or visit the shop at 147 Central Hill, SE19 1RS. The shop will be open by appointment only, please contact uniforms@pactschools.org.uk or call them on 020 8772 9422 for enquires and a shopping/sizing slot. An up-to-date uniform list will available on the school website www.oakwoodschool.org.uk/uniform shortly.

Second hand uniform can be purchased via one of our parents, Paula Thompson, on paddypaula@me.com. The tartan dress for girls is worn in the Summer term and may be worn until the Autumn half-term. No blazer, cap or beret is required until Year 1, however all children in the Early Years are required to have the school coat. New Early Years children are given a book bag and PE bag when they first start at Oakwood and these are carried forward into the school. All bags are available from the school office (costs are added to parents' bills). The school fleece hat & scarf, and gloves in school colours are needed for the winter. Black outdoor shoes should be worn (preferably with Velcro for Early Years children. Please ensure that ALL items are clearly named.

Jewellery

Make-up and nail polish may not be worn at any time. For health and safety reasons, jewellery should also not be worn at any time. Only traditional gold or silver round stud earrings are permitted in school (no pearls or coloured stones), however children wear them at their own risk.

Ensure that your child's hair is neat and tied back if long; ensure that no nail varnish, jewellery or watches are worn to school; ensure that your child is wearing their full uniform, and that all items are clearly named.

Policies

A number of school policies are in place, and copies of these are available on request from the office. Key policies are as follows: Admissions, Anti-Bullying, Behaviour & Discipline, Child Protection & Safeguarding, Complaints, Curriculum (School), Curriculum (Early Years), EAL, Equal Opportunities, Health, Safety & Welfare and SPEN. The latest version of all the above policies, and others, is available on the school website. See Appendix B in the Parents Handbook for a full list of all the current school policies.

Toys

Early Years children may bring a small toy to play with at breaktime, but they must be suitable and in good condition. These are brought in at the child's own risk, and teachers are not responsible for loss or damage.

Ratios

Parents are assured that the safety of all children in the school is paramount. We follow the EYFS statutory framework with regard to the supervision of Early Years children, in particular the ratio of adults to pupils.

Car Parking

Due to the limited space available, only members of staff are permitted to use the car park at all times during the school day (ie. from 8.15am – 5.15pm). The only exceptions are in the mornings for those parents making use of the Early Birds Club at 7.30am and for those parents collecting children at 4.45pm (after extra-curricular clubs). Parents may also be invited to park in the small car park if a member of staff wishes to speak with them.

Contact Details

Francesca Scott

Reception Class Teacher

francesca.scott@oakwoodschool.org.uk

Irene Lopez

Reception Class Teacher

Irene.lopez@oakwoodschool.org.uk

Linda Sanders

Headmistress of Oakwood School

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Rona Ahmed

School Secretary

rona.ahmed@oakwoodschool.org.uk

Helen McKell

Admission Registrar

admissions@oakwoodschool.org.uk

Candela Marquez

Head of Pre Prep & Early Years

Deputy Designated Safeguarding Lead

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