



Willday House, Truro Prep School Pre-Prep Department

Early Years Foundation Stage (EYFS) Policy

A copy of this policy is published in the following areas:

The school's website

The Staff Area of the school network

Parents' Handbook

Pre-Prep Office

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A. Rationale

“Every child deserves the best possible start in life and the support that enables them to fulfil their potential” EYFS framework 2014

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year.

At Truro Pre-Prep we follow and adhere to The Statutory Framework for the EYFS Stage (April 2017).

At Truro Pre-Prep, children join the Nursery class in September, January or April following their third birthday. Parents choose a minimum of two full days for their children to attend. There is one specialist teacher led activity each morning in addition to the full EYFS provision offered. Funded hours are from 12.30-3.30pm each day.

Children in the Reception class are expected to be full time and will be five years within the academic year.

In partnership with parents and carers we enable the children to begin the process of becoming active learners for life.

B. Values

- We value the needs of the individual child and aim to provide the highest quality, care and education for all our children thereby ensuring firm foundations for their future learning.
- We seek to create a safe and happy environment with motivating and enjoyable learning experiences that help each child develop confidence and independence and reach their full potential.
- We strive that each child will feel safe, secure and respected and feel a valued member of the school community.
- The classrooms and outdoor areas will be stimulating and exciting places to learn.

The four guiding principles of the EYFS framework underpin the structure and provision at Truro Pre-Prep

- We believe that every child is unique and constantly learning. We seek to develop resilient, capable, confident and self-assured individuals. Across the school we seek to develop growth mind-sets where effort and perseverance are rewarded.
- We support the children in making positive relationships and help them become strong and independent.
- Enabling environments – We seek to provide a setting where opportunities and experiences genuinely respond to the individual needs of the child by developing a strong partnership between practitioners, parents/carers and the child.
- Learning and developing – An acknowledgement that children learn in different ways and at different rates.

C. Learning and Development

There are seven areas of learning and development of which three are “prime areas,” and four “specific areas.” The prime areas are

- Communication and language

- Physical development
- Personal, social and emotional development.

The specific areas are

- Literacy
- Mathematics
- Understanding of the world and
- Expressive arts and design

In the initial stages at Nursery the emphasis is on the 3 prime areas of learning gradually supporting children in the 4 specific areas: literacy, maths, understanding the world and expressive arts and design. In both Nursery and Reception, a wide range of learning opportunities and experiences are planned following children's interests and at all times we seek to provide activities which are challenging and enjoyable for each and every child in our care.

(1.6) Through careful assessments and observations, including information provided by parents and other settings, children's development levels are assessed. The balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. However, if a child's progress in any prime area gives cause for concern, staff will discuss this with the child's parents and/or carers and agree how to support the child. This may also include a discussion with the Pre-Prep SENCO in order to access Special Educational Needs support. Targeted interventions are run to support the needs of each child. See Section 10 on inclusion/Special Educational needs

(1.7) For children for whom English is an additional language we meet with parents and try to obtain as much information about their language and culture. We model and support progress in English, ensuring the children make good levels of development. Where possible we encourage children to continue to develop their home language with signs, labels in their mother tongue, access to dual language texts and we encourage parents to come in and read and talk in their mother tongue.

D. Assessment and recording:

Planning and guided children's activities will reflect on the different ways that children learn and reflect these in their practice. We support children in using the three characteristics of effective teaching and learning. These are;

- **Playing and exploring** - children investigate and experience things, and 'have a go';
- **Active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **Creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

At Truro Pre-Prep we ensure a good balance between child led and adult led activity. Detailed observations are kept on children's progress and interests. In the Nursery children are assigned a focus group leader who ensures that every child's learning is tailored to their individual needs.

Children in the Nursery work are given an individual teddy target to work upon at both home and school. In reception our Home/school diaries show the child's current target they are working upon.

At Truro Pre-Prep we believe that ongoing assessment is an integral part of learning. We keep detailed observations and carry out termly cohort checks, in line with the broad phases of development.

We use videos and cameras to capture evidence and data. These form the basis of our learning journals and learning summary power points.

We open a genuine open door policy but also offer parents regular times to discuss their child's learning progress by sharing of the Learning Summary power points and 3-year-old developmental checks and learning journals. The learning journals and power points are sent home termly but parents are also welcome to request them at any point in the term.

Progress check (2.3- 2.5)

Although many of our pupils have already attended other day care settings we have yet to receive a progress check so within the first half of term we carry out our own progress check which we share with parents and jointly agree targets together.

We now have a link Health visitor and encourage parents to share our progress check with other health care practitioners.

Assessment at the end of the EYFS (2.6-2.11)

During the final term in Reception, the EYFS Profile is completed for each child. The Profile provides parents and carers, staff and teachers with a well-rounded picture of a child's knowledge, understanding and abilities, their progress against expected levels, and their readiness for Year 1. The Profile includes on-going observation, all relevant records held by the setting, discussions with parents and carers, and any other adults whom the teacher, parent or carer judges can offer a useful contribution.

Each child's level of development is assessed against the early learning goals. The profile indicates whether children are meeting expected levels of development, or if they are exceeding expected levels, or not yet reaching expected levels ('emerging'). Year 1 teachers are given a copy of the Profile report together with a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning. This informs the dialogue between Reception and Year 1 teachers about each child's stage of development and learning needs and assists with the planning of activities in Year 1.

Transition from entry to the nursery unit to key Stage 1 is encouraged and woven into our weekly plans. The Year 1 teachers are actively involved with the Early Years children, with Reception children making regular visits to the Year 1 classes to share work and activities. We encourage mixed age learning and experiences through cross-curricular links, such as dance and art workshops. The Reception and Year 1 teachers meet formally once a term to moderate the EYFs profiles and where necessary to agree extension activities for children exceeding the ELGs

E. Safeguarding and welfare requirements

Keeping children happy, healthy, safe and secure is fundamental to our setting. We seek to build positive relationships with each and every one of our pupils.

Child protection

All staff receive regular training in safeguarding and child protection. The Early Years Department adheres to the whole school safe guarding policies and documentation in the event of an allegation being made against a member of staff or pupil.

All staff, students and visitors adhere to our use of images and mobile phone policy.

Suitable People

All members of staff, students and volunteers undergo DBS checks and undergo full suitable person checks. The human resources manager holds these. During the application process all potential staff members are required to submit two references, along with a C.V. stating their full employment history and qualifications. Interviews and identity checks are also standard requirements.

Disqualification

All staff and students are fully aware of the recent legislation showing how they may be disqualified from working in early years and how they are obliged to disclose any information about themselves, or person who lives in the same household as themselves who has any order, determination, conviction or other ground for disqualification

Staff taking medication/other substances

Staff, students and visitors are fully aware that they must not be under the influence of alcohol or any other substances, which may affect their ability to care for children. Staff know that any medication must be securely stored and out of reach of children.

F. Staff qualifications, training, support & skills

Induction and continuing professional development

We welcome students from a variety of child-care courses. All students and staff receive induction training to help them understand their roles and responsibilities when working at Truro Pre-Prep. Induction training involves information about emergency evacuation, safeguarding, child protection, equal opportunities and child protection. All staff, students and visitors are made fully aware of the policies on use of images, computers and mobile phones in our setting.

Every student and new member of staff is assigned a mentor in order to discuss any issues, receive coaching and identify solutions to address.

We include students, on long term placements, in our ratios only when we feel satisfied that they are competent and responsible.

All members of staff are given a staff handbook, this includes all the policies and procedures referred to in this handbook, as well as additional policies adopted by Truro Preparatory School. Each member of staff is issued with a job description outlining their roles and responsibilities. Observations of teaching, annual Staff reviews are carried out to identify any training needs and to secure opportunities for continuing professional development.

Staff attend training regularly and keep up to date with any changes nationally or regionally. We have set up a very successful EYFS cluster group with local schools this gives staff the opportunity to share good practice and expertise.

All staff are aware of the importance to maintain privacy and confidentiality.

Supervision

The EYFS Coordinator meets with EYFS staff half termly in order for staff to discuss any issues, identify solutions and receive any necessary coaching. Regular staff reviews and appraisal also take place.

Organisation and Staffing

The Foundation Stage children are based in three teaching groups:

- The Nursery Unit- 3-4 year olds
- Two Reception classes- 4-5 year olds

The children move between the Nursery and Reception, for some activities, depending on ability and social development.

All members of staff have appropriate qualifications to work in their roles and assume their responsibilities. Three qualified teachers, with foundation stage specialism, work in the Nursery and the two Reception classes. They are directly responsible to the EYFS Coordinator.

Specialist Music and Dance, French, P.E. and swimming teachers also help to enrich the EYFS experience.

Four Classroom assistants qualified to work with Early Years children, contribute to the planning, teaching and recording of pupil progress.

First Aid

All Pre-Prep staff hold a first aid certificate and regularly update their knowledge through planned INSET. The last INSET training for First Aid was September 2012

A 2 day trained paediatric first aider is always on site and always accompanies children on trips.

Key person

In Nursery children are assigned a focus group worker and as the Reception classes remain small the class teacher is the key person.

Ratios

In our Early Years department, we ensure that there is at least one member of staff for every eight children. For Forest school sessions, swimming and trips away from school we ensure a higher staff pupil ratio. Please see our risk assessments for ratios.

Before/After School Provision

To allow parents some degree of flexibility in dropping off and arranging the collection of their children, Truro Pre-Prep offers an arrangement where their children can be supervised both before and after the official school day. We ensure the correct ratios are maintained (1:13 & 1:8) during this time.

In the morning (7.45am -8.15am) we offer an Early Birds facility where two members staff welcome pupils in the dining hall, offer breakfast if needed and supervise them until 8.15am, when they bring them into school at the start of the day.

We offer a tea club facility for pupils from 3.45- 5.30pm where pupils can be looked after, offered a snack and the option of a packed tea.

Pupils may be booked into supper club from 5.30-6.15pm, where they are offered a light hot supper and are fully supervised by the Head.

Staffing Arrangements

Children have the appropriate supervision at all times. Contingency arrangements for staff absences and emergencies are in place with additional qualified teachers on our regular supply list.

G. Health

Medicines

The school promotes the good health of the children and takes necessary steps to prevent the spread of infection and takes appropriate action when the children are ill. Notices regarding additional current illnesses and information about infectious illnesses are communicated to the parents through notices and correspondences in letter or newsletter format. We keep parents fully informed with signs and notes in the bulletins about any infectious diseases reported in the Pre-Prep.

Written permission from the parent is required to administer each and every medication to the children. All medicines are kept in the first aid cabinet or in the locked fridge in accordance with the product instructions. They are to be kept in the original container in which it was dispensed with the prescriber's instructions for administrations. The parents are regularly asked to update their children's individual medication requirements including any allergies and are reminded to update their emergency contact details. The medical board in the staff room has photos and care plans for identified pupils.

Food and Drink

The school works within the guidelines to receive the award of a "Healthy School". When and where possible local and organic produce is used with the emphasis being on balanced, healthy and nutritious. The children are given free access to drinking water at any point during the day and also have the choice of milk at morning snack times. Staff working with food in the school kitchen, are supervised by the Operations Manager. She manages food hygiene matters, inductions and on-the-job training. All Pre-Prep staff under take basic training in food hygiene.

The menu at school works on a three-week rota. This is communicated to the parents each term. Parents are given the opportunity to outline the preferences and selections that are required to match their child's dietary needs. We ask parents to inform us of any dietary needs at their taster day.

Any dietary needs are discussed with the EYFS Coordinator and Sue McIntosh and separate menus and appropriate provision are made.

Accidents and injuries

All injuries sustained on the school premises during opening hours are to be recorded on the incident report, which includes any first aid treatments. A note is then sent home to the parents of any child who has received treatment.

Injuries such as bumps to the head have a specific letter that has been drafted by the school nurse where more detailed information is given to the parent. Our school first aider, automatically checks any bump, sustained by a pupil, to their head or face and she will inform parents either via letter or a phone call. Where any other injury is of cause for concern, she will check, treat, offer advice and contact parents if necessary.

First aid boxes are positioned throughout the school. The main one can be found in the staff room, which is our designated first aid area for Early Years. There is also a smaller first aid box held in the Nursery. The contents of these are regularly checked and updated.

Infection Control

The school promotes the good health of the children and takes necessary steps to prevent the spread of infection and takes appropriate action when they are ill. Notices regarding additional current illnesses and information about infectious diseases are communicated to parents through notices and correspondences in letter or newsletter format.

Ongoing medical conditions

Where a child has an on-going medical condition or need, such as management of asthma, needing an Epi- pen an individual care plan will be drawn up with parents. All staff will be informed.

H. Managing Behaviour

All staff working with the children are aware of the positive reward system in place and teach our pupils to follow our Rainbow and agreed classroom rules. The school behaviour policy highlights all the requirements and procedures to be followed by all members of staff.

We operate the smiley face system. Where a child loses three smiles or whose behaviour is of cause for concern their parents will be contacted. Any significant incidents are logged and followed up by the EYFS Coordinator.

Playtime behaviour and children for cause for concern are raised as the first item at every staff meeting

I. Safety and suitability of premises, environment and equipment

The staff that work within the department are responsible for ensuring that the equipment and toys are safe and suitable. The different classes share resources amongst one another. Any concerns are passed to the EYFS Coordinator and the Head.

Requests are then made on an orange maintenance form. Two members of Pre-Prep staff attend termly whole school Health & safety committee meetings.

Each classroom in the Early Years department has access to semi covered outdoor learning areas. The classrooms all have quiet and cosy areas and during break time there is a section of the library where children from the Early Years may rest. There is an adequate number of toilets and washing facilities. There is a shower facility in the Nursery and disabled toilet should it be needed and staff have an adequate supply of spare clothes and necessary items.

All the indoor and outdoor space is taken care of by the Operations Manager; she manages the caretakers and the staff. The premises and its equipment is kept clean and hygienic with the cleaning staff working rotas supervised by the Operations Manager; they follow health and safety legislation including hygiene requirements.

Staff may meet with parents in the Pre-Prep office, should they require to talk in confidence.

The whole school has a clear emergency evacuation procedure. Appropriate fire detection and control equipment, such as smoke detectors and fire alarms are tested regularly. The fire exits are clearly identifiable and fire doors are kept free from obstruction.

The school carries Public Liability Insurance.

Smoking

The children are in a smoke free environment. Smoking is not permitted in the school or on its grounds. The Early Years department adheres to the whole school 'No Smoking Policy'

Premises and security

The premises both indoors and outdoors are safe and secure.

All visitors are required to report to the School Reception Office, where they will be signed in and issued a visitor's pass.

Various security procedures in place are video camera entry and keypads. The children can only be released into the care of the parent or the individuals named on the collection consent form. The parent must have completed and signed this form or communicated in person to the school. Further details are in our Health and Safety Policy and pupil collection and lost pupil policy.

J. Risk Assessment and outings

A risk assessment for the premises is carried out at least once a year. This contributes to the school development plan with the main focus ensuring that hazards to children both indoors and outdoors are kept to a minimum. Staff do a daily check of all key areas and any concerns are immediately communicated to the EYFS Coordinator and the domestic bursar.

Outings

Written parental permission is obtained for any outings. The following items are required for all outings; essential records, pupil information, medicines and mobile phone, and a paediatric first aider are standard. Please refer to our outings and trip policy (appendix 12)

K. Inclusion/Special Educational Needs (SEN)

- All children and their families are valued at Truro Pre-Prep. Children are treated as individuals and have equal access to all provisions available.
- All children are encouraged to achieve their personal best and planning is adapted to meet the needs of all groups and abilities.
- Assessments take into account contributions from a range of perspectives to ensure that any child with potential special educational needs is identified at the earliest possible opportunity.
- Early identification of special needs is crucial to enable staff to support the development of each child.
- Concerns are always discussed with parents/carers at an early stage and the schools SENCO is called upon for further information and advice. The school has excellent links with outside agencies.
- We offer a broad range of intervention groups, such as fine motor skills, language groups and Funfit to help support a child in their learning.

Please refer to the school Learning Support Policy for additional information of learning difficulties. The SENDCo is available for arrangements for assessing, reviewing, monitoring and evaluating the effectiveness of inclusive practices. Inappropriate attitudes and practices will be challenged and dealt with through our positive reward behaviour system and attention should also be paid to the additional policy of Anti-bullying

We meet the needs of all our children through:

- Planning opportunities that build upon and extend children's knowledge, experience and interests, and develop their self-esteem and confidence;
- Using a wide range of teaching strategies based on children's learning needs;
- Providing a wide range of opportunities to motivate and support children and to help them to learn effectively;
- Providing a safe and supportive learning environment in which the contribution of all children is valued;
- Using resources which reflect diversity and are free from discrimination and stereotyping;
- Planning challenging activities for children whose ability and understanding are in advance of their language and communication skills;
- Monitoring children's progress and taking action to provide support as necessary.
- In order to accommodate the individual's particular learning style lessons are planned wherever possible in a multi-sensory way so that the various activities will cater for all pupils in the spirit of inclusion. There will also be a consideration of how to record lesson outcomes so that the pupil is offered a variety of methods and is not inhibited by any specific difficulty.

The Early years SENCO, gives advice and targeted support, gives regular updates, co-ordinates individual learning maps and intervention groups, co-ordinates regular training for staff.

L. Information and records

We aim to develop caring, respectful, professional relationships with the children and their families.

Parents as Partners

We recognise that parents are children's first and most enduring educators and we value the contribution they make. We do this through:

- Talking to parents about their child before their child starts in our school;
- The children have the opportunity to spend time with their teacher before starting school during transfer sessions;
- Supporting children through the transition from pre-school to Reception then from Reception to Year 1
- Inviting all parents to an induction meeting during the term before their child starts school and again during the first half term of the child's Reception year in order to detail how we aim to work with their child particularly in relation to reading and phonics.
- Encouraging parents to talk to the child's teacher if there are any concerns. There is a formal meeting for parents twice a year at which the teacher and the parent discuss the child's progress in private with the teacher. Reception parents also receive a breakdown of progress in each learning area every term. Parents receive a report on their child's attainment and progress at the end of each school year.
- Sharing of the Learning Journals and learning summary power points with parents termly.
- Arranging a range of activities throughout the year that encourage collaboration between the child, school and parents: stay and play sessions, open assemblies and regular whole school events
- Providing parents an opportunity to celebrate their child's learning and development by completing "wow" moments, which inform planning and provision.
- Written contact through home school diary as well as the acknowledgement that parents can ring school to contact the class teacher.
- By providing a quiet and confidential area where parents are able to discuss any concerns.
- Keeping parents informed of updates of news and events via newsletters, letters home, the website and also clarion calls.

Parents are provided with regular information either through the Nursery/Reception handbooks, newsletters, personal letters, open evenings, parents' evenings, school office, display/information boards and website. The information supplied through these various sources are

- Types of activities provided for the children, daily routines in Nursery and Reception, Staffing, food and drinks provided for the children, policies and procedure, complaints procedure, details for contacting Ofsted for parents who may wish to make a complaint, procedure to follow in the event of a parent failing to collect a child at the appointed time, procedure to be followed in the event of a missing child.
- As part of the school's admission policy the following information is required; the parents must provide: emergency contact numbers, the child's special dietary requirements, preferences and food allergies, the child's special health requirements and information about the child who has legal contact with the child and who has parental responsibility.
- The school requests and holds the following information for each child in their care; full name, date of birth, the name and address of every parent who is known to the school, which of the parents the child normally lives with and emergency contact details of parents.
- The following information is requested and supplied to the LEA about individual children receiving their entitlement to early years' provision; full name, date of birth, address, gender and ethnicity.
- Staff maintain detailed records on each child and share this information with parents, carers and other professionals. Information relating to children will be retained for a minimum of three

years after they have left the provision. All staff are aware of the need to maintain confidentiality and privacy.

- All confidential records are kept in secure storage within the school offices.

The school keeps the following information and documentation

- Name, home address and telephone numbers for all staff, who work with children on the premises
- A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's focus workers.
- A certificate of registration is available for parents to inspect at any time.
- Records of risk assessments are also available at any time for perusal.

3.73 All new parents are given a copy of the parents' guide to the EYFS

In the entrance foyer we have a staff welcome board.

Complaints

Any concern raised by parents results in a meeting with the EYFS Coordinator and sometimes class teacher and together a resolution is discussed. All meetings are logged and a written record kept of actions. A follow up meeting is always offered to discuss the matter further.

Any concerns and meeting records are discussed with the Head.

A copy of the complaints policy is on the school website, in the entrance foyer and in the Pre-Prep handbook.

M. Transition

1. Pupils new to Nursery:

Throughout the year before they start Nursery pupils are invited to termly stay and play sessions with their parents/carer. This gives these pupils an opportunity to explore and feel secure in our surroundings.

In the summer term children may attend several stay and play sessions. Parents are also invited to attend a swim session with their children. This gives parents and staff a relaxed opportunity to discuss any questions parents may have about starting nursery.

2. Moving from Nursery to Reception:

Transition is constantly happening with Reception pupils coming to Nursery for shared stories in the autumn term and in the spring and summer terms pupils move to Reception for a shared story.

All Early Years staff support children at lunchtimes so that children are very familiar with all the staff in the team.

Our Forest School Coordinator who also leads the Forest School sessions in Reception leads Forest School sessions in Nursery, so again the children are happy and familiar with the rules and staffing.

Children in Nursery have plenty of informal and formal opportunities to visit the Reception classes or join in a shared workshop, such as the drumming or Diwali. In accordance with the school draft allocation of places policy children are carefully placed into one of the two Reception classes. This is based on informal observations, friendship groups and the want to create the best working mix.

Staff share planning and resources and help run our very successful local cluster group with state schools.

3. Moving from Reception to Year 1

Year 1 staff meet formally termly with EYFS staff to discuss moderation of footage of pupils who are exceeding ELGs and also to discuss pupils in Year 1 who are still working towards ELGs. Throughout the week there is plenty of opportunity to share work and celebrate pupil progress, so pupils are happy and confident moving between classes.

In the first term in Year 1 there is a gentle introduction to Key stage 1 with plenty of continuing opportunities for outdoor play and play led exploration.

Children in the summer term have plenty of opportunity to visit their new classes and may enter through the garden gates.