

Dear Parents and Carers,

 We are so excited that you have chosen Leasowe Primary as your child’s school and cannot wait to get to know you and your child and welcome you into the Leasowe Primary School Community.

Throughout the year we will be sending letters and emails to keep you up to date on the range of activities and events that will be going on. There are a range of ways that you can stay informed and up to date with what is happening:

* Our school website <https://www.leasoweprimaryschool.org.uk/>
* Our school Facebook page **Leasowe Primary School**
* Our Early Years Facebook Page **Leasowe Primary School Early years**
* Our school uses **Classroom Dojo** as a sharing platform and in F1 and F2 we will invite you to join our school and Class Dojo Page where we will share photos, news and activities so you can follow your child’s journey as they begin school life.
* We are on Instagram and you can follow us **lpslittlies**

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The Early Years staff are really looking forward to working with all the children and parents/carers during their time with us, which will be a busy and fun time. If at any time you would like to discuss any issues relating to your child’s time in our Early Years classroom, please do not hesitate to speak to a member of our Early Years staff. You can contact us through the Class Dojo page or alternatively you can send an email to the **Early Years Lead** **Teacher** **Lynn Bourne** at **bourne04@leasowe.wirral.sch.uk**

You can also contact us by ringing the school office on **01516381126**

You can also contact our acting Family Liason Officer Kim Piggott on **079094166308.**



When your child first starts school they are in **The Foundation Stage.** This is the first phase of the National Curriculum.

 All of our learning and activities will be related to our themes. They are organised into seven areas of learning. The seven areas are:

**1. Personal Social and Emotional Development**

**2. Communication and Language**

 **3. Understanding of the World**

**4. Physical Development**

**5. Literacy**

**6. Mathematics**

**7. Expressive Arts and Design**

Each area of learning has objectives for the children to achieve and by the end of F2, hopefully, children will have achieved their Early Learning Goal in each area.

Each child during the Foundation Stage is monitored closely to ensure that they are making progress. The Foundation Stage Profile is an assessment completed for your child by their Key Person. Parents will be actively involved in contributing to and discussing this assessment.

An important part of our assessment process is being able to show evidence of each child’s achievements. We do some of this through photographs. If you would rather we did not take photographs of your child then please speak to a member of our team.



**A PARENT’S GUIDE TO THE FOUNDATION STAGE**

**What is it?**

The Foundation Stage is the period of education from birth to five years of age. The last year of the Foundation Stage is called Foundation Stage 2 (FS2). During the Foundation Stage, children may be in a range of settings such as private day nurseries, playgroups, child-minder, pre-schools, Early Years and FS2 classes.

**Why is it important?**

It is called the Foundation Stage because it gives children secure foundations for later learning. Childhood is important in itself and we want all children to have enjoyable and exciting childhood experiences. Early experiences can affect a child’s attitude to learning so it’s really important to ensure their first experiences are positive ones and they can then create the basis for later learning, in school and beyond.

**What do children achieve?**

This period is a distinct stage with its own ‘early learning goals’. Most children should be able to reach these by the end of the Foundation Stage. This prepares them for work on the National Curriculum at Key Stage 1 in primary school.

**What are the goals?**

The goals are a group of aims within seven areas of young children’s development and learning: During the Foundation Stage, these areas of learning will be introduced in ways that are suitable for young children, often through play. Adults in early learning settings will build on children’s existing skills and interests, and on their play activities, in order to help them.



The three Prime Areas are extremely important as they work together and move through to support development in all other areas. The four Specific Areas include essential skills and knowledge for children to participate successfully in society.

**Prime Areas**

**1. Personal, Social and Emotional development: making relationships, self-confidence and self-awareness, managing feelings and behaviour.**

**2. Physical Development: moving and handling, health and self-care.**

**3. Communication and Language: listening and attention, understanding, speaking.**

**Specific Areas**

**4. Literacy: reading and writing.**

**5. Mathematics: numbers, shape, space and measure.**

**6. Understanding the World: people and communities, the world, technology.**

**7. Expressive Arts and Design: exploring and using media and materials, being imaginative.**

**How will my child learn?**

All children learn best from experiences that are suitable for their stage of development. Play is key to the way young children learn. Through play your child can develop, for example: the confidence needed for personal development; and the skills needed for writing. In that way your child will become more independent and will be able to tackle simple problems.

**Does every child have to reach the early learning goals?**

We hope most children will have reached all the early learning goals by the end of the Foundation Stage. Some children will go beyond them in some areas and adults in early years settings will provide new challenges. They will also provide extra help for children who may need it.





**What to expect on your child’s first day**

 This is a very exciting and emotional time for both children and parent s and we are here to support you both though it. When your child starts in our classroom on their first day we want to make it a happy and memorable experience. At Leasowe Primary School we will have hopefully met all of you at our ‘getting to know you’ sessions before your child starts school. This should have given your child an awareness of our setting and the people in it before their first day, but we appreciate that this may have been some time before the big day.

**The ‘Big Day’**

We suggest a calm and relaxed morning before arriving at school. Maybe involve your child in preparing as much as possible the night before school. They could help you set out their uniform and coat and decide what they’d like for breakfast before school. On the first day of school make sure you allow plenty of time and form a routine; wake up, cuddle, wash and dress, eat breakfast and off you go! This may mean getting up fifteen minutes earlier but it will probably mean that you and your child are much calmer and more likely to be in the right frame of mind for what is ahead.

**Arriving at School on the ‘Big Day’**

Parents and children arrive at school and wait in our playground until we open the doors at 8.45am This is quite a social time for parents to chat and for the children to play. When the doors open you and your child can come in and find their labelled name peg and their labelled name tray and put the book bag we gave you at the ‘getting to know you’ sessions in the book box. Could you please ensure that your child’s uniform and coat are clearly labelled with their name.

After doing all of these things you can take your child into the classroom where we will have activities set out for your child to take part in. Once your child has settled at an activity we encourage parents to leave. It is always best to explain to your child that although you are leaving, you will be back. Make sure you are smiling, if you are feeling emotional, do your best to hold back your tears until you are out the door. Many parents leave feeling a little lost, with a tear in their eye, but please do not worry, this is entirely normal, in a few weeks you will just be feeling relieved that you have some time to yourself. If your child is unsettled or distracted, you may stay as long as necessary. Most children do settle quickly once their parent has gone, but you can be assured that you will be contacted if your child continues to be distressed. Your child will be introduced to a whole range of new and exciting play and learning activities and perhaps most importantly your child will begin to forge new friendships with the other children in the class.

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**Home Time**

At the end of the session, you will need to pick up from the playground at 3.15pm. Please remember to take all of your child’s belongings home with you when you leave each session. We hope your child’s first day at school will be a fun experience for you both.

**Snacks**

First thing in the morning when your child comes into school they will be offered a bagel. There is a snack table where each child is able to choose one piece of fruit throughout the morning. In the afternoon we have snack time and for 20p a day your child can chose from a range of snacks including rice cakes, breadsticks, raisins and noodles. Children will have access to water bottles throughout the day. They can bring in their own labelled water bottle or they can purchase a school water bottle. If you would like your child to have milk each day then you can pay for this through the school office.



**Key Person Approach**

At Leasowe Primary School we operate a Key Person Approach which focuses on children’s relationships with adults. This involves a way of working within the setting that supports and encourages close attachments between individual children, their family and a nominated member of our Early Years staff who will act as the Key Person. We will also have a back-up person in the event of your Key Person not being available. This approach contributes to the on-going quality of our Early Years provision and provides benefits for everyone involved. It will be the Key Person’s responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up to date. Your child’s key person is your first point of contact for anything you wish to discuss about your child and will be allocated when your child starts school.

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**UNIFORM**

All children should come to school in uniform.

 The uniform is:

 • White polo shirt (with or without the school badge)

• Grey or black shorts, skirt, joggers or trousers

• Red sweatshirt or jumper

• Black shoes or black pumps/trainers



**Breakfast Club and After School Club**

At Leasowe Primary School we offer a Breakfast Club and an After School Club for children once they reach F2. If you are interested in this wrap around care please speak to the school office.

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**SUN CREAM**

When the weather is warm, please can you ensure your child is properly prepared for the hot weather whilst at school. Sun cream can only be applied by the staff following prior consent by a parent/carer. Therefore, please can you send in some sun cream, clearly named, which can be left in school. The use of another child’s sun cream is not permitted. Sun cream should be applied to all children before coming to school. All children must wear a sunhat when playing outside in the hot weather. Thank You ==================================================

SUN CREAM CONSENT FORM

I hereby give permission for the staff at Leasowe Primary School to apply sun cream to my son/daughter and I will supply a named sun cream.

Name of child: ………………………………………………………………………

Signed: ………………………………………………………………………….. Date: ………………………………………………

Name of Parent/Carer……………………………………………………………

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**Seasonal Walks**

In order to take the children on occasional walks outside of the immediate playschool premises, we require the prior approval of parents. Can you please sign and return the slip at the end of this letter. Without this approval form being returned your child will not be able to join us on any of the walks. All walks will be supervised in accordance with Ofsted guidelines and with the appropriate adult/child ratio. Individual risk assessments are carried out for each trip. Many thanks.

 …………………………………………………………………………………………………………

Name of Child: ……………………………………………………………………………………

Name of Parent/Guardian:……………………………………………………………………

I give/do not give\* my permission for my child to participate in local walks/outings with Leasowe Primary School and I understand that individual risk assessments are carried out for each trip.

Signature: …………………………………………………………………………………….

Date: ……………………………………………………………………………………………….

\* Please delete as appropriate

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**Password Arrangements for Collecting Children**

We currently operate a procedure which requires parents/carers to notify the staff, in advance, of any occasion when their child is to be collected by another family member or friend. The individuals name is recorded in a Collections Book and confirmed with a member of staff at the time of collection. To ensure our procedure can accommodate changes to collection arrangements made at very short notice, while still protecting the children, we have adopted a Password system. To ensure the procedure runs as smoothly as possible please can parents take the following actions:

• Complete and return the tear-off slip confirming your child’s name and your chosen Password. (Please retain a note of the Password as it may be some time before you need to use it).

• In an emergency, if you ask another family member or friend to collect your child from school, you will need to tell them your Password.

 • At the time of collection, a member of staff will need to be advised of the Password by the family member/friend before your child can be released into their care.

Thank you in advance for your assistance. PASSWORD/COLLECTION

 Please complete the form below.

…………………………………………………………………………………………………………………………

Name of Child: …………………………………………………………………………………………………………

PASSWORD: ……………………………………………………………………………………………………………

Signature of Parent/Carer: …………………………………………………………………………………Date: ………………………………

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**Photographs & Videos Consent Form**

As part of our F1 and F2 curriculum we need to observe and have evidence of the children’s achievements by taking photographs of your child on their own and in groups. If you would like further details about Foundation Stage then please do not hesitate to speak to us. Part of this process will involve making observations of the children and recording this in their Learning Journal. Photographs will be taken, with your permission, to support their work and achievements. These photographs are used for display and for your child’s records within the setting. We may also record events and activities on video. Photos and videos are stored on the setting’s computer and SD cards only; we only store images during the period your child is with us.

 I give permission for Leasowe Primary School to take photographs or video of my child as per the above conditions.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Accidents and Illness Consent Form**

Please complete and return to school

Signature of Parent:

|  |
| --- |
| Name of Child |
| Name of Parent |
| I give/do not\* give consent for Leasowe Primary School to approve medical treatment (that may involve hospital treatment or contacting the GP) to my child in the event of an accident. (\*please delete as appropriate)  |
| Signature/ Date: |

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CONSENT FORM FOR PHOTOGRAPHS ON WEBSITE, FACEBOOK, DOJO, LOCAL MEDIA, INTAGRAM ETC.

We are continuously updating our website <http://www.leasoweprimaryschool.org.uk> and Facebook page. In order to place photographs of the children on our website and Facebook pages, we require permission from each parent. We may also place advertisements/editorials for school in local magazines and newspapers and require permission in order to use photographs of the children. We also require permission for your child to be included in our F2 Yearbook. Therefore, please could you complete the consent form below. …………………………………………………………………………………………………………………………

CONSENT FORM FOR PHOTOGRAPHS ON WEBSITE, FACEBOOK, LOCAL MEDIA ETC.

I give permission for photographs that include my child to be used in:-

School website Yes / No (please delete)

Facebook page Yes / No

Instagram Page Yes/ No

Local magazines & newspapers Yes / No

F2 Yearbook Yes / No

Class Dojo Yes/No

Name of child: …………………………………………………………………………………………………………………..

Signature of Parent: ………..………………………………………………………Date……………………………………

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**Contact Details**

**Primary Contact Details**

Name of Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secondary Contact Details**

Name of Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Food Tasting**

In the Foundation Stage we like to be very hands-on with our learning. On some occasions we will be tasting and exploring different foods. This might be as part of a healthy eating project, an in-school baking activity, session to create our own snack or an activity to link in with festivals and celebrations. Examples include, tasting different fruits and vegetables, making our own toast or trying food from around the world etc.

Please could you fill in the permission slip below stating if you are happy for your child to taste different foods. We also ask that you write down ANY foods that your child is allergic or has an intolerance to, or if there are any foods you are not willing for them to try.

Please could you return this form to your child’s class teacher as soon as possible.

………………………………………………………………………………………………………………………….

\_**Foundation Stage – Food Tasting**

**Child’s name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Parent’s Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for my child to take part in food tasting activities Yes / No

**Allergies** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Intimate Care**

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as changing a child’s nappy or cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child’s stage of development such as those in our Early Years provision. The issue of intimate care is a sensitive one and will require staff to be respectful of the child’s needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues.

If a child wets or soils themselves while they are at school it is important that measures are

taken to ensure they are able to change into clean clothes (and if necessary cleaned) as quickly as possible. A member of staff, **who is known to your child**, will carry out this task if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay. If a child needs regular, ongoing intimate care, for example due to medical issues, parents/carers and staff will also meet to complete an additional individual care plan.

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**Name of Child**........................................................................

**Class**................................................

Please tick as appropriate:

⬜ I give consent for my child to be changed and cleaned by a member of staff if they wet/soil themselves while in the care of Leasowe Primary School.

OR

⬜ I do not give consent for my child to be changed and cleaned if they wet/soil themselves.

The school will contact me or my emergency contact and I will organise for my child to be

cleaned and changed. I understand that in the event that I (or the emergency contact)

cannot be contacted the staff will act appropriately and may need to come into some level of

physical contact in order to support the child as part of the basic duty of care.

Signature of Parent/Carer.....................................................................................

Date...............................................