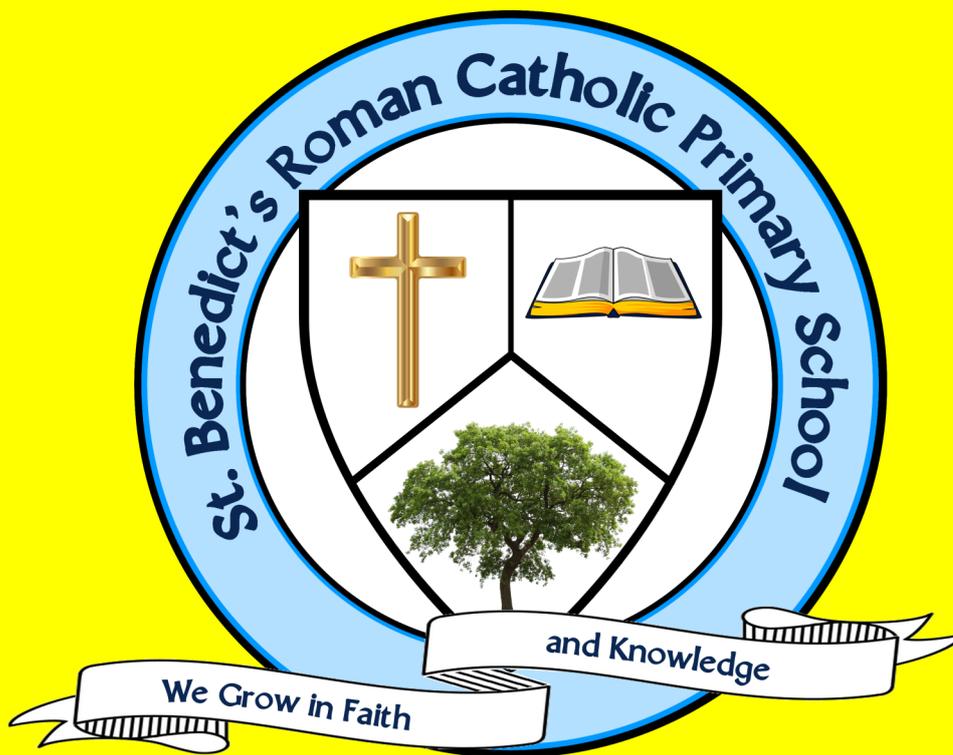


Welcome Hand Book



St Benedict's -
A Catholic Voluntary Academy
Ampleforth
September 2020



WELCOME

Welcome to St. Benedict's RC Primary School.

We are looking forward to welcoming your son/daughter to our school family. The aim of this booklet is to ensure a smooth transition into school and to help your child settle in quickly to our Early Years class.

Please take some time to read this information pack before your child starts our school and we would welcome any feedback on things that could be improved or included.

We also feel it would be helpful to re-read this booklet again, once your child has started – there may be many new things for you and your child to become familiar with, even if you have had older children go through the school and know us well!

Children settle into new situations at different rates, bringing with them a range of different experiences.

Our first priority is for your child to feel secure, happy, valued, safe and included. Your child will need to adapt to the daily routines of school, become familiar with a new environment and also begin to form positive friendships with lots of new children and adults.

We hope that the following information will help your child achieve this goal.

Partnership

Through experience we believe that the transition into school is most successful when parents, carers, schools and other adults (such as Pre-school workers and Health Visitors) work in partnership.

Good partnerships require a two-way flow of information and are promoted by valuing and building on children's previous experiences and learning.

Below are a few things that you can do before your child begins school that will help them to settle in and feel comfortable.

- Clearly label all items of clothing – including coats, hats, gloves and shoes, lunch boxes and book bags. (Also, please check from time to time that the labels are still in place and clear.)
- Encourage your child to be responsible for putting away their own things. They will be encouraged in school to put book bags, books, lunch boxes, coats and jumpers in their correct places from the beginning of the school year. Each child has their own labelled peg.
- Allow your child to practice dressing and undressing themselves, including using fasteners that they may find difficult.
- Encourage your child to be as independent as possible. We are happy to support your child with dressing and undressing when necessary, but do encourage them to have a go.
- Encourage your child to feed him/herself and use a knife and fork independently. Praise your child for showing good table manners.
- Reinforce independent toileting and also hand washing and drying.
- Encourage your child to listen carefully at appropriate times and follow simple instructions.
- Support your child to take turns when sharing games and activities.
- Encourage a sense of responsibility by asking your child to clear away their toys independently.

Talking about starting school

We aim to make the move into our Early Years classroom as happy as possible. You can help us by:

- Encouraging them to look forward and be excited about coming to school
- Being positive, as this will help them to feel positive too.
- Saying goodbye and explaining clearly that you will be coming back to get them later. Please remember, if your child cries when you leave, a staff team member will be there to support you and reassure your child. We find that children generally calm down and become involved in what is going on in the classroom within 5 – 10 minutes. We appreciate that this can be upsetting, however do not worry as we will work together to support your child through this period of transition.
- When you pick up your child, ask them about their day and what they have been doing. What they have enjoyed, why they have enjoyed it, any thing they found challenging.
- Praise and reward them for settling well.

Open door policy

It is important to keep us informed about things that might affect your child. Your child's Class Teacher will be available for you to talk to and can take short messages at the start of the day. Obviously as mornings are very busy, if you need to talk for more than a brief moment, please make an appointment to see your child's Class Teacher at the end of the day. This can be done in person or by telephone via the school office on 01439 788340. Similarly, a staff team member will inform you of things that have happened to your child at school, such as a bumped head, or your child's Class Teacher might ask for an appointment to discuss your child's progress with you.

Parents and Carers in school

We actively encourage parents to come into school and support the work we do and to experience their child's daily school life first hand.

We welcome helpers in Early Years. Please speak to your child's Class Teacher if you are able to come into school and help. Please note that regular volunteers must be DBS checked to help in school.

Keeping your child safe

Our top priority is to provide as safe an environment as possible for your child. You can help with this in a number of ways...

- Provide us with emergency contact numbers and please do let the school office know straight away if they change.
- Please let us know if there are any changes in the person who usually picks up your child. If it is an emergency or you only find out at short notice please telephone the school office. We will only let your child go with another adult if we are informed beforehand.
- All children must be brought to and collected from school by an adult. Please remain with your child until the gates open at beginning of the school day.
- Please let us know of any medical conditions affecting your child or any other factor affecting their wellbeing.
- If you visit the school during the day please report to the school office. It is essential that we know who is in school at all times.

Teaching and Learning

At St Benedict's we believe that children learn best and teachers teach best when...

They feel safe and secure

They know what is expected of them

They feel respected and listened to

They are praised whenever possible and appropriate

They are supported and encouraged to achieve

In order to gain the excellence that we strive for, our environment, our teaching and our learning must reflect and support our principles.

We know children learn best when they are...

...doing rather than being told

...actively involved and interested

...supported by a knowledgeable and trusted adult

We believe that children need an active, play-based, problem-solving curriculum with plenty of challenge. Children are encouraged to develop a positive self-image and develop in confidence through play and free choice. They have free choice in all areas of the curriculum both inside and outside the classroom and are supported by adults in what they choose to do. Every day we ensure the children have lots of physical activity and fresh air, the freedom to develop their own ideas and skills, opportunities to ask questions, to explain and to discuss experiences, support in establishing right and wrong ways of behaving, and the knowledge that they are appreciated and valued as individuals.

Through play children can...

- make sense of the world
- practise ideas, concepts and skills
- learn how to control impulses and understand the need for rules
- rehearse their feelings
- take risks and make mistakes in a safe environment
- think creatively and imaginatively
- investigate and solve problems
- communicate with others

The Early Years Foundation Stage

The statutory framework for the Early Years Foundation Stage (EYFS) sets the standards for learning, development and care for children from birth to five. The reformed EYFS, effective from September 2012, consists of three prime areas of learning and development and four specific areas.

Prime areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Assessment and Record Keeping

In the Moment Planning Sheets

In Class 1 we follow the children's interests on a daily basis. Our reflective practitioners work with the children in a play based environment to ensure the best outcomes for all pupils. We do this through our "in the moment planning".

During the week each child will have an A3 sheet of paper on which quality interactions and learning experiences will be recorded. It will make up part of their learning journey.

Your child's e-Learning Journey Record

Throughout your child's time in Early Years we will be observing, assessing and recording their progress. Using innovative technology together with Tapestry app, each child will have an individual e-Learning Journey Record where observations, photographs and anecdotal notes are stored. These will help us to identify your child's strengths and needs.

We believe that parents and carers, as their child's first educators, should be involved as much as possible with their child's e-Learning Journey Record. We welcome your contributions regarding your child's development and any comments about significant events in your child's life. Each time you receive your child's e-Learning Journey Record via email, there is the option to reply with your comments and observations from home.

You will also have an opportunity to meet with your child's Class Teacher at Parent Evening sessions held in the Autumn and Spring Terms to discuss their progress. Together, we will agree on some learning targets and next steps for your child.

Routines and Timetables

Morning routines

During the first few weeks of school, we are usually happy for you to bring your child into the classroom if he or she requires that level of support, however, due to Coronavirus this may not be possible. This is under constant review and may be changed as soon as government guidelines allow.

To ease congestion in our cloakroom and entrance areas in the morning, we would like you to encourage your child to come into school independently, where possible. Your child will have a coat peg with their name on where they can hang their coat, hat etc...



EYFS Daily Routine



Doors Open Self-registration, hang belongings up	8.50-9.00
Continuous/Enhanced Provision Exploring different areas of learning inside and outside to access a range of learning opportunities. Continuous snack provision.	9.00-10.30
RE/Big Idea Input Whole class input/ group activities	10.30-10.50
Continuous/Enhanced Provision Exploring different areas of learning inside and outside to access a range of learning opportunities. Continuous snack provision.	10.50-11.45
Storytime	11.45-12.00
Lunchtime	12.00-1.00
Phonics Input Whole class input/ group activities	1.00-1.20
Continuous/Enhanced Provision Exploring different areas of learning inside and outside to access a range of learning opportunities. Continuous snack provision.	1.20-2.10
Maths Input Whole class input/ group activities	2.10-2.30
Continuous/Enhanced Provision Exploring different areas of learning inside and outside to access a range of learning opportunities. Continuous snack provision.	2.30-3.00
Tidy Up Time/Getting ready for home Story time, gathering belongings/ end of day prayer.	3.00-3.30

Lunch

Under the Government's Universal Infant Free School meals initiative all hot school meals at lunchtime in our school are free. We would strongly request you to encourage your children to take advantage of this.

Drinks and snacks

Water jugs and cups are provided and children have free access throughout the day.

Milk is provided for your child each day and fresh fruit is also provided as part of the Healthy Schools Initiative. It is essential that we are made aware of any special dietary requirements or allergies. Free school milk is provided to all pupils under 5 years old. All other pupils can purchase milk from Cool Milk. You must register and pay for milk using the website address below.

<http://www.coolmilk.com/>

Uniform

Please see the school website for a full list and order form of the uniform and P.E clothing required.

<http://st-benedicts.n-yorks.sch.uk/school-information/uniform-policy/>

Although we provide aprons and take care, the children are often working with messy materials which can sometimes go onto their uniform.

It is important that your child brings a suitable coat with them every day as they may choose to spend extended periods outdoors. We do have waterproof trousers and jackets for the children to use in very rainy, wet conditions. We also ask that a pair of named wellington boots are left in school. In cold weather your child will need warm clothing, including a hat and gloves.

It is very important that all of your child's uniform is marked clearly with their name.

Behaviour

We expect high standards of behaviour from all our children. On arriving at school we make clear to the children our sense of community, and together we make "rules" so that we can all operate happily together. We make clear the boundaries of good and unacceptable behaviour. Children are praised for their good behaviour and given the reasons why they are being praised. Children are encouraged to talk about any difficulties and problems with their peers, should these arise, and start to feel confident in seeking their own solutions. If we find there are difficulties concerned with your child's behaviour or any other matters we may ask to discuss these with you.

Illness and absence

Please refer to our main school prospectus or school website for information, policies and procedures with regards to absences from school.

And finally...

We look forward to working with you and your child to make their time in St. Benedict's happy and rewarding. Please do not hesitate to ask us about any worries you may have, however small they may seem.

