



stephen perse

foundation

Early Years

Parent Handbook

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Introduction to Early Years

Within the Stephen Perse Foundation children can start their early years experience at the age of 10 months, in the baby class, and complete the early years phase of their education at the end of their Reception year, at age five. During this time the children will be grouped in five classes.

1. Baby class
2. Toddler class
3. Rising three's class
4. Kindergarten class - pre-school
5. Reception class - first year of formal schooling

For the academic year 2022/23 our early years classes are located as follows:

Dame Bradbury's, Saffron Walden - Baby, Toddler, Rising three's, Kindergarten and Reception.

Salisbury Villas, Cambridge - Baby, Toddler, Rising three's and Kindergarten.

Madingley, Cambridge - Baby, Toddler, Rising three's and Kindergarten.

Shaftesbury, Cambridge - Rising three's, Kindergarten and Reception.

In each class the children's learning opportunities and experiences are aimed at developing the skills they need to be successful. Through having each of these classes in our early years provision we can plot a child's learning journey knowing what they need in Reception and discovering how best to support them in achieving 'school readiness'.

Baby class

For our youngest members of the early years the baby class is aimed at establishing a connection and developing social experiences with people outside of their immediate family. Babies are gently introduced to a wider range of activities both indoors and outdoors to help them discover new skills and encourage all those important connections to be made between their different experiences.

Toddler class

Children in the toddler classes see themselves at the centre of their own world. Their key person is charged with challenging and stretching these increasing mobile and independent individuals both mentally and physically.

Rising three's class

In our rising three's class the children have developing social awareness and are ready to explore the world with the help of their friends. They begin to experience a weekly timetable and little lessons to help them get used to speaking to a group and taking turns when playing with the toys.

Kindergarten

In Kindergarten the children are addressed as a group. The classroom and resources are a shared space and there are agreed class rules to help look after the classroom and all those using it. The children wear uniforms and are required to listen to each other's ideas and make collective decisions.

Reception

At the start of Reception the children are ready to take intellectual risks and be challenged. They have an understanding of themselves as individuals and experience of being in a school setting and are accustomed to the routines and behavioural expectations that are attached to this environment.



The Early Years Team

Management team

Mr Richard Girvan	Principal
Mrs Tracy Handford	Vice Principal
Mrs Sarah Holyoake	Head of Early Years
Miss Verity Brownbridge	Deputy Head of Early Years

Kindergarten and Reception

Mr Tom Hannaway	Reception teacher/ Forest School Leader
Miss Lucy Kuyper	Reception Teacher
Mrs Anna Greatrex	Reception Teacher
Mrs Ewelinka Andrews	Reception Teacher - Maternity Leave
Mrs Rebecca Grey	Reception Teacher
Mrs Mary Brown	Reception Teaching and Learning Assistant
Mrs Nabeela Mufthi	Kindergarten Teaching and Learning Assistant - Maternity Leave
Miss Gemma Norton Palmer	Reception Teaching and Learning Assistant
Mrs Tamara Slood	Kindergarten Teacher
Mrs Pauline Collett	Early Years Cover Teacher
Mrs Gemma Gibson	Kindergarten Teacher
Miss Eleanor Chiavetta-Ellis	Kindergarten Teacher
Miss Verity Tipper	Kindergarten Teacher
Mrs Catherine Robinson-Hughes	Kindergarten Teacher
Mrs Caroline Tanner	Early Years Forest School Leader
Mr Alejandro Perez	Early Years Forest School Leader

The School Day

Kindergarten and Reception	
7.30am	Breakfast club
8.00am	Early stay in the children's classrooms
8.20am	Registration
8.30am	Lesson 1
9.10am	Lesson 2
9.50am	Lesson 3
10.30am	Morning snack and break
10.50am	Lesson 4 Read Write Inc. (Phonics teaching)
11.30am	Lunch
12.10pm	Outdoor play
12.50pm	Lesson 5
1.30pm	Lesson 6
2.10pm	Lesson 7
2.50pm	Assembly or story time
3.15pm	End of day for Dame Bradbury's Kindergarten and Reception
3.30pm	End of day for Madingley and Salisbury Villas Kindergarten/Reception
3.30pm	Kindergarten and Reception late stay
6.00pm	End of late stay

Kindergarten and Reception Breakfast Club

- 7.30am–8.00am in the Kindergarten classroom.
- Children are supervised at all times on a ratio of 1:8.
- Cereals, toast and fruit available.
- When dropping off for breakfast club please arrive via the main school entrance and inform the office staff that your child is arriving for breakfast club.
- Breakfast club is charged at £3.00.

Kindergarten and Reception late stay

- 3.30pm - 6.00pm for children in Kindergarten and Reception.
- Takes place in the Kindergarten classroom and moves to the Nursery building after 5.30pm.
- Fees for Kindergarten include the cost for Late stay
- Reception fees for late stay are free up until 4.00pm and £1.75 per 15 mins thereafter.
- Kindergarten and Nursery key persons supervise the children attending late stay on a ratio of 1:8.
- When collecting children from late stay parents must telephone the school to inform the staff who they are arriving to collect. The office staff will then let you through to the Kindergarten/ Nursery classrooms.
- Late stay can be used on an ad hoc basis please email eyfs@stephenperse.com if you wish to book your child in for a late stay on a particular day or let your child's key person/class teacher know if you have a regular requirement for late stay.

Timetable for Kindergarten and Reception Late Stay	
3.30pm - 4.00pm	Free play inside and outside
4.15pm - 5.00pm	Afternoon tea - a hot meal is provided see Nursery menu on website
5.00pm - 5.30pm	Free play
5.30pm - 6.00pm	Colouring and story time in the Nursery room

Drop off and Collection locations for all sites

Dame Bradbury's Kindergarten

- **7.30-8.20am** - Please drive into the car park and walk your child to the large grey gates in the top left corner and ring the bell. A member of the Early Years staff will meet your child at the gate and take them through to their classroom for breakfast

Collection

- **3.15-4.00pm** - Please come to the large grey gates in the top left corner of the car park and the Kindergarten children will be brought to meet you.
- **4.00-6.00pm** - Please ring the doorbell at the main entrance and your child will be brought to meet you.

Dame Bradbury's Reception

- **7.30–8.00am** – Please drive into the car park and walk your child to the large grey gates in the top left corner and ring the bell. A member of the Early Years staff will meet your child at the gate and take them through to their classroom for breakfast
- **8.00–8.20am** – Please drive into the car park and walk your child to the large grey gates in the top left corner and a member of the Reception team will be there to greet your child and take them to their classroom.

Collection

- **3.15–4.00pm** – Please come to the large grey gates in the top left corner of the car park and the Reception children will be brought to meet you.
- **4.00–6.00pm** – Please ring the doorbell at the main entrance and your child will be brought to meet you.

Madingley Kindergarten

- **7.30–8.00am** – Please bring your child to the black front door and ring the silver doorbell. A member of the
of the
Early Years staff will meet your child at the black gates to the right of the building and take them through to their classroom for breakfast
- **8.00–8.20am** – Please bring your child to the black gates to the right of the main building and a member of our Kindergarten team will greet your child and take them to their classroom.

Collection

- **3.30–3.45pm** – Please wait in front of the black gates and your child will be brought to meet you.
- **3.45–6.00pm** – Please ring the silver doorbell (not the large black one) to the left of the black front door and your child will be brought to meet you.

Please kindly note that when parking to drop off or collect your child you do not park on the yellow lines on the brow of the hill. Please do not turn in the road outside the school or in the neighbours driveways. We have permission from the American Cemetery to turn around using their entrance.

Shaftesbury Kindergarten

- **7.30–8.00am** – Please park on Shaftesbury Road and bring your child to the teal door on the left side of the building and ring the doorbell. A member of the Early Years staff will meet your child at the door and take them through to their classroom for breakfast
- **8.00–8.20am** – We will be operating a 'kiss and drop' please approach the Nursery from Shaftesbury Road and pull up on the road in front of the black gate and we will help your child out of the car and take them into their classroom. Please leave the Nursery by continuing to drive down Shaftesbury Road and turn left onto Fitzwilliam Road and then left again onto Clarendon Road. Alternatively you are welcome to park your car on Shaftesbury Road and bring your child to the black gate where a member of the Kindergarten team will meet them.

Collection

- **3.30– 3.45pm** – Please wait on the driveway outside the teal door and the Kindergarten children will be brought to meet you.

Shaftesbury Reception

- **7.30–8.00am** – Please park on Shaftesbury Road and bring your child to the teal door on the left side of the building and ring the doorbell. A member of the Early Years staff will meet your child at the door and take them through to their classroom for breakfast
- **8.00–8.20am** – We will be operating a 'kiss and drop' please approach the school from Shaftesbury Road and pull up on the road in front of the black gates, on the right side of the building, and we will help your child out of the car and take them into their classroom. Please leave the school by continuing to drive down Shaftesbury Road and turn left onto Fitzwilliam Road and then left again onto Clarendon Road. Alternatively you are welcome to park your car on Shaftesbury Road and bring your child to the black gates where a member of the Reception team will meet them.

Collection

- **3.30– 3.45pm** – Please wait on the driveway outside the black gates and the Reception children will be brought to meet you.
- **3.45–6.00pm** – Please ring the Nursery telephone number and your child will be brought to meet you.

Salisbury Villas Kindergarten

- **7.30–8.00am** – Please bring your child to the white door to the left of the building and ring the doorbell. A member of the Early Years staff will meet your child and take them through to their classroom for breakfast.
- **8.00–8.20am** – Please enter Salisbury Villas via the Station Road entrance and pull up on the driveway in front of the windows. Please leave Salisbury Villas via the Tennison Road entrance. A member of the Kindergarten staff will help your child out of the car and escort them to their classroom. Alternatively please park on the roads surrounding Salisbury Villas and bring your child to the white door to the right of the building.

Collection

- **3.30–3.45pm** – Please wait on the driveway in front of the white door and your child will be brought to meet you.
- **3.45–6.00pm** – Please telephone the Nursery number and your child will be brought to meet you

Please kindly note that the parking at Salisbury Villas is reserved for Nursery pick up and drops offs only. Please use the metered parking in the surrounding roads, Tennison Road, Tennison Avenue and Station Road if you are driving to collect your child.

Snack

Fruit, milk and water is provided for the mid morning snack.

Lunch break

Every day there is a choice of a hot meat or vegetarian dish. There is a different choice of dessert each day; fruit and yoghurt are always available as alternatives to this.

End of the day collection

If someone different is collecting your child who is either named on your child's emergency contacts list or the class teacher has met in person, please inform the class teacher of the date and the name of the person collecting in advance via eyfs@stephenperse.com

If the person collecting your child has not met the teacher and is not on your emergency contacts list then they will need to bring a form of identification with them and your child's password and we can only release the child into their care if we have received written or verbal confirmation from parents, an e-mail is sufficient.

Emergency Contact

We require a minimum of two local emergency contacts.

[Click here for the Non-collection of a Child Policy and Procedures](#)



Early Years Foundation Stage

There are seven areas of learning in the Early Years Foundation Stage curriculum. Three prime areas and four specific areas. The children are taught skills in all the areas of learning through a combination of teacher guided lessons and children's independent exploration of activities. The weekly timetable outlines when the areas of learning are being taught. In Kindergarten there is an emphasis on teaching the prime areas and ensuring the children have mastered the skills in these areas. In Reception we believe that there are some skills that children need more regular practice learning and this is why some areas of learning have more of a focus in the weekly timetable.

Communication and language encourages the children to speak and listen in a range of situations and languages, so that they are confident at expressing themselves.

Personal, social and emotional development is about helping them to be proud of themselves and sensitive to others. For example, we might discuss how the weather makes us feel or play games in Circle Time.

Physical development - This includes both gross and fine motor skill development. Children move freely and with coordination in a variety of ways, through games, dance, chasing and throwing activities. The development of fine motor skills includes handling tools competently and letter formation.

Literacy involves daily reading and sharing stories, plus mark-making/writing activities such as drawing and labelling a picture or writing lists, recipes, postcards.

Mathematics could include anything from using mathematical ideas to solve problems to practical weighing and measuring activities and playing number games.

Understanding of the world is designed to help the children explore and understand their surroundings, make comments and ask questions. So they might learn how to understand a weather forecast or make ice cubes to discover what happens to the water.

Expressive arts and design encourages children to explore colour, texture and shape, use their imagination, explore different sounds made by instruments and have a go at role play. They might create space pictures, make a papier mache hot air balloon or role play going to an airport.

Examples of the activities that the children engage with in these different areas of learning can be found on our Early Years Twitter [@SPFEarlyYears](#)

For more information about the Early Years Foundation Stage visit the website www.foundationyears.org.uk

[Click here for the Teaching and Learning Policy](#)

[Click here for the Curriculum Policy](#)

Supervision of Pupils

Supervision of Pupils

Children in the Reception and Kindergarten classes are supervised at all times either by the early years staff or members of the Stephen Perse Foundation staff according to early years ratios whilst on the school premises.

[Click here for the Missing Child Policy](#)

Key person

All children in early years are assigned a key person. The role of the key person is to ensure that every child's learning and care is tailored to meet their individual needs. The key person seeks to engage and support parents in guiding children's development at home as well as in school. The class teacher acts as the key person for all the children in the Reception class.



Health

Medical information

It is important that parents provide the school with full information about their child's medical needs and updates as appropriate; this includes dietary requirements. All parents will be asked to complete a detailed medical form when accepting a place for their child at the school. Parents are responsible for updating the school about any changes in their child's medical and dietary needs.

[Click here for the Medicine Policy](#)

[Click here for the First Aid Policy](#)

It is inevitable that occasionally a pupil may not be well enough to attend school or that they become unwell during the course of the school day. Any pupil who becomes unwell or has an accident whilst at school will be taken to the Medical Area. Parents will be contacted immediately and requested to collect their child if possible.

If your child is unable to attend school, please notify the school via email studentabsence@stephenperse.com. If your child is absent for more than one day it would be appreciated if the absence could be confirmed each morning or the school office advised of the duration of the absence. If a pupil is unaccounted for at morning registration, the school office will contact the parent(s) to ensure that they are safe.

[Click here for the Link to Ill Health Procedures](#)

Head lice

Parents are requested to inform the school office if their child has head lice. On receipt of this information, a letter containing advice on appropriate methods of treatment will be issued to the parents of all members of the year group concerned.

Attendance

It is a legal requirement that we keep an accurate record of attendance and absence, and differentiate accurately between authorised and unauthorised absences.

Planned absence

Where possible please avoid making routine medical or dental appointments during school hours. We follow government guidance relating to pupil attendance for our compulsory school age Reception children; therefore we may not grant any leave of absence during term-time unless there are exceptional circumstances. If you do have an exceptional circumstance please write to Mrs Sarah Holyoake, Head of Early Years, to seek authorisation via eyfs@stephenperse.com

Communication

ParentMail

ParentMail is a well established, secure and easy to use combined communication and payments system. This is an app that can be downloaded or a webpage <https://pmx.parentmail.co.uk> and is the main system used for communication from school to parents. Every week on Friday we send a parent communication containing information about upcoming events and practical information about your child's school experience.

Tapestry

This is an online learning journal and an app that your child's key person or class teacher will use to keep you updated about your child's learning. It is also available for parents to share their child's home learning experiences with their key person. When accessing Tapestry through a web browser you will see a Memo menu. Your child's class teacher or key person will use the Memo function to communicate specific information with you, for example a reminder about a dress up day.

SIMS Parent App

The SIMS Parent App is for data collection. The app allows you to update your contact details, medical and dietary information about your child(ren), travel information and cultural details. We use this information to help prepare for trips and to provide the catering team with information that helps them to plan meals. Once you provide an update it comes to our Data Team to review and apply it to the SIMS system.

Email

For all general queries or information that needs to be shared with your child's key person or if you would like to arrange a meeting with a member of the Early Years Team please use the early years email address eyfs@stephenperse.com

Telephone

In an emergency the telephone contact details for each of our schools are as follows:

01223 454700

- Dame Bradbury's extension number- 4000
- Madingley extension number- 5000
- Salisbury Villas extension number- 7100
- Shaftesbury extension number - 7201

Uniform

Our uniform supplier is School Blazer. This is a web-based company www.schoolblazer.com. For enquiries relating to uniform supply, please refer to the School Blazer website.

Please note, summer uniform should only be worn in the summer term and the first half of the autumn term.

All articles of clothing must be clearly marked with your child's name.

*Asterisked items are only obtainable from School Blazer.

Dame Bradbury's Uniform list	Salisbury Villas/Madingley/Shafesbury Uniform list
Navy blue crested sweatshirt (Kindergarten)* Navy blue V neck jumper (Reception)* Navy cardigan* Pale blue crested polo shirt (Dame Bradbury's only)* Grey trousers or grey shorts in the summer Stephen Perse summer dress* with white long/short socks (summer uniform only) Stephen Perse tunic* Navy joggers may be worn in Kindergarten Navy or grey socks (plain) Navy or grey tights (plain) Navy or black shoes (plain) Navy waterproof coat *	Stephen Perse teal sweatshirt* Stephen Perse teal sweat cardigan* White long sleeve roll neck top or white polo shirt Grey trousers or grey shorts in the summer Stephen Perse pinafore* Stephen Perse summer dress* with white long/short socks (summer uniform only) Black or grey socks (plain) Black or grey tights (plain) Black shoes (plain) Black Stephen Perse coat *
Big Gym and Little Gym	Big Gym and Little Gym
Navy shorts Stephen Perse white polo shirt* Dame Bradbury's navy sweatshirt* White ankle socks Trainers Drawstring bag to store the PE kit (any reasonable)	Black shorts Stephen Perse teal polo shirt* Stephen Perse teal sweatshirt* Black jogging bottoms White ankle socks Trainers Drawstring bag to store the PE kit (any reasonable)

Outdoor Clothing Kit List

We will be outdoors, every day, come rain or shine! Every child will need wellies and waterproof trousers in school at all times.

Forest School

Each class will have a Forest School experience every week in all weathers. On the day they do Forest School the children need to dress according to the season and weather and so will be in home clothes and not school uniform.

On the Forest School day the children will need to bring to school a named hessian style shopping bag with a set of spare clothing including socks and underwear. On sunny days, we ask you to apply a first layer of sunscreen before you drop your child off. We will then apply as required.

Below is a guide for what the children should wear to school on their Forest School day:

What to wear in spring/autumn

- Waterproof coat (waterproof trousers will already be in school).
- One pair of comfortable trousers (jogging bottoms or leggings).
- One long sleeved t-shirt or top.
- One thick jumper.
- One fleecy zip up jacket (in the bag, just in case).
- Two pairs of socks. On the bottom, one thin cotton sock, and the top, a thick wool or fluffy bed sock.

What to wear in summer

- Waterproof coat (waterproof trousers will already be in school).
- One pair of comfortable trousers (jogging bottoms or leggings).
- One t-shirt, light long sleeved t-shirt.
- One fleecy zip up jacket.
- One pair of socks.
- Wellies or sturdy closed toe shoes (which you don't mind getting wet and muddy!).
- A sun hat for sunny days.

What to wear in winter

- Waterproof coat (waterproof trousers will already be in school).
- Base layer - thermals.
- Next bottom layer - fleece or other warm tracksuit bottoms.
- First top layer - long sleeve t-shirt or thin jumper.
- Second top layer - fleece jumper.
- Third top layer - fleece jacket.
- Neck scarf.
- Hat and gloves (A good hat is a must and thick waterproof ski gloves).
- Two pairs of socks. Two pairs to wear (on the bottom, one thin cotton sock, and the top, a thick wool or fluffy bed sock).

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