

# St Andrew's Foundation Unit

Welcome to the foundation unit here at St Andrews C of E Primary School. We have compiled a list of information that we hope will answer all of your questions about the foundation class unit's routines. We hope that you find this useful and informative.

## Who are you: F1 or F2?

As you may already be aware, the foundation unit combines two school groups; including nursery age children, who attend school daily either in the morning or afternoon, and reception age children, who attend school all day.

To distinguish between these two groups we refer to nursery children as **F1** and reception children as **F2**. We will often place this reference at the top of letters and notices if the information is not relevant to everyone.

## School Times

**F1** - Morning sessions begin at 8:45 and end at 11:45. Afternoon sessions begin at 12:30 and end at 3:30.

**F2** - School begins at 8:50 and ends at 3:30 (children arriving after this time will be marked as a late).

**F2** children will have an induction period of two weeks to prepare for full time school. This will include half day attendance.

## Weekly and Termly events

Physical Education Lessons (P.E.) - **F1 & F2** - P.E. days are **Mondays**.

**F1** will not need a PE kit but will still have hall time. They will need to know how to take their shoes and socks off and then put them back on after the lesson.

**F2** children are expected to bring a **PE kit** to school. PE kit consists of a St Andrews P.E. T-shirt, dark blue shorts and a pair of plimsolls.

You are welcome to leave your child's P.E. kit at school and we will send it home half termly for laundering and so you can check if their plimsolls fit.

Library Books - **F1 & F2** - will have a library day every week

To introduce your child to the joy of reading we offer a range of books in our school library. We will provide your child with a library card to keep a record of the books they have borrowed, and we will help them select a book weekly to take home. We ask you; to encourage your child to look after their library card and the books they choose very carefully and ask you, to spend time sharing the books they choose with them.

On library day we will provide a library box outside (weather permitting), so you can teach your child to return their book with library card placed inside, ready to make a new choice that day.

## Book Bags

Most children will have purchased a school book bag and we encourage daily use of them. They protect school books and letters very well when on their journey to school or to home. **They are not to be used to transport water bottles** as they invariably leak and destroy the books and letters that are also in the bag. Each child is provided with a named tray, and we will ask your child to place their book bag in their tray on arriving at school. We will offer them support to begin with but as your child becomes more independent, this will be a task they will do for themselves.

We, as a staff, will not be checking book bags, so any correspondences must be handed to any member of the foundation staff, or posted in our post box, or sent to us through the school office.

We would also ask that children do not bring backpacks into school as we do not have the space to hang them or store them safely. If your child uses a backpack to transport their belongings (book bag, Water bottle & F2 lunch box) to school we ask that you take the backpack away with you and return with it at the end of the day.

## Letters

Letters from the school to you will be placed in your child's book bag, so please check for these daily. Letters coming to school must be handed to a member of staff or placed in the foundation unit post box, located at our entrance door, or sent to us via the school office. We do not check your child's school book bags as we know you would rather we use our time interacting and teaching your children.

## Daily Snack Times

Everyday we will offer your children a drink and snack. Drink choices are milk or water and the snack is a choice of fruit or raw vegetables, the menu of which usually changes daily (please let us know if your child cannot have milk or any foods because of dietary or allergy problems). All children under the age of four are provided with free milk, we would ask that you help us by filling out the school milk form so we can register your child for the scheme. Once your child turns 5 years of age you should be sent an email from the milk suppliers informing you that you will now have to pay and instructions of how to do so.

## Water Bottles

Many children like to bring a water bottle to school these are placed in the classrooms, within easy access, so that they can get a drink when needed. When your child brings a water bottle to school please make sure it is clearly labelled with their name.

If they forget to bring a water bottle with them we have a water fountain in our playground, and we can provide your child with a drink of water whenever they need or request one. We are also happy to refill water bottles when necessary. But please remember **WATER ONLY** do not place squash or juice in them (this is school policy; no drinks in school other than water. The only time the children are allowed other drinks is in their lunchboxes where they can have a **non-fizzy** drink of their choice).

## Cooking Money and Tissues

**Cooking Money** - We endeavour to offer the children the experience of creative cooking weekly, and ask that you make a voluntary contribution of £15 for the academic year **this is approximately 39p a week**. Please place this money in an envelope clearly labelled with your child's name and hand it to a member of staff during the first few weeks of school. If you would like to make the payments over three terms at £5 pounds a term please speak to your child's Key person directly and we will arrange this for you.

**Tissues** - The Foundation Classes have an extremely high use of tissues throughout the year. So each year we ask our parents to please make a voluntary donation of one box of tissues.

## Sickness and Accidents

If before the start of the school day your child displays symptoms of illness, that would deem them unfit for the rigours of the school day, please keep them at home for a sufficient amount of time for them to recover fully.

If you do need to keep your child at home please inform the school by phone, and provide a written sick note when they return. If you are in doubt you are welcome to come and see, or call one of the school welfare officers for advice; these are Mrs Hardie (mornings) and Mrs Hopkins (Afternoons). If your child is feeling unwell at school it is the welfare officers who will care for them and call you if need be.

We provide a safe and secure learning environment but from time to time small accidents may occur (for example grazed knees etc.). In the event of such mishaps medical care will be provided by the foundation staff (or welfare officers if relevant).

Any child who receives a knock or bump to the head is taken to the welfare officers; this is standard practice in all Hillingdon schools. We will provide the child with a bumped head letter as a notification of the event, and will endeavour to inform you verbally of such events.

## Toileting and 'whoops a Daisies'

We expect all the children will be able to use the toilet facilities independently, but of course will offer and give assistance when necessary. If your child experiences toileting problems at home they may also occur at school, so please inform your child's key person so that we are fully prepared for such events.

In the event of 'whoops a daisy' moments, involving wetting, one member of staff will assist your child by helping them change into clean clothes from our uniform loan box. We will send home soiled items in a plastic bag at the end of the day.

If your child does have to borrow any uniform, please launder it and return it as soon as possible, as we have limited supplies of such items.

**Soiling** - In the very rare occasions that a child soils themselves, **we need to know** do you wish **for us** to clean and change your child, **or if you** wish to be called into school to attend to your own child. Please inform your child's key worker of your preference if such an event should occur.

Homework! But they're so little!

All work and no play is not the foundation of good successful learning. We ask you to support your child with two extremely enjoyable homework tasks. These are:

**Discovery Books** - Your child will bring home their discovery book several times over the year. Inside will be instructions of an activity that you, with your child, are asked to complete. It is down to the individual family to decide how much time, or to what depth they will apply to this task and we assure you, the only wrong way to complete it is to not do it at all. This activity has been in place for many years and is enjoyed by student and parents. It also offers an opportunity for those working parents to partake in their child's learning journey.

**Class Pets** - In the foundation unit we have two special class pets. They enjoy visiting the children at home and have their very own red bag to travel safely in, as well as a diary to record all their special adventures and visits.

**F1** will be caring for Rebecca Rabbit and **F2** will care for Dotty Dog. They will visit one of you each day. We ask parents and carers to help record in their diary the events of their visit before returning them to school the next day.

Again there is not a wrong way to do this task some children simply draw a picture of the highlight of the visit, others ask parents to write a short entry, and some choose to use photographs. One page of work is often enough!

## **F2 - Education**

We are often asked the important question of how are you going to teach my F2 child in the exciting and wonderful child-led setting we provide. We can assure you that we were highly praised by the Hillingdon Borough Moderation team on our excellent practice when delivering the Early Years Foundation Stage Statutory Framework, and will continue to follow these guidelines with the same enthusiasm and energy. If you would like to know what lessons your child will be experiencing over the week a copy of the class timetable is available on the website.

We ask that you support us in the very important step of settling them into their new learning environment and routines, as no child will learn to their full potential unless they are happy and feel secure. We are always happy to answer further questions and queries so please do not hesitate to ask.

We are really looking forward to the coming academic year and wish to express our delight at being able to build the important relationship with you and your child that will ultimately lead to a successful learning journey.

Thank you for your support.

The Foundation Staff