

Welcome to West Cliff Primary School

We aim to give every child the best possible start to their education. In November 2013 we had an Ofsted inspection that concluded that

This is a good school!

The report states:

The head teacher's outstanding leadership has taken the school forward rapidly since the previous inspection.

Children get off to a very good start in the Reception class from well below expected starting points for their age.

Good progress is firmly rooted throughout the school and standards are rising quickly.

The quality of teaching is good, with some that is outstanding. Teachers' expectations are high. They use assessment well to match work to pupils' abilities and challenge them well.

The management of teaching and learning is highly effective. It has strengthened weaker areas, lifted overall performance significantly and has had a very positive impact on pupils' achievement.

The work of the governing body is extremely well focused on raising standards in the school and improving pupils' life chances.

School Staff:

Head Teacher:	Mrs Christina Zanelli
Secretary:	Mrs De Grady
Guppy Class Teacher:	Miss Anna Boorer
Teaching Assistants:	Mrs Amanda Davidson
	Mrs Joanne Cattermole
	Mrs Christie Willison
	Miss Ruby Eglon
	Mrs Jenna Griffin
Lunch Staff:	Miss Ruby Eglon

Early Education at West Cliff Primary School

We work with children from the age of 2 until they transfer to Primary School (usually the September following their 4th birthday).

3 and 4 Year Olds:

From the start of the term following their child's 3rd birthday they are eligible for 15 or 30 hours a week of free nursery education. Additional sessions can be paid for if required and are available.

Sessions run between 8.45am – 11.45am and 12.30pm – 3.30pm.

Sessions for 30 hour funding or for 15 hour funding that will span 2 and a half full days run between 8.45 – 11.45 and 11.45am – 2.45pm (with the option to extending this to 3.30pm with access to our extended services.)

We offer a choice of sessions, subject to availability. Parents are asked to fill in a parental agreement and choose their preferred sessions that are included within the welcome pack. Additional sessions above their 15 hours can be paid for and are again subject to availability. The charge for additional sessions is **£10.00**.

2 Year Olds:

We have a limited number of 2 year old places each session of the week. Families may be eligible for funded places which are allocated by the Children Centre. If you are in receipt of benefits and think you may be eligible then please speak to Mrs Grady in the office or speak to a member of the Children's Centre team. The charge for non-funded 2 year old or additional 2 year places is **£15.00**.

How to apply for a place:

If you wish to apply for a place, simply contact the school by phone, e-mail or in person and ask for an application form. You are welcome to look around our nursery and our school.

Paid Sessions:

If your child is unable to attend a paid session due to illness or due to family holidays, please be aware that you will still be charged for those sessions as they have been reserved for you.

Cancelling your place:

Please be aware that if you wish to cancel a paid place for your child, we will require a month's notice from you before they can leave. This must be discussed with Mrs Grady or Mrs Zanelli and a date set up from this discussion. Thank you for your understanding with this matter.

Daily Routines and Timetable

Start and finish of the sessions:

(This will vary a little if you are entitled to the 30 hour funding or taking the 15 hour funding across 2 and a half days. Please see the information included in the extended services section of the handbook for more details.)

We have a flexible amount of time to bring your child into their session so don't worry if you have to drop off older children first. Help your child to find their name and place it in the box and hang up their bag and coat on their peg. You are welcome to stay and settle your child at any of the activities set up for the session and leave them when they are happy. You may want to look at their learning journey or take a few moments to chat to a member of staff with any picking up information or just a general chat.

We do ask parents to wait at the beginning and end of each session until a member of staff has opened the door. Safety of the children is our key priority and it is important that we begin and end each session in a calm manner, completing our carpet times and teaching the children future rules and routines of school life. Therefore please do not open doors until we are ready. This is particularly important when dropping off at lunch time sessions. As you can imagine it is very hard keeping track of which children are leaving and arriving at 4 different parts of the day, so please help us to keep your child safe and not disrupt the sessions or carpet times until we are ready. Thank you.

It is also very important to let us (and your child) know who is picking them up. Please ring the school office to let us know if this has changed during the session, as again it is important we make sure we know who your child is going home with.

Safety of our whole school is paramount, so please could we ask that you not park for dropping off and picking up outside Guppy Class or the school, where any zig zag or continuous yellow lines are. This is a whole school policy. Our parents are allowed to park in the West Cliff car park (Leisure Centre) with a parking permit, which can be obtained from the school office or please ask and we can get one for you. This permit allows you to park for free for 45 minutes in the morning and afternoon and at lunchtimes. Please help us to keep our children safe and park responsibly.

What each session contains:

During each morning and afternoon session your child will have a carpet time, where they will be provided with a portion of milk (or water) and a piece of fruit. We have various choices each day and this is an important part of our sessions where we work on taking turns, using our manners and talking about healthy food and drink. When the children are ready, they will also have a carpet learning activity with a group, based on topics they are interested in, or a school topic, or based on next steps in their learning which we believe they are ready for. At the end of each session, before we open the door we have a short story time and singing time.

A decorative border of yellow stars surrounds the text. The stars are arranged in a rectangular frame, with a single row of stars at the top and bottom, and vertical columns of stars on the left and right sides.

Toilet time:

Learning to use the toilet independently is some of the biggest learning that your child will take in Guppy Class. We now have our own toilets and facilities within our classroom so this helps throughout the whole toilet training process, but please let us know if your child has any anxieties using the toilet so that we can give them extra support. We understand that not all children will be securely toilet trained when they start nursery, but we would prefer them to be out of nappies. Many children will have the occasional accident during the sessions even though they may be toilet trained at home. This happens because the children are very busy and merely get very involved in their own play and activities. We have some spare clothes if necessary, but we would appreciate it if you could provide a spare set of clothes (including socks) in case this happens. Children are much more comfortable changing into their own clothes that fit them and that they are familiar with. It also helps any anxieties they may have because of the accident. If your child has borrowed any clothes we ask that you please wash them and return them as soon as possible.

The Early Years Foundation Stage

Children in Guppy Class and moving forward into Puffin Class will be working on an education called the Early Years Foundation Stage, which covers children's development and learning from birth until the end of their first year in Primary School.

We offer a child centred approach to early education which is highly responsive to individual children and their family's needs. Research has shown that high quality early education can have a positive impact on a child well into their late teens. At West Cliff we believe that:

'every child is a unique child who is constantly learning and can be resilient, capable confident and self-assured. That every child deserves the best possible start in life and the support that enables them to fulfil their full potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.'

(Statutory Framework for the Early Years Foundation Stage)

We aim to make each child's early education experiences positive, happy and meaningful, igniting the desire to learn, find out more and continue lifelong learning. We wholeheartedly believe in a "can do, having a go" attitude that will stay with your child for life, emphasising the process rather than the end product.

We are committed to making learning fun and promoting a love of learning. We know that children learn best when they feel secure, happy and comfortable which is why we encourage children to experiment, explore, make mistakes and reflect on their experiences so they grow in confidence and independence.

Play is the vehicle for which children learn and access the curriculum and it is through play that children connect ideas, embed learning, consolidate ideas and make sense of their world and the wider world.

The nursery is set out into different areas where there is continuous and enhanced provision. Children's interests are reflected in our provision and it is through such provision that we encourage children to think, talk, ask questions, explore, and solve problems independently/collaboratively. Our highly skilled practitioners are aware of giving children enough space to develop ideas for themselves but also when to dip into activities to extend and develop learning.

The Foundation Stage Curriculum is divided into seven areas of learning:

Prime areas:

Communication and language development involves giving children the opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships, and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

Specific areas:

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play and design and technology.

Learning in Guppy Class and what to expect

Messy Play

Water, paint, glue and gloop in various forms, are used regularly and some children like to investigate with their hands. We call this sensory exploration and it is part of their physical development. Although we have aprons for children to wear, sometimes children and their clothes get wet or messy so please dress your children in clothes that can easily be washed and that are not expensive or special. It is also a good idea to provide a spare set of clothes just in case your child gets very wet and we can easily change them.

Outdoor Play

We go outside in most weather conditions (as long as it is safe). Please ensure that you dress your child and provide them with appropriate clothing for the weather, including footwear so that your child will have access to all areas of the curriculum at all times.

Getting on and falling out

Learning how to get on with one another and to be happy within a group is an important part of their learning. We support children in developing friendships and encourage them to think about the needs and feelings of others. Some children naturally get on with other and some children take more time. With your help we will encourage your child to talk to the grown-ups within the setting and help them to understand how to share and take turns and how to help others which are important life skills.

Working in partnership with parents

We understand that parents and carers are children's most important and enduring educators so we put a lot of time and effort into developing close relationships. As we are one class, Miss Boorer will be responsible for all children, but all members of staff will be helping and supporting your children learn, so please feel free to speak to any member of staff with any concerns, worries or information that you wish to share with us.

You are more than welcome to stay with your child for a few sessions, even if your child has attended other settings, as this may help them settle into their new environment. We can also set up some taster sessions with you before your child officially begins their time at West Cliff and we can arrange this on a personal basis with you if this is appropriate. A home visit can also be arranged if you wish to take up this service and you feel this would benefit you and your child. If the staff do not know you or your child, then we will set these taster sessions up as a mandatory part of their transition to aid the settling in process for your child.

We also ask parents and carers to complete an essential information form and an 'I am Special' booklet. It is important we have all the necessary contact details, medical information, allergy and food intolerance information before your child is left in our care. The 'I am Special' booklet gives us more personal information about your child, such as their immediate and wider family, their likes and dislikes which helps us get to know your child before they are with us and can give us starting points when talking to your child and helping them settle without you.

Some children settle in very quickly and others take longer. We may suggest shorter stays for the first few sessions. We are very adaptable and understand anxieties from both your children and from parents and we will work with you and your child to give them a start that works for everyone.

We regularly have opportunities for parents to join in with children's activities, for example, joining in stay and play sessions, joining in other special events as part of the whole school and during our termly open evenings. A report will be generated over the year with you and your child and all their learning and activities are observed and presented in their own personal learning journey, which is available for you to look at whenever you have time. Tapestry, is our online learning journey where we can share photographs with you on that very day, showing you your child's learning and also giving you the chance to like and comment. You may also upload your own experiences from home activities which will contribute towards a shared learning journey between home and school. All we need is your email address to get you set up. If there any questions about this, please just ask.

The school send out a weekly newsletter which you will find on our Facebook and Twitter page each week. This can also be emailed to you. This will tell you any whole school events that are happening and other information that may be relevant. Please let me know if you would like a copy of this to take home each week. You will also find other information on our notice board such as the weekly lunch menu, special events happening within school and other letters.

Extended Services

Guppy Class is part of the family of West Cliff Primary School and with that we provide the extended services and wrap around care provided for the whole school.

Children aged 3 and over are welcome to attend our before and after school club, details of which are included in your welcome pack. Please don't hesitate to ask if this is something you and your child would be interested in.

Lunch time provision is not included in the daily educational hours provided for your child (unless you are entitled to the 30 hour funding or are taking the 15 hour funding across 2 and a half days.) The 3 hour sessions for morning and afternoon are split with a 45 minute lunch break where your child can be looked after by our lunchtime staff and this takes place within our own environment.

There is a **£2.50** charge for this service and you will need to provide your child with a suitable packed lunch and drink.

If you wish your child to have a school lunch this can be arranged. The charge for school lunch is **£1.80** (making the total cost for lunch **£4.30**). School lunch choices are run on a 3 week cycle and this information is also included in your information pack.

If you are entitled to the 30 hour funding, then the 6 hours per day have to be taken in a block, therefore lunch time provision is included in your funding. You will still be required to pay the **£1.80** if you wish your child to have a school lunch. This means that your daily session will finish at **2.45pm**. Please also note that lunchtime provision will not be covered by the teacher, but by a qualified member of our lunchtime team. If you wish to have the three hour teacher session in the afternoon and finish at **3.30pm** with the end of the session, then a **£2.50** will be added as part of our extended services. This is to coincide with our school, children who have siblings and the teaching sessions that the afternoon children are entitled to. If you do not wish to take up this extended time then you must pick your child up promptly at 2.45pm as not to disrupt learning for the rest of the children. You will be charged for any extra time after this point. If you have any questions about this extra service, please don't hesitate to ask a member of staff.

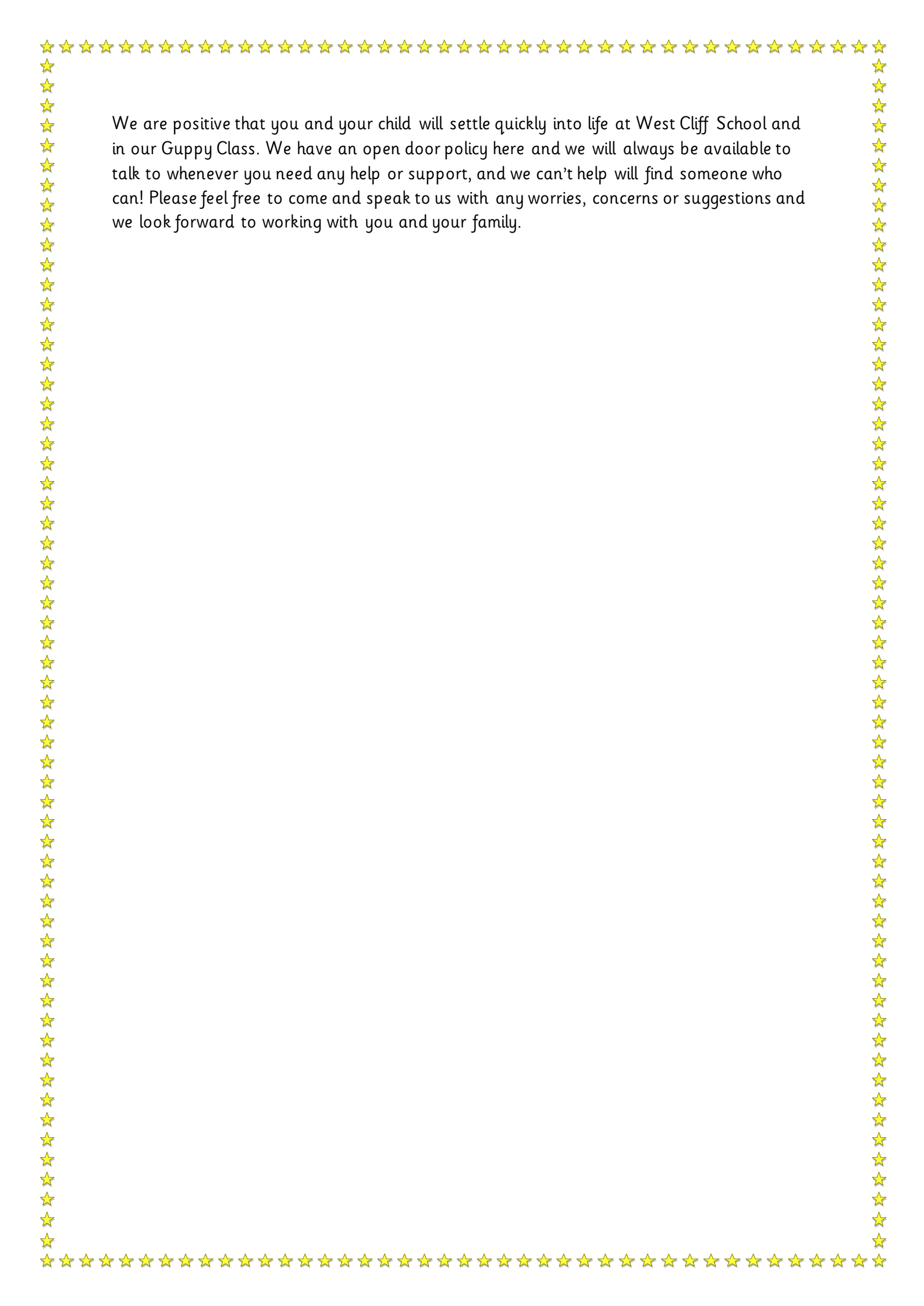
Attendance and Illness

When young children are settling into school it is often appropriate to build up to the amount of sessions you want and we can work with you to arrange this. Once the sessions have been booked it is important that they attend these sessions because we want the children to get used to their regular school routine and also because it is important that the valuable resource of a nursery place is not wasted. Once your child has established their place we keep this for the term. Each term we will send out the preference forms to fill in again and we will try and accommodate any new arrangements if possible.

If your child is absent due to illness please contact the school and let us know why your child is poorly and how long you think your child may be off for. This helps us inform other parents if a bug or infection is going around. Please remember if your child has a stomach bug they must stay at home for 48hours after the last sickness. This is a whole school policy to prevent sickness bugs from spreading.

Head lice is something we would rather not think about but as your child starts school it is a good time to start the regular habit of checking for head lice. When you have washed your child's hair use a regular conditioner and comb through your child's hair with a fine toothed comb. This is the easiest and cheapest way to remove any eggs before they hatch and the problem gets worse. If you make this a regular part of your hygiene routine the problem won't get out of hand. If you do find your child has head lice please do not be embarrassed about it at all and we would really appreciate it if you could let us know as we can alert all parents and make everyone aware so we can treat the problem as a whole class.

Finally



We are positive that you and your child will settle quickly into life at West Cliff School and in our Guppy Class. We have an open door policy here and we will always be available to talk to whenever you need any help or support, and we can't help will find someone who can! Please feel free to come and speak to us with any worries, concerns or suggestions and we look forward to working with you and your family.



Parents' Handbook 2019/2020

