

## Early Years Foundation Stage - a few helpful notes

### Daily Routines:

- **Independence:** We will be encouraging the children to organise themselves in the morning and at home times. This includes being responsible for their belongings, self-registration and changing their reading books (once we start to send these home). There are always adults available to help them at drop off and collection times. But helping them to be independent at home will further support this by using knives and forks, using the toilet, dressing, undressing and putting on their own coat.
- **Drop off and pick up:** When picking up, please wait at the class named station and children will be brought out to meet you. Children will then be sent to you one at a time until all of the children have been collected. They will not be sent to you until the class teacher dismisses them to ensure the child is leaving with the correct person. We will not let your child leave with someone that we are not expecting. You then need to leave the school site promptly to avoid congestion.
- **Illness:** Please ring us on the first day, and confirm with a letter/note using the class email on your child's return to school. Sickness and diarrhoea require a 48-hour absence once clear from symptoms to prevent the spread of infection. Remember to isolate and get tested if you or any member of your household is showing symptoms of Covid-19. Please see the NHS 111 website for information about symptoms and follow the advice given. No members of the household may return to school until either the isolation period has ended, or a negative test result has been seen by the school office.
- **Coats and sunhats:** Please make sure your child has a named waterproof coat in school **every** day. We do try to allow the children outside even if it is drizzling. If it is likely to be sunny please send in a named sunhat and apply sunscreen before school as we are unable to do so.
- **Drinks and Snacks:** Children need to bring a **clearly named** water bottle every day, containing only water, no juice please. We have water dispensers for the children to use to refill their bottles throughout the day. They will also have a school snack provided, which is either a piece of fruit or vegetable. If you would like your child to have milk at snack time, you will need to sign up [www.coolmilk.com](http://www.coolmilk.com) this is free until they are five. You will then have to pay if you wish your child to continue to receive milk.
- If your child is having a packed lunch please be aware that they **must not** have anything that may contain nuts (particularly Nutella), any chocolate bars, cereal bars or sweets that may contain nuts. Please check the ingredients. We have children with nut allergies within our school and amongst the year group. We also ask that you don't send in sweets and cakes for birthdays.
- **Taster lunches and school lunches**  
If your child attends in the afternoon please arrive on their taster lunch day at the reception door at 11.30, this will give them time to come and settle into school before we need to get ready for lunch. If your child is attending in the mornings please arrive to collect them at 1.00pm in the usual place. Please ensure your child brings their named apron to school for their first lunch session, this is for both school dinners and packed lunches. On these sessions, due to Covid-19, children will be provided with a school packed lunch, but we hope to resume normal hot school lunches very soon. A menu will be provided for this term, shortly.  
Wed 16<sup>th</sup> Maple Class stay for lunch  
Thurs 17<sup>th</sup> Cherry Class stay for lunch  
Fri 18<sup>th</sup> Oak Class stay for lunch
- **Full time:** Please note that the children will be full time from Monday September 21<sup>st</sup>. The school day starts at 9.00am and finishes at 3.15pm. (These timings are due to the staggered entry during Covid-19 but may change at a later date) Reception will open the doors at 3.15 to bring children out to you in the main car park.
- **Lateness:** If you arrive after the entrance door has closed you will need to sign your child in using the monitor by the main office entrance (Junior building). If you arrive after the register has been marked (usually by 9.15), this will be recorded as an unauthorised absence for the morning session.

- **Class emails:** [Mapleclass@st-james.kent.sch.uk](mailto:Mapleclass@st-james.kent.sch.uk)  
[Cherryclass@st-james.kent.sch.uk](mailto:Cherryclass@st-james.kent.sch.uk)  
[Oakclass@st-james.kent.sch.uk](mailto:Oakclass@st-james.kent.sch.uk)

Class emails are for any messages you may need to give to your class teachers. These emails are purely just for your class and are not accessed by anyone else. Please use these if you have any messages you need to pass on. If your child is being collected by anyone other than their parent/guardian, please email this. We will check them every day but will be generally checked before the children arrive and at the end of the day. We may also send emails to you, so please check these regularly. Every Friday we will email you a contact letter. If you do not receive this please let us know so that we can check your email address. This will also be on the school website under your class page. If you need to tell us something urgent, please contact the school office directly or if you wish to discuss your child in more detail please use the class the email as a point of initial contact to arrange a mutually convenient time to have a discussion.

- **Collective Worship:** As the children become more settled, we will be taking them into the hall for Collective Worship. Currently this will take place in year group bubbles.
- **Consultations:** These usually take place in November but this may change due to the current pandemic. You can sign up for an appointment using ParentMail. This is made live the week before. In the meantime, do not hesitate to come and see us if you have any queries or concerns. Initial contact by email would be suitable to then arrange a mutually convenient time to talk.
- **PE:** PE kits (named) should be in school **every day**. They are sent home for washing each Friday and we ask they be returned the following Monday. We will not start structured PE lessons until after the October half term but may use plimsolls for activities in the hall, so if you would like to send in their PE kits, they may remain on their pegs until they are needed.
- **Wellies:** Please bring in a pair of named wellies as soon as possible. These will stay at school for the children to use in the mud kitchen, our outdoor area and in the woods.
- **Helpers:** If you are able to come in to lend a hand, we would love to see you! Please let us know, but we will not start this until after it is safe to do so following government guidelines.
- **Parent Reps:** At St James', each class has a parent rep to support the class and school. Their role is to be a point of contact outside of school, to help take on the lead with any activities that involve school and to help feed information to parents. It may be that we need help to organise an event within school, gather helpers for a school trip, obtain and share information amongst parents, or generally drum up some support to help with the class. In previous years, a parent may have taken this on alone, but sometimes more than one parent has taken on the role to work as a team. If this is something you may be able to help your class with, please let your class teacher know.
- **Donations:** We are always very grateful if you can send in any old children's comics, dressing up clothes, birthday card fronts, junk modelling, craft or creative bits you do not need any more, paper or card, lining/wall paper etc. We will often find a use for anything so please do ask if you have something you no longer require and these will be put into quarantine before they are used.
- **Playdough:** We use playdough regularly to support fine motor development. Children will use their own individual playdough to maintain hygiene procedures.

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- Please try not to overload bags with keyrings and toys as these become a real distraction when the children are getting ready to go home and space can be limited on pegs. Book bags are stored in group trays therefore we do not have space for large key rings on these bags. We also ask that no toys are brought in to school as they may get lost or damaged, however we do ask that book bags, PE bags are clearly named or identifiable with iron motifs. Please, please, please make sure all uniform is clearly named. We have a lot of green cardigans, jumpers and coats at school and without a name, may not return to the rightful owner if lost!
- **Early Learning Goals:** These goals are from the Development Matters document that we use to assess children's learning. This is not a tick list and children may not reach all of them, but it shows you the expected aim for children to work towards by the end of the reception year and these are the goals that we are aiming for.
- **Letter formation:** This sheet is to show you how we form our letters at St James and is for reference and practice when we beginning our letter formation for you to keep at home to support their writing development.
- **Maths handout:** This gives you guidance on the areas of numeracy for terms one and two and some of the ideas that you may be able to support your child with at home.

**Please do not hesitate to speak to a member of the team if you have any questions or concerns.**