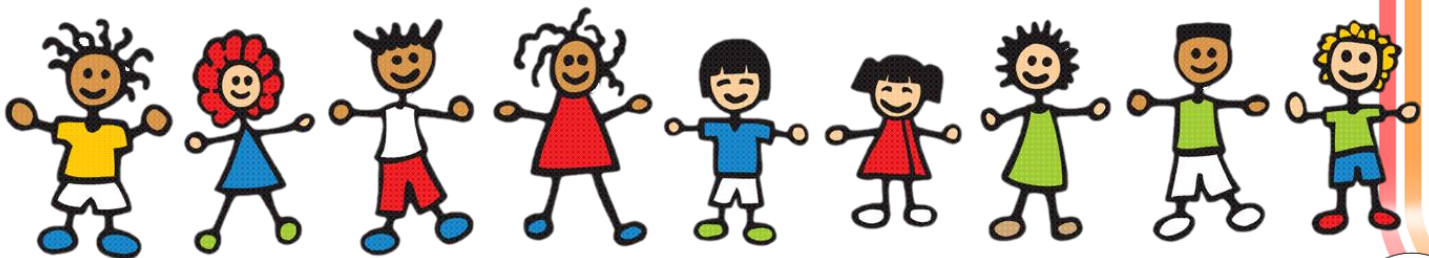




# Welcome to Abbey Hill Early Years



# Welcome to Abbey Hill Foundation Stage Unit



**Abbey Hill Primary & Nursery School  
Abbey Road  
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NG17 7NZ**

**Telephone: 01623 484512**

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**Website: [www.abbeyhillpri.co.uk](http://www.abbeyhillpri.co.uk)**

## **Parents and Carers**

We are pleased to welcome you and your child to our Foundation Stage Unit at Abbey Hill Primary School.

Our Early Years Handbook will provide you with some information about the Unit, how it is organised and what your child will learn.

The aim of our Foundation Stage Unit is to provide a warm, welcoming, and homely environment, where all children feel secure and cared for.

We plan and provide high quality adult led group activities and play based learning to develop the children's skills and knowledge.

The Foundation Stage Unit is a place where you will always be welcome, and we look forward to working with you.

**Mrs Cartwright-Fretwell  
Foundation Stage Leader**



Each age group in the Foundation Stage Unit has a name.  
Pre-school for 2–3-year-olds, is The Raindrop Room



Nursery for 3–4-year-olds, is The Sunshine Room



Reception for 4–5-year-olds, is The Rainbow Room



### **Partnership with Parents and Carers**

We feel that it is important to have a close and friendly relationship with our Parents and Carers, so that an effective partnership is formed.

Before your child starts our School for the first time, or moves to another room in our Unit, we:

- ❖ Send a letter, informing you of a place for your child.
- ❖ Arrange a time when you can meet the Foundation Stage Staff, look at the new environment and receive information. This will also be a time when you can ask us questions.

Once your child has started in our Unit, we will be available to talk to every day, when you drop-off and collect your child.

If you need to talk to us in more detail, then just tell a member of Staff and we will arrange an appointment with you.

Parents' Evenings take place twice a year and this is a lovely time, when you can look at your child's 'Special book' and chat to staff.

Regular newsletters are sent home about what we are teaching your child and events for Parents/Carers. There is also a School website which provides information about School.

To record your child's social and academic development, each child has their own Learning Journey. The Learning Journey book contains photos, pieces of writing, artwork and notes written by Staff. At the end of your child's journey with us, they are shared with the Year 1 Teacher. These lovely books then come to you as a keepsake of your child's early days at School.

## **Discipline and Behaviour**

It is important that children are aware of acceptable standards of behaviour in the Unit. The children need to feel loved and secure and need to be given a positive self-image through regular praise.

The children are taught about our 'Golden Rules' and making 'Good Choices'. Positive choices are rewarded through praise and stickers. Children are given responsibility as they become older e.g. having a daily 'Star Helper'.

Unacceptable behaviour is dealt with in a consistent way and Staff talk to Parents and Carers

## **Commitment to Equal Opportunities and the Provision for Pupils with Special Educational Needs**

It is our aim that all children regardless of gender, race, colour, creed, or disability are offered equal access to learning opportunities.

We aspire to provide a breadth of curriculum so that every child has the opportunity to excel.

We plan activities so that children develop an awareness of their own culture and lifestyle and the culture of others.

We have access to many supportive agencies, and we can seek their involvement whenever necessary.

## **Child Protection**

The School and Foundation Stage Unit operate within the Nottinghamshire guidelines for Child Protection.

All Health and Safety policies and procedures are followed.

The Foundation Stage Staff behave like a caring Parent and deal sensitively with any situation, which arises.

The Child and Family Support Worker works closely with our team and provides support and advice to all Parents and Carers.

## **Finally**

We hope that the Foundation Stage Handbook will answer most of the questions you may have about our Foundation Stage Unit.

If you have any further questions, either now, or in the future, please do not hesitate to contact the Foundation Stage Staff.

The next few pages will provide information for each age group.

**We look forward to welcoming you and your child into Abbey Hill Foundation Stage Unit.**



# Our Foundation Staff Team

**Miss Rachel Eyre**  
Pre-school Manager

**Miss Rosie Christy**  
Pre-school Deputy

**Mrs Hayley Clarke**  
Pre-School  
Assistant

**Mrs Cartwright-Fretwell**  
Foundation Stage Leader  
& Nursery Teacher

**Mrs Radford**  
Foundation Stage  
Teaching Assistant

**Mr David Perkins**  
Reception Teacher

**Mrs Bonser**  
Foundation Stage  
Teaching Assistant

**Mrs Bower**  
Foundation Stage  
Teaching Assistant

**Mrs Walton**  
Foundation Stage  
Teaching Assistant  
specialising in SALT



**Pre-School**  
**Welcome to Pre-school!**  
**The Raindrop Room**



**Our Sessions**

We have a morning and afternoon session.

Morning session: 8:45am – 11:45am

Afternoon session: 12:30pm – 3:30pm

**Bringing & Collecting Children**

Our families are welcomed daily by a member of the Pre-School team. Please feel free to use this time to share news or information.

**If a different adult is collecting your child, then please tell us at drop-off times or phone Pre-school on 01623 407599. We will not let someone else collect your child without your permission.**

**Key Workers**

In Pre-school, all children will have a Key Person who is responsible for observing and monitoring your child's progress and recording their achievements.

**How do the children learn?**

In Pre-school, learning is mainly through play, in the indoor and outdoor environment. We plan activities to cover all seven areas of the Early Years Curriculum. The children enjoy free choice and adult led activities.

**Our Daily Routine**

We provide many fun activities for your children to explore using their senses. Your child will also take part in focussed group times to explore early counting skills, improve their listening and attention skills and develop their vocabulary. Daily our children engage in singing songs and rhymes and enjoy a story session.



## **Snacks**

During each session, we have a “Snack Time”. Children are each provided with a carton of milk and a small snack. We will provide a bottle of water for your child to access during the session.



## **Clothing**

We can get very messy during our Pre-school sessions. Comfortable clothing is recommended to allow your child to move freely, and loose clothing also helps when toilet training. Please send a spare set of clothes in a bag.

Children will also need a warm coat, hat, and gloves during the colder weather as we spend time outside each day.

## **Nappies**

Pre-School has changing facilities for nappy changing. Please ensure there is a supply of nappies and wipes in your child’s bag each day. We work with our families to toilet train the Pre-School children before they enter Nursey. We have potties and toilets available. Please speak to a member of Staff during this time for support. Any comforters can be kept in your child’s bag such as dummies and blankets. As your child’s confidence grows, comforters will be needed less. We encourage dummies to be taken away as soon as possible.

## **Helping our children to listen and speak**

In Pre-School and by the age of two, children are learning to develop their social and communication skills.

As part of our free-flowing environment, the children are able to access activities both indoors and outdoors, encouraging new and exciting vocabulary! Our skilled practitioners have undertaken training to help your child on their way to become a confident talker.

There are many ways in which we help to support those early language skills, some of which are listed below:

- Story time
- Singing sessions
- Attention and listening games

- Modelling sentences
- Role play areas

By the age of two and a half, most children will be using around 50 words, including simple action words such as 'want', and naming some body parts. They will also start to put two words together such as 'big teddy', 'mummy kiss' and 'more drink'. Many children this age will also use simple questions such as 'what's dat?' alongside pointing. It is, however, important to remember that children all develop at their own pace.

Here at Abbey Hill, we have a range of activities to support our children in reaching their full potential.





**Nursery**  
**Welcome to our Nursery!**  
**The Sunshine Room**



**Our Sessions**

We have a morning and afternoon session.

Morning session: 8:45am – 11:45am

Afternoon session: 12:30pm – 3:30pm

**Bringing & Collecting Children**

Our families are welcomed daily by a member of the Nursery team. Please feel free to use this time to share news or information.

**If a different adult is collecting your child, then please tell us at drop-off or ring School during the day. We will not let someone else collect your child without your permission.**

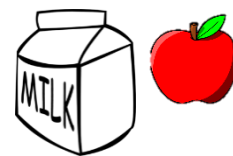
**Key Workers**

In Nursery, all children will have a Key Worker, a member of Staff who gets to know your child really well. Your child's Key Worker will welcome them each day, and work with a small group of children, ensuring they feel safe and cared for.



**Snacks**

During each session, we have a "Snack Time". Children are each provided with a carton of milk and a piece of fruit, and we share this time chatting with our friends or listening to a story.



Please also send your child with a bottle of water each day.

**Clothing**

Uniform is not compulsory in Nursery, although many Parents choose for their child to wear one. This can help prepare them for Reception and give them a sense of belonging. Jumpers and cardigans can be purchased from the School Office or at a supermarket.



Children will also need a warm coat, hat, and suitable footwear during the colder weather, as we spend time outside each day.



Please name all items of clothing, particularly coats, jumpers, and cardigans.

**If your child needs support with toileting, please let us know, and bring spare pants/nappies and wipes in your child's bag. Please also bring a spare change of clothes.**

### **How do the children learn?**

In Nursery, learning is mainly through play. This is both inside and outside. We design many activities to cover all seven areas of the Early Years Curriculum, and these are provided through a combination of free choice and adult led learning. During 'carpet time' sessions, children develop their listening and attention skills, and we spend a lot of time reading stories and singing nursery rhymes. This helps to build vocabulary. Children also have a short daily phonics session called 'Letters & Sounds', where they learn the early skills to help them read and write when they are older.

### **Our Daily Routine**

Each day, our children go to their Key Worker's room for their welcome session and register. They then explore the different activities in the indoor setting or take part in a 'Letters and Sounds' activity. Next, the children enjoy a variety of activities in the Nursery main area during 'Busy Time'. After, they have an activity with their key worker and enjoy snack time, listening to a story. It's then time to go outside and spend time exploring the different activities in our outdoor setting, before singing time indoors and preparing to go home.

### **Helping our children to listen and speak.**

In Nursery, by the age of three, children are beginning to learn how to express themselves!

As part of our free-flowing environment, we offer communication friendly spaces which helps children to use and develop their language through fun play-based activities.

During the course of the day, children will have the opportunity to work in small groups, taking part in activities that help build on those early language skills some of which are listed below:

- Turn taking
- Sharing ideas
- Listening to stories
- Singing
- Role play

By the age of three, children are able to understand more difficult sentence parts such as 'in', 'on' or 'under' and might start to be aware



of colour and shape labels. Three-year-olds can usually build sentences of up to four to six words, but don't yet use all speech sounds correctly throughout their talking.

It is important to remember that all children are individual and work at their own pace. Here at Abbey Hill, we work with your child to help them reach their full potential.



## Reception

### **Welcome to Reception!**

### **The Rainbow Room**



### **Our School Day**

Our day begins at 8:50am with a 3:15pm finish.

Please arrive on time to help your child have a good start to the day.



### **Bringing & Collecting Children**

Our families are welcomed daily by a member of the Reception team. Please feel free to use this time to share news or information.

**If a different adult is collecting your child, then please tell us at drop-off or ring School during the day. We will not let someone else collect your child without your permission.**

### **Key Workers**

In Reception, the Teacher and Teaching Assistant share the joint responsibility of the children's Personal, Social and Emotional needs in their Class.

### **Clothing**

In Reception all children wear uniform. You can buy the jumpers and cardigans at the School Office, or at a supermarket.

It's a good idea to bring a spare set of clothes which can be kept in a bag on your child's peg. We spend a lot of time in our outdoor learning environment, so please make sure your child has a suitable coat, footwear, and hat.

**If your child needs support with toileting, please let us know and bring spare pants/nappies and wipes in your child's bag.**

### **Food at School**

#### **Lunchtime**

In Reception **All** children are entitled to a free school lunch. If you prefer, you can provide your own packed lunch.



In a morning, the children will have a **snack**. This is a lovely time when the children sit with a piece of fruit and a drink and listen to a story.



Learning is thirsty work! You should send your child with a **bottle containing water** each day.



### **Reception Checklist**

- ✓ Coat and a hat/gloves (if needed)
- ✓ Packed lunch (if needed)
- ✓ Water bottle
- ✓ Reading Book
- ✓ Change of clothes



### **Our Daily Routine**

In Reception your child will follow the Early Years Curriculum. Our Reception day is full of play based learning and carefully planned teaching times.

The children have many opportunities to use their imaginations, be creative and learn to share and take turns with their friends.

In our large and small group taught sessions, the children learn to sit, concentrate, and take part in discussions. Every day your child has a Phonics lesson, so that your child has the foundations to learn to read and write and Magic Maths lesson, so that your child begins to understand number and problem solving. Listening to wonderful stories and singing a range of songs also play an important part in our day.



### **Teaching and Learning**

Within our Foundation Stage Unit, we know that children learn in a variety of ways. We encourage children to have an active part in their learning and provide first hand experiences, so that children can revisit and explore. We celebrate writing and mark making as well as dancing and storytelling! Together we have fun in our learning adventure.

## **Helping our children to listen and speak**

In Reception, we know that by the age of four, children have a lot to say!

Our busy time sessions have a balance of teacher directed and free choice activities and experiences. Our children happily chat together, and we encourage the development of new vocabulary in a variety of ways.

Our focussed group sessions allow our children to share their ideas whilst being introduced to new topics.

Whilst we encourage independence, our skilled practitioners use a combination of strategies to support and develop your child's communication skills. We do this in the following ways;

- ✓ Using visual timetables, gestures, or communication systems such as Makaton (signing)
- ✓ Displaying daily routines, which help build familiarity and teach new vocabulary.
- ✓ Creating quiet, communication friendly spaces
- ✓ Repeating and reinforcing new vocabulary with supporting songs and actions
- ✓ Modelling language using questions that invite conversation.

At four, your child will use around 1500 different words and understand even more! By the age of five your child's vocabulary is growing, as is their thought process. Your child will begin to learn and use more connecting words in speech such as 'when' and 'but'. Not only is your child able to answer simple questions easily, but he or she will be able to express their feelings better and be able to carry a conversation, a vital skill for when they enter Key Stage 1.