

# EYFS Induction Information 2021



What is the purpose of this information?

- To help your child settle well into life at Highfields
- To provide with up to date and relevant information regarding starting school
- To try and answer some common questions

Where else can I find information?

You can see the school website: [www.highfields.staffs.sch.uk](http://www.highfields.staffs.sch.uk)

You can email questions to: [office2@highfields.staffs.sch.uk](mailto:office2@highfields.staffs.sch.uk)

## Arriving and School

You will enter school via the EYFS/KS1 Playground and wait with your child by the Reception Class gate. (There will be a member of staff to guide you the first week)

The classroom doors are open from 8.40am (school officially starts at 8.50am)

A member of the EYFS staff will meet you at the EYFS gate and welcome your child into the classroom.

Your child will be taught where to put their coats and belongings and will then will be encouraged to begin one of the many activities on offer.

The gates are then closed at 8.50am.

After this time, if you are late, you will need to enter school via the main entrance and report to the school office so that they can mark the attendance register for safety reasons.

## Collecting at the end of the Day



Reception Class finishes at 3.10pm.

You will collect your child from the same gate you dropped them at in the morning.

A member of staff will escort the children to the gate and will only dismiss the children to a known adult.

If someone different is collecting your child please inform the staff at drop off in the morning or contact the school office so that we are expecting that person. We will ask you to set a password (see paper pack) and we will require the person mentioned above to know this password. This is really important for your child's safety. We sometimes find grandparents come to pick up and are unaware of the password and we will not release the child until we have spoken to yourselves. This can sometimes cause that adult distress and upset but it is there to ensure your child is only dismissed to the person that you have specified.

## What does my child need to bring to school?

- A coat - the children do go outside whatever the weather and if they do not have a coat with them this can restrict what they are able to do
- A school bag or book bag • PE Kit - (see uniform list) this consists of a pump bag, pair of black pumps, black shorts and a plain t-shirt in the colour of their House Team (see the coloured dot on the paper pack)
- A bottle of water
- Uniform must be worn (see uniform list)
- Sensible black school shoes - no heels or open toes or trainers
- Long hair needs to be tied back - girls and boys
- No jewellery except small studded earrings which may be worn if your child has pierced ears. On PE days we ask you to remove them at home for that day.

## Looking After Belongings

All items including coats, bags, jumpers, ties, shirts, shoes, trousers, skirts, PE kits etc **MUST** be labelled clearly with your child's name.

As you can imagine 30 jumpers all looking the same can be difficult to identify for an individual child with the name on it. These items can be costly if they get lost or can easily be picked up by another child and taken home. If the names are clearly marked it makes it so much easier for us to ensure the right things go to the right children.

In addition to this, and most importantly, your child will benefit greatly from having their own labelled items. It teaches them to be careful, responsible and independent; trust us, this makes such a difference to your child's learning development!

## Dinners

Children in Reception and KS1 are all entitled to a free school dinner. This is a huge saving for parents across a year.

We run our own school kitchen, called The Hive, where food is prepared daily by our two school cooks. Dinner menus are published on the school website and are ordered through our online ordering system called ParentPay. This is done before the end of the week ready for the next week. We pre-book dinners to ensure your child gets the act dinner that you have requested.

There are hot dinners, baked potatoes and sandwiches available daily. There is a salad bar that the children access to compliment their dinner. Water to drink is also freely available. Children in Reception Class all sit together on a long table and have a nominated lunchtime supervisor.

Due to ongoing issues with ants and the fact we are unable to store lunchboxes adequately, we are asking that Reception children have a school dinner and do not bring in a lunchbox from home. We are open to suggestions and discussion regarding menus if your child is a fussy eater or has specific dietary requirements.

## School Milk and Snacks

Children are entitled to a free carton of milk at morning break up until the term after they have turned 5. After that milk is available to purchase.

Fruit is freely available at break time for all. Morning snacks are available to purchase (see paper packs).

We request all orders on a Monday morning for the week with full payment placed in a sealed envelope marked with the child's name. This is collected in class.



## Learning and Assessment

Your children will be the first group of children to complete the statutory baseline assessment on entry into school. This is a series of assessments that the teacher will carry out within the first few weeks which begins the tracking progress for learning and will be used as an indicator of progress when they get to Year 6. Please do not worry about this, the children won't even realise they are being assessed.

Children's progress gets tracked continuously and this forms the basis of reviews that are carried out on individual pupil's progress.

You will receive regular updates on your child's progress through termly parent consultation evenings and annual written school report.

## Communication

In your paper pack you will receive a home school agreement. This sets down expectations and responsibilities of School, you as parents and also the children.

EYFS staff have a message book on the gate in the morning so you can pass on any quick messages. Each child brings home a learning journal which will be signed by the teacher each week and this will be a way you can send non urgent messages.

Star Moments - snippets of information you can send in to add to the leaning journals.

Parent Consultation Evenings - one per term Informal drop in sessions.



## Completion of Forms

You will have had a paper based pack through your letter box (if you haven't received it yet don't worry it will be on it's way). This includes all the forms we ned you to complete and return to school.

These include:

- Admission forms - we will need to see birth certificates.
- Medical Notes- this details allergies etc.
- Consent forms -out of school walks and visits, National Schools Fruit Scheme, general food tasting, photographs and video including website, Twitter, newspaper etc...
- Password for collection.

It is important you inform school of any changes in circumstances regarding contact numbers, addresses or medical information. This is critical when a child is ill.



## Absences and Holidays

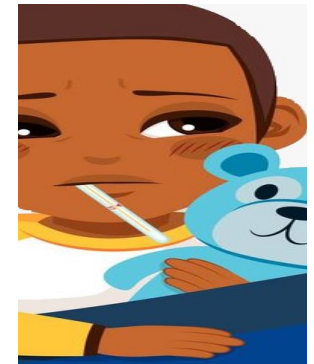
- Inform school if your child is ill by telephone before 9.30 am on the first day of absence.

Poorly children please stay at home.

- Sickness - if your child is sick they need to stay at home until 48 hours after last episode of sickness or diarrhoea.

- Contagious illnesses e.g. Chickenpox, follow medical advice or call the school for further information.

- Holidays during school time - holidays during school time can only be taken if there are extenuating circumstances. You need to request this in prior to booking any holiday. You do the by contacting the school and asking for a holiday form. We may ask for evidence of the extenuating circumstance. Any holiday taken that does not have explicit permission from Mr Wilkes will incur a local authority penalty notice. This is currently £60 per parent per child.



## Before and After School Provision

Highfields does not run this ourselves but we do have a private company called Cheeky Monkeys based on site and run by some of our school staff.

They provide wrap around care from 8am and after school until 5.30pm

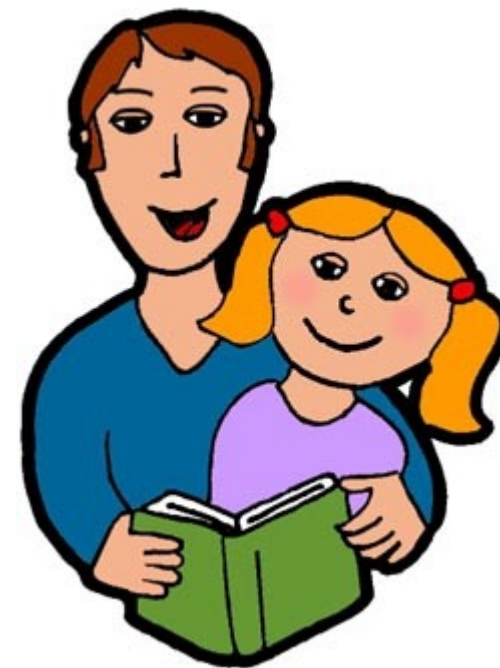
For more information please see the [Cheeky Monkey](#) section on our school website.



## What Can I do to Support my Child prior to starting school?

The greatest support of all is to encourage independence :

- Taking care of their own things (coats, bags and belongings)
- Using the toilet independently.
- Put on their own coat. Fasten and unfasten it.
- Undress/dress themselves (turning clothing from inside out, buttons, fastening shoes...)
- Encourage them to tidy up.
- Use scissors.
- Share books.
- Talk lots.
- Play turn taking games/encourage sharing.
- Talk about starting school in a positive way.



## Contacting us

Any questions big or small please feel free to contact us;

Either by phone on 01543 227160

Or via email: [office2@highfields.staffs.sch.uk](mailto:office2@highfields.staffs.sch.uk)



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Class Teacher



Mrs Fergus  
Teaching Assistant



Mr Wilkes  
Headteacher