



Spring Vale Primary School  
Foundation Stage  
Starting in Reception Class 2024



**T**ogether  
**E**veryone  
**A**chieving  
**M**ore

Spring Vale Primary School,  
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Headteacher  
Mr C Blunt



Deputy Headteacher:  
Mrs K Kelly



Assistant Headteacher:  
Mr T Kelly

Welcome to Spring Vale Primary School, where you will find a happy and committed staff team who work very hard to help all children achieve their full potential. We value the role parents play in their child's education and work very much in partnership with them in order to equip our children with the skills they need for life. If you have any concerns, then please come and talk to us about them. By working together, we achieve more.

Chair of Governors :  
Mr M West

Foundation Stage Governor:  
Mrs M Hall



# Welcome to our School and our Foundation Stage Unit

## Staff in Reception Classes



**Miss Brown**



**Mrs Smith**

EYFS Lead



**Miss White**



**Miss Harper**

Higher Level  
Teaching Assistant



**Miss Stone**

Teaching Assistant



**Mrs Mallhi**



**Mrs Jakhu**

Bi-Lingual Teaching Assistants

Our Reception class is part of our Foundation Unit where the children's ages range between 3 – 5 years. The Reception class names are Adder Class and Otter Class.

Each group is staffed by a teacher and a teaching assistant.

Mrs Jakhu and Mrs Mallhi are available for parents who require translation.

## Our Aims:

To provide a happy, stimulating and secure environment for children where an interest in learning can be fostered and developed in the belief that children learn through exploration and discovery.



Supported by caring and interested adults, we aim to develop an enquiring mind and a desire to know, which will lay the foundation for the rest of the child's life.

The children are encouraged to share, take turns and play with their friends. They are also expected to speak to adults and their friends appropriately and take care of resources. It is an important part of your child's education and will help them to make a good start in school.

Focussing on the whole child – learning and development – our aims are to encourage children to be:

- Confident
- Independent
- Busy
- Co-operative
- Communicative
- Happy
- Contented



There are opportunities for the children to work together and activities are carefully structured to enable each child to access them at an appropriate level.

Children who have already attended our nursery will be used to coming into school and will already be familiar with the adults and the children. Most of the routines stay the same; the biggest difference will be staying all day and having their lunch at school.

Children who have not been to our nursery are encouraged to come and visit with their parent.

Parents are invited for an informal meeting with Foundation staff to talk about what to expect when your child starts school with us.



## The School Day

School Sessions: 8.30 – 11.30 am  
12.30 – 3.00 pm

The doors are opened at 8.30 when the children walk into learning. **Children should be in school by the bell at 8.45 am**, after that time children are marked as late.

Being on time is important as it is unsettling for the children if they arrive after everyone else.

Likewise, it is important for them to be collected on time – it causes distress to a child if they think they have been forgotten.

Children will only be handed over to a known adult so please let us know if someone different to yourself is picking up your child or if you are going to be late.

Please inform us of any change of address or telephone number in the event of us needing to contact you.

### Absence:

If your child is absent for any reason please let us know



By telephone - 01902 556589



By email – [springvaleprimaryschool@wolverhampton.gov.uk](mailto:springvaleprimaryschool@wolverhampton.gov.uk)

## Leave of Absence

The Governing Body of Spring Vale Primary School are keen to maintain the school's very good attendance record. Our policy for leave of absence taken during term time is in line with Local and National guidelines.

### Thinking of taking your child out of school during term time



Legislation introduced in September 2013 states that any application for holiday (this is now called leave of absence) must be in exceptional circumstances and must be approved by the Headteacher in advance of the leave being taken. The Headteacher must be satisfied that the circumstances

warrant the granting of leave.

### Children learn when they are in school

The current law does not allow parents to take their child(ren) out of school during term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.



Further information can be obtained from the school office.

Attendance at Spring Vale means that over a school year ...



0 Days Missed	→	100%	→	Perfection
4 Days Missed	→	98%	→	Well Done
★ 7 Days Missed	→	96%	→	Good ★
9 Days Missed	→	95%	→	Nearly There
11 Days Missed	→	94%	→	Needs Improving
4 Weeks Missed	→	90%	→	Persistent Absence
6 Weeks Missed	→	85%	→	Serious Concerns

## Lunch Time:

11.30 – 12.30

Currently, every infant child (Reception to Year 2) receives a school meal free of charge regardless of personal circumstances.

Lunch times can be quite scary to start off with, the hall can seem a large and noisy place and so we do our best to ensure that the children are supported as best we can. In the first few weeks, a member of staff will often have their lunch with the children until they are feeling confident with the routine. This support will be given for as long as necessary.

Please don't be tempted to make up huge packed lunches. The children are often too excited to eat much in the first few weeks and a full lunch box can be overpowering. They soon settle into a routine of when they can eat and will eat as much as they want/need. Children staying for sandwiches will need a small lunch box – **clearly named**.

Spring Vale is a healthy eating school and we encourage children to eat as healthily as possible.

Parents/carers are advised to include:

- a sandwich,
- piece of fruit, yoghurt
- a drink

We ask that children do not bring crisps, sweets or chocolate bars in lunchboxes except for Fridays when they can bring a "treat" e.g. a chocolate bar or packet of crisps.



## What will your child do at school?

When they are asked what they have done at school most children say “nothing!”



All Early Years Settings and schools use the Early Years Foundation Stage Framework to establish a solid foundation for future learning.

Learning and activities are planned based on the seven areas of learning and development.

### The 3 prime areas

- ☉ Communication and language
- ☉ Physical Development
- ☉ Personal Social and Emotional Development



### The 4 specific areas

- ☉ Literacy
- ☉ Mathematics
- ☉ Understanding the World
- ☉ Expressive Arts and Design



Each goal is equally important and there are many overlaps between the areas. Your child will often access activities that cover more than one area at a time.

Children’s achievements in these areas are assessed informally – by observing what they can do – and in adult directed activities. These assessments give the staff a picture of what your child’s needs are, and their next steps to learning.

These observations and assessments form part of your child's Early Years Foundation Stage Profile and you will receive a written report on their achievements towards the goals in the summer term.

Each child has a Profile where records of achievement are kept. It will include pictures, writing and photographs. You will be able to see this at parents' evenings and your child will bring it home to keep at the end of their reception year.



Your child will probably tell you that they have "played all day"! They are most likely telling the truth. Play is very important in the foundation years – play is "work" and children are learning as they play!



In the shop they learn to recognise and use money



Completing a puzzle, they match and fit colours and shapes and learn to think logically

When cooking and preparing food they learn about co-operating, measuring, counting and time

In the writing area they are becoming confident writers using their own letters and marks to write notes, practising letter formation and pencil control



They are making decisions and making choices for themselves

Play is structured to develop learning and activities are planned to provide children with first hand experiences. Play is often messy and although the children are asked to wear aprons they often get paint or glue over themselves – and us!



All of our paint and glue is washable.



Free play is also important to enable children to express themselves at their own level. Opportunities are provided for children to make their own choices where to play and access resources and equipment themselves.



The outdoor curriculum is an important part of the Foundation Stage and so activities are also planned to include the outdoor area and the Forest School. Children are encouraged to go out in a variety of weathers and we have a stock of wellies for children to wear if the grass is wet – we are always grateful for any donations of wellies children have outgrown.



Children are always supervised by an adult when they are outdoors.



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

### Your child needs to wear a school uniform:

- ☀️ Blue polo shirt or blue shirt and tie
- ☀️ Maroon school jumper
- ☀️ Boys - Grey trousers
- ☀️ Girls - Grey trousers, skirt or pinafore
- ☀️ Black shoes – **not** trainers. Please try to avoid having laces.
- ☀️ Coat
- ☀️ In the summer girls can wear blue & white check dresses

Please make sure all items have your child's name in



### PE Kit

- ☀️ Black shorts
- ☀️ Blue t-shirt
- ☀️ Pumps

Please make sure all items have your child's name in

### Book bag

Your child will be given their first school bag. Although they won't have a reading book in the first few weeks, they will bring home their home activity book and their library book in their bag. Parents/carers are given post-its to write non-urgent messages to the teacher. These can then be handed to the teacher.

**The bag needs to be in school every day.** Please make sure it is emptied regularly.

Completed home activity books can be put in the box outside the reception rooms.

The children also have a plastic clear "picture bag". They will bring this home regularly with any pictures they have done during the week. Please make sure that it is sent back into school empty so it can be filled again!

## Partnership with Parents



We believe that a good relationship with parents is essential and aim to build relationships built on mutual respect and co-operation.

Staff are always happy to discuss parent/carers concerns about their child. It is important to tell us about events like moving house or a change in family circumstances that could affect your child in school. We are available before and after school but would ask you to wait until either the children are safely inside in the morning or have all left school at the end of the day. Non-urgent messages can be written on a post-it and handed to the teacher.

Parent's evenings are held each term. An opportunity is provided to discuss your child's progress and how you can help at home. As your child's prime carers, we recognise that you have information that needs to be recorded as part of your child's profile. If you cannot make these meetings, we are always happy to make another appointment at a mutually convenient time.

You will receive a written report in the summer term outlining your child's progress against the seven areas of learning and development.

**Proud Cloud moments!** Please share with us anything you want to share with us about your child – it can be anything from a swimming certificate or sleeping in their own bed! Writing their name for the first time to something they say. Proud Clouds will be sent home for you to complete.

Parents and carers are invited in for craft sessions and for Well Done Assembly.

## How can you help?

### Personal and Social Development:

Make sure that your child can

- ☛ Go to the toilet independently, please encourage them to flush the toilet and wash their hands
- ☛ Put on their coat
- ☛ Undress and dress
- ☛ Put on their pumps and shoes
- ☛ Play a game
- ☛ Use a knife and fork to eat a meal
- ☛ Share and take turns



### Communication and Literacy

- ☛ Talk to your child and encourage them to speak in sentences
- ☛ Play I-Spy
- ☛ Learn some songs and nursery rhymes together
- ☛ Read with your child and let them see you reading, take them to the library
- ☛ Give them paper and crayons to scribble with



## Mathematics

- 🌀 Play shops – talk about sizes, weight, money
- 🌀 Look for numbers all around – on houses, birthday cards, signs
- 🌀 Count together, sing a number song e.g. 10 green bottles
- 🌀 Play dominoes or Ludo



## Understanding the World

- 🌀 Go digging!
- 🌀 Plant some seeds and watch them grow
- 🌀 Play with construction toys like duplo
- 🌀 Talk about the weather
- 🌀 Tell them about when you were little

## Physical Development

- 🌀 Go to the park, have a run around and use the big equipment
- 🌀 Play ball games
- 🌀 Teach your child how to ride a trike
- 🌀 Do a jigsaw puzzle together
- 🌀 Thread around a card
- 🌀 Cut out
- 🌀 Encourage your child to try eating fruit



## Expressive Arts and Design

- 🌀 Sing along to the radio or CD
- 🌀 Paint, draw and use play-do together
- 🌀 Build a model

## How Do We Handle Behaviour?



Foundation Stage Staff have high expectations of children's achievement and have the same high expectation about their behaviour. They are praised for behaving well and they are expected to treat their friends and adults in the setting with respect

and to take care of equipment.

Children do fall out from time to time, but we always ask children to tell an adult if they are upset so that the matter can be dealt with promptly and fairly. We ask children **not** to retaliate by hitting back and ask parents to respect this request. Children are asked to apologise to each other and this is often sufficient to resolve the matter.



In incidences when children behave inappropriately, they may be asked to sit on our "thinking chair" for a minute or two to give them a chance to calm down and reflect. They are expected to apologise if they have hurt someone else. In extreme cases, a behaviour plan would be made and shared with the parents and the child.





## What else do we do?

### School Fund:

Parents are asked to contribute 50p each week or £5 each term to school fund. This helps to buy essentials in Foundation stage like tissues and cooking ingredients and also helps towards the costs of visits and visitors. This can be paid in full each term on our online payments system.

### Breakfast Club

Breakfast club is open each school day at 7.40 am. The cost for childcare and breakfast is £2.00 a day. Breakfast choices are cereal, toast and a drink. They are supervised by our own teaching assistants and activities are provided for them to do after breakfast.

### After School Club

Our after school club "ACES" is OFSTED registered and is open each school night. Charges can be obtained from ACES staff.

Staff are on site from 3.00 p.m. if you would like to ask them anything.

### Weekly Newsletters

Each Friday, a weekly newsletter is uploaded on to the school website and a link is sent by text to all parents. It is very important that you read the newsletters as they contain information about events in school, term dates etc.

## General Information

### School Dinners

Currently, every infant child (Reception to Year 2) receives a school meal free of charge regardless of personal circumstances. Over the past few years school meals in Wolverhampton have really improved and conform to Government Guidelines on Healthy Eating. Lunches are cooked on site at our school and are delicious! There is separate information about changes to school meals. Please see Mrs Wynne, Miss Tonks or Mrs Wright in the school office who will be happy to help you. You will also find the school menu on our website.

### Milk

Your child will receive free milk until the term after they turn 5 years old. After this, if you would like your child to continue having school milk, the current cost per term is £15.00 per child. Text messages are sent out to remind parents when milk money needs to be paid. If your child is eligible for income based free school meals, they also receive free school milk.

### Fruit

All children in Foundation and Key Stage 1 receive free fruit each day in school. When your child moves into Key Stage 2 (Year 3 –Year 6) fruit is available at a cost of 10p each day.

### Water Bottles

Children are allowed to drink water throughout the day to keep them hydrated and focussed. Water bottles should be clear and should only contain water, not squash or anything fizzy.

## Our Office Staff



Mrs N Wynne  
Business Manager



Miss L Tonks  
Administration Assistants



Mrs S Wright



Mrs K Johnson



Mrs E Boden

Pupil/Staff Welfare Assistants

These are the ladies who will answer the telephone and deal with enquiries if you ever need to pop into the school office. You will always receive a warm, friendly welcome.

The office times are:-

8 am to 4.30 pm Monday to Thursday

8 am to 4 pm on Fridays

If you call out of these times, please leave a message on our answerphone which will be picked up as soon as staff arrive.



Thank you for taking the time to read through this booklet. Children start their learning journey as soon as they are born. We are just part of this journey which will last the rest of their lives. We believe that by working together as partners in learning we can achieve so much more.

