Kelling CE Primary School

EYFS PROSPECTUS FOR PARENTS AND CARERS



Joining the Federation family

Welcome to Kelling CE Primary School, part of the Pilgrim Federation of Church of England Primary Schools. Kelling is one of four Norfolk schools (Blakeney, Hindringham, Kelling and Walsingham) who work together for the benefit of the children in all four settings. We like to think our schools are branches of one big family tree and we warmly welcome you and your child/children to our school.







Getting started

Before your child starts school you will be given a form to complete to ensure their transition is a smooth one. Please complete and return this promptly.

The transition process

We are pleased to offer two induction afternoons at the school. Parents and carers are asked to remain with their children for the first afternoon and to leave their children with us on the second afternoon. Dates have been sent to you for this and there will be a parents' and carers' information meeting on the first afternoon. Parents and children are invited to stay for lunch on the second visit.

Early days

Parents and carers gather on the front playground in the morning from 8.30am, before school starts at 8.40am, and this is a good time to chat with your child, watch them play and say your goodbyes. We ask that from the first day wherever possible, children come in on their own from the playground along with the other children and the member of staff on duty in the morning. A child's first days in school can be a worrying time for parents and many of our staff have experienced this themselves with their own children. In our experience children settle much quicker, and far better, when the change of moving up to 'big school' is used as a vehicle to introduce new ideas such as Mum and Dad won't be staying with you, or being away from home all day. This new situation means the children have no prior knowledge of what happens once you are a big school child and will usually accept the changes quite readily. We often find when parents linger that this extends the upset for both parent and child and that the child often relaxes within minutes of the parent leaving. Children are very good at tugging at your heart strings and we are here all the way to help the children, and you, have the smoothest transition.

Staff are always happy to give you a call once school has begun to let you know how your child has settled and that they are ok. Alternatively, you can speak to staff at any time by phoning in and we will return your call if we are not available immediately. You may prefer to speak to staff after school, just ring the office and we can arrange this for you.



Staff may be available at the start of the day but we respectfully ask that this is avoided where possible as staff will be setting up the day's activities and want to be fully ready for your children.

Practical matters

Dress Code and Equipment - Your child will need to come to school wearing the uniform listed overleaf. In addition to this a PE kit is needed to be worn on PE days only. The first school PE top and shorts are provided by the school, free of charge. The contents of the kit are also listed overleaf.

Your child will be issued with a free book bag. They will need this every day and will be given a reading record book. This book is where you write down how reading at home has gone. Likewise, we will write to you in the book about reading at school. There is also useful information in the cover of this book about supporting your child's learning at home. NO LARGE RUCKSACKS PLEASE! We are a small building with limited peg space. When books go into rucksacks, rather than the book bag, they get spoiled and dog-eared. Early reading books are generally short and quite flimsy. Please help us keep school resources in good condition and get letters home to you in one piece. Our grateful thanks for your help with this.

Lunch - There are a range of lunch options available from a school hot dinner plus vegetarian/jacket potato/packed lunch options, to your child bringing in their own packed lunch. A copy of the school lunch menu will be given to you. Children in Reception and KS1 are entitled to universal infant free school meals. Although the children are very small we ask that parents get their child used to telling the teacher what they want for lunch during morning register. They get very good at this very quickly and lots of time can be lost if we have to call home to find out or read menu selections sent in from home. We thank you in advance for your support with this as it is obviously important that your child receives the lunch you wanted them to have!

Break time milk and snacks – We participate in the government's scheme to provide all children from Reception to Year 2 with a free piece of fruit or vegetables every day. We feel that all of the children's mid-morning snacks need to reflect a healthy approach and not include any high-sugar, high-salt, high-fat foods. This means asking for your co-operation in not sending things like chocolate and crisps for your child's morning snack, but only fruit and vegetables. Please make sure your child does not bring in anything containing nuts as a snack or as part of their packed lunch.

Children under five are also eligible to apply for free school milk. If you would like your child to have milk at snack time, then please follow this link to complete the application – http://coolmilk.com the milk will then be delivered to the school for your child.

Communication – Notices and newsletters are uploaded to our school website regularly and other avenues of communication are via Class Dojo. Class Dojo is an app that you can download as a parent/carer to view the learning that has taken place in your child's class. We strongly advise for you to download this app, so that you are regularly up-to-date with school/class notices and announcements. **This will be the main form of communication for all notices.**

Health – please make sure we are up to date with any medical issues relating to your child so we can ensure their needs are met in school.

Medication – if your child needs medication whilst at school please complete a medication form available from the office. We are unable to administer medicine without written authority from you on a completed form detailing the nature of the illness and the dose to be given. All medication in school needs to be in the original packaging with the prescription label clearly showing and in date please.

Illness – If your child is ill please keep them at home. Illness quickly spreads among small children and staff! Please ring the school first thing in the morning to let us know if your child won't be coming to school. If your child has experienced sickness and/or diarrhoea they must be kept off school for a full 48 hours.

Head lice – It is quite common for children to experience head lice during their early school days and sometimes even beyond! Please be vigilant and check your child's hair regularly. If you find head lice, your local pharmacist will be able to advise on treatments.

Dress Code and Equipment

School uniform, and additional items of PE kit, can be ordered from the school office. Please request an order form as and when required. Please ensure everything is labelled! We do struggle to reunite children with clothing when it isn't labelled as it is obviously the same type of items in very similar sizes. It also clears up ownership disputes very quickly. There is a lost property basket in school.

School Uniform

Children are expected to wear the school uniform. Wearing uniform develops a sense of belonging to, and taking pride in, Kelling School. The uniform consists of:

- White/light blue polo shirt/blouse
- Grey or black trousers/skirt – **no leggings or joggers**
- If girls choose a skirt, they should wear either white socks or grey/black tights.
- Royal blue sweatshirt, cardigan or fleece with or without school logo.
- Flat black shoes or black boots in winter.
- Blue checked summer dress, if families choose.
- Grey short trousers in the summer, if families choose.
- Coats – any colour, waterproof and warm (no leather, denim).



School sells uniform with our logo but supermarkets can provide cheap alternatives in the same colour and style.

Uniform for Physical Education, PE

- Federation purple polo shirt (first one provided by school) and
- Black shorts school issue (first pair provided by school)
- Trainers for outside P.E.
- Plain sweatshirt (no hoodies) & jogging bottoms in blue or black for colder months, so that children get outside as much as possible in the winter (these items do not need to be new as they will be getting dirty).
- One-piece swimming costume, hat and towel in a bag on swimming days for Key Stage 2
- Earrings – Children should either be able to remove their own or parents can sign the form to say they can keep them in.



School timings

Children may arrive on site from 8.30am where a member of staff will be on duty on the front playground. The member of staff on morning duty brings the children into school at 8.40am where learning time begins. School ends at 3.10pm and parents and carers collect children from the same playground. This is the playground at the front of the school building. Buses and taxis are available for eligible children living further away; please speak to the Norfolk County Council transport department for more information. An application for transport can be made when you register your child for school. Parents and carers are welcome to park in Kelling's main street, keeping any driveways clear but not in the tea room car park please as that is reserved for their customers.

The school day

Once we come in from the main playground at 8.40am for registration (Registration period 8.40am – 8.55am) Reception children choose from a small selection of play and learning opportunities for the first 10 minutes of the day while their older classmates complete morning work. We have register followed by collective worship. First lesson is usually Phonics, followed by maths and literacy and a topic subject (geography, history, music etc) in the afternoon. On Fridays we have a cross-curricular day, where everyone works collaboratively. Parents receive curriculum information in a variety of ways. Sometimes via the newsletter (uploaded on Class Dojo, also available on the school website), or more commonly through Class Dojo regular updates are posted. For EYFS children the curriculum subjects are organised into areas of learning as follows, please see the school's EYFS policy on the school's website:

- Communication and language
- Literacy
- Mathematical development
- Expressive art and design
- Understanding the world
- Personal, social and emotional development
- Physical development



Reception children join the rest of the class for the start of the lesson and then go off to do their focussed adult led task with a staff member (sometimes the teacher, sometimes the teaching assistant). This is regularly swapped around so the teacher has worked with all children regularly and has a good overview of how everyone is getting on. After their 10-minute adult led activity for the lesson, they go for Get Busy Time. Get Busy Time is where two thirds of the EYFS curriculum is delivered. It consists of a range of play opportunities carefully planned by the teacher to further explore the subject and themes of the topic, the areas of study that week, the children's particular educational needs and the children's own interests where possible. The member of staff working with the children will take observational notes and photographs of what the children are learning through their play and this goes into the learning journey which tracks their development across their foundation year. Children then rejoin the class at the end of the lesson for the round up and to see how everyone has got on with the learning.





Get Busy Time

Expect your child to spend long periods of time outside accessing learning opportunities both indoors and out. We go out in most weathers and although we do have waterproofs and some spare wellies, we do ask that your child has a warm coat that can be worn beneath the waterproof and if possible bring in a pair of wellies (labelled) that we can keep at school.





Reading and phonics

Teaching children to read is not an exact science and can be an area of much anxiety for parents. Children read every week 1-1 with an adult. This is usually twice a week or more if we can. Daily reading is incorporated into literacy lessons and phonics sessions and a 'little and often' approach is used.

Reading 1-1 is recorded in the reading record your child will receive during their first week. This is also for you to write in when you read with them at home. Children also receive guided reading in groups as part of literacy lessons. There are opportunities to come into school and learn about phonics with your child's class teacher if you are unfamiliar with this or curious to know more. Check out the phonics section on the Little Wandle to watch short clips on how to say the sounds.





Reading progress

Through the progression in phonics children learn the sounds and their corresponding letters to sound out words. This aids reading enormously and has been given greater significance in the curriculum in recent years. Children start to learn to read by simply enjoying books, sitting and looking and listening to a story shared with an adult. From there they learn to read the pictures and work out what might be happening from the illustrations. Many children will receive picture only books as they start in reception to build these vital comprehension skills. Phonic knowledge then begins to develop and children will begin to sound out very simple words. They will begin to bring home first word and short caption books at this time. Phonics leaflet books, with simple words and captions, build up practise to accompany this.

Please try to read with your child at least three times a week to support their early reading. Experience tells us that children only progress through regular reading at home and at school. It is the experience of trying new skills with both the teacher in the focussed environment and at home where the brain will assimilate what it has learnt throughout the day, which secures this learning. There is often great anxiety about what level book a child is on and how that compares to other children in the group. Reading is exceptionally important but it is also exceptionally variable and we know and respect that all children learn and develop at their own pace. We urge parents to relax and allow their child to develop at their own rate. Moving a child on to a harder level too soon can lead to significant damage in the child's confidence and their ability to develop their reading skills. Patience is the watch word!

Preparing for school

You have already laid the important foundations for your child's learning by bringing your child to the induction sessions, engaging with the transition process and by caring for and supporting your child through their pre-school years.

There are no set things your child should be able to do by the time they enter formal schooling. However, it would benefit your child and help them get off to a good start if they already possess some basic skills.

- Dressing and undressing themselves, including shoes. Shoes which don't have laces are best!
- Managing themselves on the toilet.
- Managing their own food and drink; using a knife and fork properly.
- Managing their own personal hygiene such as nose wiping and hand washing.
- Recognising and writing their own name.
- Counting to 5 or even 10.

If your child has not mastered these skills then not to worry, we will get straight onto it, but it would give them the best start if they can and saves a lot of learning time that we could use for curriculum delivery.

Emergency contacts

Please keep our records up to date with your current contact details and that of anyone you wish us to call in an emergency. We also respectfully request that if you intend your child to go home with someone else that you let us know in advance. We take the safeguarding of children in our school very seriously and no child will leave us with another adult unless we have direct permission and instruction from a parent. So if you make an arrangement at the school gate in the morning for a tea time play date the same day, please give us a ring and let us know.

And finally…We are here to answer any questions you may have regarding your child's transition. Please contact your child's class teacher at any time. We share the aim – to make your child's time with us as happy and successful as possible! We look forward to working with you to help your child reach their full potential.

Our school staff

Mrs Dennis Class 1 Teacher – Reception, Year 1 and Year 2
Mr Platt is our Senior Teacher
Mr Tom Snowdon is our Executive Head Teacher and visits all four schools in turn throughout a week. To find out when he is at Kelling please ask in the office.
Ms Helen Frier is our Deputy Head Teacher, she visits all four schools in turn throughout a week. To find out when she is at Kelling please ask in the office.
Mrs Money is our Federation Special Educational Needs Co-ordinator, she is based at Kelling.

Useful contacts:

All of the above can be contacted by calling the school office on 01263 588230
Other useful information can be found on our website - www.kelling.norfolk.sch.uk