

A young girl with brown hair tied back, wearing a dark grey school sweater over a light blue and white checkered dress, dark tights, and black shoes. She is walking on a wooden balance beam outdoors. The background is a brick-paved area with some greenery and a tire. The text 'Foundation Stage Handbook' is overlaid in large white font.

# Foundation Stage Handbook

[little-waltham-school.co.uk](http://little-waltham-school.co.uk)

150 YEARS  
LITTLE  
CEVA PRIMARY  
WALTHAM  
& SCHOOL  
1870-2020



# Welcome

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This booklet provides a general introduction as to how the Early Years Foundation Stage is brought to your child and what to expect when your child starts school.

## Early Expectations

When your child first starts school, we will do our very best to make that time a happy one. In the second half of the summer term we invite all children due to start in September to induction afternoons to familiarise them with the classroom, their teacher and the other children.

The first few weeks often prove very tiring for young children and extra resting times may be necessary and we advise early bedtimes and a good routine at home. It is our policy to offer a staggered entry for children joining us in Reception year in order to acclimatise them to school life.

Unless you have arranged otherwise with the school, your child will join us for mornings only during the first week. They should be dropped off at Ash Class at 8.45am where you will be able to help your child find their peg and hang their things up. At 11.45am they can be picked up at the entrance by Ash Class.

For the second week they will join us for the morning session and lunch. Your child should be dropped off at the gate, where members of Year 6 will be on hand to help them with their bags, if needed. For this week, they will need to either bring a packed lunch with them, or order a school meal. School meals are free

for children in Reception, Year 1 and Year 2 (further details are included under the School's Meals section).

From the third week of term onwards they will be with us for the full day, 8.45am-3.10pm.

## Preparing for School

It would be very helpful if you are able to practise the following with your child in the lead up to them starting school:

- Dressing and undressing (for PE and swimming)
- Using a knife and fork
- Taking themselves to the toilet, washing hands etc.
- Fastening their own coats, shoes, hats and gloves
- Recognising their own name
- Holding a pencil correctly

School staff will help your child if they need it, but most children are happier if they can cope independently.

We would also recommend that you spend time with your child reading to them and looking at story books. Essex Libraries' Summer Reading Challenge is an excellent way to get your child excited about books and if your child completes it they are awarded a certificate in our awards assembly. Activities such as jigsaw puzzles, drawing, colouring, board games and role play will also help prepare your child for school.

## Attendance

Regular school attendance is essential for all of our students

to make good progress, achieve their academic potential and consequently have better chances in life. Every student at Little Waltham Primary School, in line with the Government's expectations, **is expected to maintain an attendance level of at least 95%.**

It is the responsibility of everyone in our school community – parents, students, staff and governors to ensure they achieve this. If your child is not in school, then you must have a justifiable reason and the school office should be contacted on the first day of absence. You should always send in a note to the school office explaining the reason for your child's absence when your child returns to school.

Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Repeated absences may require the school to request that you obtain medical evidence from your doctor's surgery or local pharmacy as recommended by the Government.

I would also like to remind you that the law does not give any entitlement to parents to remove their child from school during term-time for the purpose of a holiday. Headteachers may only grant leave of absence where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

## Punctuality

Punctuality is an important part of

self-discipline and is essential for good time management.

All students must be at registration by 9am.

## Attendance Statistics

Attendance % over one school year		Attendance % over 5 years (7-11)	
98%	Less than 4 days absent	85-90%	Half a year missed
95%	Less than 10 days absent	80%	One whole school year missed
90%	4 weeks absent		
85%	5½ weeks absent		
80%	7½ weeks absent		

## School Meals

When your child starts school, they will be eligible for 'Universal Infant Free School Meals'. All children attending school in Reception, Year 1 and Year 2 are entitled to free school meals, regardless of income or eligibility for benefits. You do not have to submit an application for free school meals and you can save up to £400 a year and ensure your child is eating a healthy, balanced meal every day.

Our school menus are included in the school bulletin on our website. We understand that many small

children need support with cutlery and trays at mealtimes and while we do encourage children to be independent, midday assistants are always on hand to help.

Children may bring packed lunch if they prefer. No sweets, fizzy drinks or chocolate please.

Children are offered a snack of fruit or vegetables at morning break, but are welcome to bring in their own fruit or vegetable snack in a named pot if they would prefer.

# The School Day

Although routines do vary from time to time and from class to class, the following guide shows the timetable for a typical day at Little Waltham Primary School:

8.45am	Children enter their classroom from 8.45am onwards and complete early morning tasks
8.55am	The bell rings for the beginning of school
9am	Registration and early morning tasks continue
9.10am	Daily worship
9.30am	Teaching and learning session
10.30am	Key Stage 1 morning break
10.45am	Key Stage 1 teaching and learning session Key Stage 2 morning break
11am	Key Stage 2 teaching and learning session
12pm	Key Stage 1 lunchtime begins
12.10pm	Year 3 lunchtime begins
12.15pm	Year 4 lunchtime begins
12.20pm	Years 5 & 6 lunchtime begins
1pm onwards	End of lunchtime
1-1.10pm	Afternoon registration followed by teaching and learning sessions
End of school day	Pupils in Ash and Chestnut classes are collected from their classrooms by parents and carers. Pupils in Elm S and Elm T classes are collected from the school hall. Pupils in Maple, Oak, Sycamore, and Willow classes are collected from the school playground.

## Pupil Premium

In addition, we'd like to remind you that if you are what the government terms 'on a low income' your child can be placed on our Free School Meals Register (which is separate from Universal Infant Free School Meals) and will also qualify for Pupil Premium Funding.

When a student is on our Free School Meals Register, the school receives extra money for that student which is spent on their education in school. This extra money is called the Pupil Premium and its purpose is to ensure that children from low income families are not at a financial disadvantage during their education as a result of home circumstances. At Little Waltham Primary School, Pupil Premium is spent on the specific needs of the child which could be learning mentorship, music lessons, one-to-one support for pupils.

### Is my child eligible for Pupil Premium?

In order for the school to receive the Pupil Premium funding a Parent/ Carer must be claiming one of the following benefits:

- Income support
- Income-related Employment and Support Allowance
- Income-based Job Seekers Allowance
- Child Tax Credit (but no Working Tax Credit is being received by the claimant or his/her partner and the combined annual income as

assessed by HMIR on a TC602 form is not above £16,190)

- The Guaranteed Element of Pension Tax Credit
- Asylum seeker under Part VI of the Immigration and Asylum Act 1999

## Useful Information

- A weekly bulletin is sent home electronically every Friday, giving details of school events, important information and dates. Please give your email details to the school office.
- Money sent in school should be in an envelope labelled with your child's name, class and the purpose of the money. All money should be given to the class teacher during registration time by the child.
- Jewellery (with the exception of watches) should not be worn in school.
- Any item brought to school by your child should be named. This includes lunch boxes, coats, books, artefacts to support topic work, hats, scarfs, gloves in cold weather, sun hats in hot weather, reading folders and water bottles.
- During hot weather it is advisable for your child to bring a sunhat to wear whilst outside during play times and lunch times. Sun cream may also be brought in to school if your child is able to apply it themselves.
- Only healthy playtime snacks for the morning may be brought into school; such as a piece of fruit or vegetable.
- The school operates a 'water in the classroom' policy. Children can

have access to water throughout the day. Water bottles should be named and can be bought from the school office.

## Achievement

The children are encouraged to take pride in their achievements at school. We operate a House Point system where all children can earn house points for their team (Chignalls, Easters, Leighs and Rodings). A coloured ribbon is put up on display with the team colour for the House that has earned the most points within a week. A weekly assembly is held to celebrate aspects of school life and work.

## Behaviour

A behavioural policy based on mutual respect, good manners and promoting positive behaviour exists within school as part of our Golden Rules. Teachers deal with any incidents and involve the Headteacher when necessary.

Parents are informed of persistent indiscipline and encouraged to work in partnership with the school to develop good behaviour. Our behavioural policy is available to view, please see our website or ask the school office for a copy.

## Parent Consultation Evenings

A formal consultations evening is held during the Autumn and Spring terms. Ten minute appointments

are arranged for you to talk with the class teacher about your child's progress. You are also welcome to discuss your child's progress at other times. Please make arrangements through the school office or contact your child's class teacher at the end of the day.

If at any time you are concerned about something or interested to know more about school life, please see the class teacher after school, contact the school office or speak to the Headteacher.

## Sharing Skills

If you have a particular interest or talent you wish to share with the school, please let us know. Help is always appreciated in school and parental support is highly valued.

## School Uniform

We encourage all children at Little Waltham Primary School to wear school uniform daily and take pride in it. Most items of uniform can be purchased from a good clothing store but jumpers, cardigans and PE shirts, which have the school logo embroidered onto them, are available from One Stop School Gear.

We ask parents to help their children by checking that each item of uniform is clearly labelled. Stikins Labels give us 30% commission on all purchases made if you use fundraising code 12101 when placing your order. Visit [stikins.co.uk](http://stikins.co.uk) for more information and help raise money for the school.

<b>Boys Uniform</b>	<b>Girls Uniform</b>
Grey trousers White shirt, long or short sleeved Royal blue jumper with school logo School tie Grey socks Black flat shoes (NOT trainers or boots)	Grey skirt or pinafore or trousers (NOT stretched materials or fashion style) White shirt, long or short sleeved Royal blue jumper or cardigan with school logo School tie White socks or plain white or grey tights Black flat shoes (NOT trainers or boots) Hairbands must be simple and discrete in either blue or grey
<b>Summer Uniform</b> Grey shorts White cotton short sleeved shirt School tie Grey socks	<b>Summer Uniform</b> Pale blue/white gingham dress White socks

## PE Kits

All children to have a named drawstring PE and Swimming bag NOT a ruck sack. All PE Kits and Swimming Kits must be clearly named.

<b>Indoor PE Kit (Girls and Boys)</b>	<b>Outdoor PE Kit (Girls and Boys)</b>	<b>Swimming Kit</b>
White polo shirt with school logo Plain navy blue shorts (NO sports logos) Black plimsolls White ankle socks	White polo shirt with school logo Plain navy blue tracksuit top and trousers White trainers White ankle socks	Swimming trunks (NOT long below-the-knee baggy style) Swimming costume for girls Swimming hat Medium-sized towel

## Jewellery

If a child has pierced ears, one pair of stud earrings maybe worn; however, this **MUST** be removed for all PE lessons. No earrings are to be worn in the swimming pool. It may therefore better for younger children not to wear earrings to school until they can take them out/put them in independently.

## Personal Items

Neither the County Council or the school staff accepts liability for personal property brought onto the premises.

## The Foundation Stage Curriculum

The curriculum is based on active learning through play and experimental investigation. There are opportunities for children to engage in activities planned by adults and also those they initiate themselves and for teaching and learning, both indoors and outdoors. The children will work in large groups, in small groups and individually with a member of staff. We encourage children to be as independent as possible and to make decisions for themselves.

Learning for children is a rewarding and enjoyable experience in which they explore, investigate, discover, create, practise, rehearse, repeat, revise and consolidate their developing knowledge, skills, understanding and attitudes. During the Foundation Stage, many of these aspects of learning are brought together effectively through playing.

Please encourage your child in any area of their development, where you feel your child is ready and mature enough to manage, without feeling pressured or worried. All children develop differently and their range of skills vary greatly.

There are three main areas of development:

### 1. Intellectual

Reading, writing, counting, jig-saws, card and board games, relating to the environment

### 2. Social/Emotional

Play, role-play, interaction with others, recognising the need of others, sharing, leaving parents

### 3. Physical

Running, jumping, climbing, toileting, building, painting, drawing, dressing

# 1. Intellectual Development

## Speaking, Listening & Understanding

For young children, this area of their learning takes a great deal of time. It is necessary for children to learn that what they have to say is valued but that they must take turns and listen to others. Stories, rhymes and role play provide a great stimulus, in addition sharing news and talking about the class topic or even talking to you about something that they may be interested in, is also a good way to develop their speaking and listening. It is important that young children are given opportunities to follow instructions and to answer 'how' and 'why' questions about their experiences and also in response to stories and events.

## Reading

Teachers hear the children read both individually and in groups arranged according to ability. Parents are encouraged to read and listen to their children daily and write comments in the reading record book which is kept within a child's reading folder. Folders are available from the school.

## Writing

Children are given lots of opportunities to strengthen their muscles in preparation for writing tasks. They will be taught to hold

the pencil correctly and sit with a good posture. It would however be wonderful if the children could practise holding a pencil correctly and also write their name before they start school. Depending on a child's ability, either tracing or copying will be used, with correct formation of letters being shown from the beginning. The writing content centres on literacy, with opportunities for extended writing from the child's personal experience or from topic work, a story, or for a purpose e.g. a shopping list, invitation, letter or labels. A more structured approach is used to teach letter formation, phonics and writing simple sentences.

## Letters & Sounds

The children will be taught how to use their understanding of phonics to read, write and blend words. They will progress through our Letters and Sounds scheme of work from the Early Years Foundation Stage through to the end of Key Stage 1.

## Mathematics

Children get a great deal of practical experience using mathematic materials. They learn to count, sort, match, compare, add, subtract, solve problems, identify shapes and to measure with non-standard measure e.g. hands and small objects found in the classroom. Recording is done pictorially at first. Children join together in counting rhymes and board games to reinforce concepts around number.

## Understanding of the World

Many areas are covered within the class topic. Techniques taught include observing, investigating and making comparisons. The school environment and Little Waltham village are used to widen the children's knowledge. Aspects include looking at how the children have changed as they have grown up, their birthdays and where they live.

## Technology

The children will be given opportunities to use the computers and learn how to draw and type using word processing programmes. Mathematics and language development programmes are introduced and practised. Children will use a programmable toy to enhance their learning. The children will also learn how to access the internet to search for information and play games. The children will learn to use the technological opportunities around them as a tool to enhance and extend their learning.

## People & Communities

The children learn to talk about the past and present events in their own lives and in the lives of family members. They begin to understand that there are other children who don't always enjoy the same things and learn to be sensitive towards this. In this area of their learning the children learn about the similarities

and differences between themselves and others, and among families, communities and other traditions festivals and an awareness of other faiths. Termly visits are made to our local churches and parents and friends are welcome to join us.

## The World

The children learn about the similarities and differences in relation to places, objects, materials and living things. They develop a curiosity and interest about the features of their own immediate environment and how environments might vary. The children will make observations of animals and plants and learn to explain why some things occur and talk about the changes that they have seen.

## Expressive Arts & Design

There are many opportunities for developing the children's creative and imaginative minds and freedom of expression through a range of different creative activities and stimuli. The children are taught a variety of techniques using a wide selection of tools and materials.

### Exploring and using media and materials

The children learn to sing songs, make music and dance and experiment with ways of changing them, they learn how to safely use and explore a variety of materials, tools and techniques, experiment with colour, design and texture.

## Being Imaginative

The children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They learn to represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories.

## 2. Personal, Social & Emotional Development

This area of the curriculum links into all aspects of your child's learning and in helping them to become confident and independent learners. The children learn to develop their independence, social, personal and life skills. They will learn how to share and take turns, dress and undress independently, manage toileting themselves, learn where things belong in the classroom, how to convey feelings to others and develop their organisational skills.

## 3. Physical Development

This area of the children's learning involves providing the children with many opportunities to be active and interactive, developing their coordination, control and movement skills. The children learn the importance of keeping active and how to make healthy choices in relation to food.

## Moving & Handling

This area of the children's learning enables them to gain good control and coordination in small and large scale movements. They learn to move confidently in a range of ways, safely negotiating space carefully. The children will learn how to handle equipment and tools effectively, including pencils for writing.

## Health & Self-Care

The children learn the importance for good health of physical exercise, a healthy diet and to talk about the different ways to keep healthy and safe. They learn to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

## PE

The children will need to have an indoor and outdoor PE kit which will remain at school and sent home each half term to be washed. Please could all parents ensure that PE kits are checked regularly to ensure that they fit the children comfortably particularly trainers and plimsolls and that all items are clearly named.

## Swimming

Swimming kits will be sent home after swimming lessons each week. Swimming takes place weekly during the first half of the Autumn term and for all of the Summer Term. The children are taught in small groups by a qualified swimming instructor.

# How to Help Your Child

## Talk to your Child

Talk about their home, family, school, work, toys, feelings, environment and themselves.

Talk about things you are doing, things you have done and things you are going to do.

Talk to them about what they have done at school that day.

## Listen to your Child

Always listen to their stories, news and questions.

## Listen and Watch Together

Listen to the radio and watch television together. Talk about it afterwards.

## Encourage your Child to

Draw, trace, paint, colour and to use scissors and glue.

Count the stairs, count buttons as you dress, count the potatoes as you prepare them.

Read numbers on doors, buses, clocks, remote controls etc.

## Read with your Child

Enjoy and share stories and rhymes with your child.

Point at the words, discuss the pictures and talk about your favourite parts and what might happen next. Ask questions and encourage your child to join in.

Make up your own stories using the pictures and puppets.

## **Play Games**

Cards, dominoes, snakes and ladders, other dice games.

Play 'I Spy' using the sounds of letters.

## **Encourage Independence**

Encourage your child to do things for themselves, for example, dressing, doing up their shoes and tidying away their toys.

Praise each small stage, e.g. "well done you've put on your socks".

## **Praise your Child**

Let your child know how you want them to behave. Praise good behaviour, kindness and doing things when asked.

Praise can be a smile, a cuddle, or saying a word such as "well done".



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## Little Waltham C.E.V.A. Primary School

The Street, Little Waltham, Chelmsford, Essex CM3 3NY

 01245 360246

 [admin@littlewaltham.essex.sch.uk](mailto:admin@littlewaltham.essex.sch.uk)

 [little-waltham-school.co.uk](http://little-waltham-school.co.uk)

**Headteacher** Mrs Elizabeth Maycock BSc Hons PGCE NPQH

**Deputy Headteacher** Mrs Ruth Baker BSc Hons PGCE

