



SEATON HOUSE SCHOOL

'ALIS VOLAT PROPRIIS'

Early Years

2020 - 2021

Mission statement:

Seaton House provides children with a thorough educational grounding in a *happy, caring, stimulating and disciplined environment*. Individual pupils are encouraged to fulfil their academic, artistic, physical and social potential. Children progress to their next school confident, considerate and aware of their own worth.

Staff Contacts

Form Teachers should be the parent's first point of contact to arrange a meeting, address concerns or queries.

Please email the office and copy in the Form Teacher if your child will be absent or has an appointment.

Office	Mrs Drury Mrs Saunders	<u>office@seatonhouse.sutton.sch.uk</u> <u>pa@seatonhouse.sutton.sch.uk</u>
Head	Mrs Darvill	<u>head@seatonhouse.sutton.sch.uk</u>
Deputy Head	Mrs McGreevy	<u>sarahm@seatonhouse.sutton.sch.uk</u>
Deputy Head	Mrs Wilson	<u>deputy@seatonhouse.sutton.sch.uk</u>
Chair of Governors	Mrs Judith Evans	<u>jevans.gov@seatonhouse.sutton.sch.uk</u>
Nursery Teacher	Mrs Hopkins	<u>ahopkins@seatonhouse.sutton.sch.uk</u>
Reception Teacher	Miss Tapp	<u>ltapp@seatonhouse.sutton.sch.uk</u>

Early Years Staff

Reception Teacher **Miss L Tapp**
Nursery Teacher **Mrs A Hopkins**

Teaching Assistants **Mrs M Newton, Mrs C Oldroyd**
Early Years Practitioners **Mrs B Ansell, Mrs L Ball, Miss A Bowdery, Mrs J Harvey**

Early Years

Our vision is to create a welcoming, safe environment where every child can happily flourish. We provide a range of stimulating experiences which build on the children's interests and existing knowledge and skills.

We value and support each individual child and develop their confidence and potential. We work closely with parents to share information and support the learning and development of each child.

In the Early Years we largely follow The Early Years Foundation Stage curriculum, which is based on the provision of good quality play experiences and practical activities that promote learning. This is alongside adult directed activities to introduce, reinforce and develop knowledge, concepts and skills. The activities and provision enable the children to develop their attention and concentration, logical and sequential thought, curiosity, observation, willingness to take risks and enthusiasm for learning. We want all children to have a sense of personal worth, self-confidence, self-control and self-belief. The children develop their social skills, build relationships with adults and other children and develop a sense of community. We encourage the development of independence and support the children to learn new skills and then use them independently.

Nursery

KEY PERSON

Every child at Nursery is allocated a key person. This person is responsible for helping your child to settle, reviewing their development and progress and ensuring that your child's needs and interests are incorporated within our planning and provision.

NURSERY HOURS

The Nursery Department is open from 8am.

Nursery hours are:	Morning only:	8am – 12.00pm
	Morning + Lunch:	8am – 1.15pm
	All day:	8am – 3.15pm

EARLY BIRDS (Reception)

For Autumn 2020 this will operate for children of Key Workers from 8am but must be pre-booked as places will be limited.

AFTER SCHOOL CARE (ASC)

There is supervised After-School care for pupils between 3.30pm – 6.00pm. A charge is made for this service and will be billed half termly in arrears. All places must be pre-booked via the school office at least 24 hours in advance. Please note places are limited due to staffing ratios. *For Autumn 2020 ASC is only available until 4.30pm*

SESSIONS

Towards the end of each half term parents of Nursery children will be asked to indicate their choice of sessions for the following term. Wherever possible, we try to accommodate your preferences. However, in order to maintain the appropriate staff / pupil ratio, it may be necessary to ask for a revision of your original selection. Choices made will apply for the **whole** of the following term.

RECEPTION

Reception class continues to build on each child's confidence, resilience and independence. Activities and provision provide the girls with practical, meaningful experiences to learn and develop skills, concepts and knowledge. Regular assessments and tracking enables staff to monitor progress and support each child to achieve their full potential.

THE EARLY YEARS FOUNDATION STAGE (EYFS)

The EYFS is the period of education from age 0 to 5. At Seaton House we use this as a tool to support our planning and assessment.

This Early Years is a distinct stage with its own early learning goals which cover the seven main areas of young children's development and learning. During the EYFS these areas will be introduced in ways that are suitable for young children, often through play. Staff will build on the children's existing skills and interests, and on their play activities, in order to help them learn.

Through careful planning of the activities and provision we encourage and develop the 'Characteristics of effective learning'. These are the skills and dispositions needed to become a life-long learner and will impact on all future learning.

These are:

Playing and Exploring

Active Learning

Creating and thinking critically

Prime Areas

PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

Children are supported in developing confidence, autonomy and self-respect. They are encouraged to work and concentrate independently and also to take part in group activities promoting sharing and co-operating with other children and adults. We also support the development of mindfulness and growth mind-set and encourage the children to be resilient, enthusiastic and confident learners.

COMMUNICATION AND LANGUAGE

Language skills are continually being developed. Adult led activities are carefully planned to introduce and develop key skills such as listening and attention skills modelling good language and extending vocabulary. Children are encouraged to extend their vocabulary and fluency by talking and listening and by hearing and responding to stories, songs and rhymes.

PHYSICAL DEVELOPMENT

A range of equipment and opportunities both indoors and out of doors, allows children to develop confidence and physical skills. Children are supported to develop gross motor skills such as climbing, balancing and using small and large equipment. Alongside this the children have weekly PE sessions with a PE specialist teacher. Children are also supported in the development of the fine motor skills required to use tools, including pens and pencils, and to handle small objects with increasing control and precision.

Specific areas

LITERACY (reading and writing)

Children are encouraged to develop a love of books and stories. They are given opportunities and encouragement to become familiar with books, able to handle them and be aware of their uses, both for reference and as a source of stories and pictures. Regular opportunities to share stories individually and in small groups promotes enjoyment of reading and good comprehension skills. Early phonic skills such as good listening, sound discrimination and oral skills are developed. Once these are in place the children are introduced to letter sounds and quickly begin to use these to sound out words to read and spell them. Children are provided with lots of opportunities to read and write as part of role play and planned activities.

MATHEMATICS (Numbers, shape, space and measures)

Games, songs, activities and practical experiences provide children with opportunities to learn and practice mathematical skills, concepts and knowledge. As they use their developing mathematical understanding to solve practical problems, children are assisted to learn and use the vocabulary of mathematics, identifying objects by shape, position, size, volume and number.

KNOWLEDGE AND UNDERSTANDING OF THE WORLD (People and communities, the world and technology)

Children are encouraged to explore and experiment with a range of natural and manufactured materials. They learn to observe the features of objects and substances, recognising differences, patterns and similarities, and to shape and record their findings. Children are assisted in exploring and understanding their environment. A range of safe and well maintained equipment enables children to extend their technological understanding, using simple tools and techniques to solve problems. Regular trips and visitors enhance the curriculum and provide opportunities to extend learning.

EXPRESSIVE ART AND DESIGN (Exploring and using media and materials, being imaginative)

Children are encouraged to use a wide range of resources to express their own ideas and feelings and to construct their individual response to experiences in two and three dimensions. The children also explore the work of famous artists and the techniques they use to create their work.

Children join in with and respond to music and stories and there are many opportunities for imaginative role play, both individually and as part of a group.

YOUR CHILD and READING & WRITING

As your child develops their phonic skills they will be encouraged to read simple words and then, once confident, simple sentences. Alongside these skills a love of books and good comprehension skills are essential to becoming a good reader.

Good understanding and verbal communication are prerequisites to becoming a reader. Some examples of activities provided include:

- Teacher led story session.
- Story maps to retell stories.
- Learning rhymes and songs.
- Listening activities and memory games.
- Sharing books in the book corner.
- Role play.
- Word games and puzzles.
- Planned phonic activities.
- Recognising labels and signs around the classroom area.
- Writing for a variety of purposes.
- Activities to develop fine motor control and co-ordination, including developing a comfortable pencil grip.

COLLECTING CHILDREN AT THE END OF NURSERY SESSION

If your child is to be collected by an adult other than the usual parent or carer, parents are asked to write the relevant details in their child's contact book. We ask parents to give us a password which we will ask adults when they collect your child. In this way, the staff can ensure that children only leave the premises with an authorised person. If a child is not collected by the end of the session staff will contact the parent/carer.

WATER BOTTLES

Please provide your child with a **clearly named** water bottle so that they are able to help themselves to water as they need it throughout the day.

LUNCH

Children may not bring in NUTS, or products containing nuts. We ask that the food items included are wrapped in foil or put into a small lidded container. All lunchboxes and other containers should be clearly named. Food which is uneaten will be returned in the lunch bag so that you are able to monitor how much your child has eaten. Lunches are also available to order from LunchMunch who can be contacted at: Lunchmunch4kidz admin@lunchmunch4kidz.co.uk

ABSENCE FROM SCHOOL

If your child is unable to come to school because of illness or if (s)he will be in late because of an appointment, please let us know, via the school office, by **telephoning (or emailing) before 9.30am**. When your child returns to school after a period of illness please **write an email confirming the reason for his/her absence**.

MATHS AND LITERACY GAMES

We have a variety of maths and literacy games which you are welcome to borrow as often as you like. These games support number recognition, counting and early calculation skills and early phonic skills.

CHANGE OF CLOTHING (Nursery)

Children should have a change of clothes including underwear at school. This should be kept in the bag which is on their peg. We do have some spare clothing for emergencies.

UNIFORM

The School Uniform Suppliers are: AlleyCatz Co Ltd
34 Molesey Road
Hersham
Surrey
KT12 4RQ
Tel: 01932 223075

For online ordering and home delivery, their web address is

<http://www.alleycatz.co.uk/shop/schools/seaton-house-school>

Our current uniform list is available on our website and is attached to this booklet for your reference.

NEARLY NEW UNIFORM may be advertised for sale. Please notify P.O.S.H. if you require any items or have items for sale. If you would like to donate clothes, that is always appreciated. P.O.S.H can be reached at: posh@seatonhouse.sutton.sch.uk

SHOES (Nursery)

Nursery children should wear sensible footwear, appropriate for the type of play activities likely to be undertaken during the day. It is essential that each child is able to both remove and replace shoes unaided. **Velcro fastenings are particularly suitable!**

WELLINGTONS

Each child should have a pair of named Wellington boots to be kept in Early Years.

SETTLING IN

Starting school is a major stage in the lives of children and their parents. Seaton House aims to make the transition from home to school a positive experience by ensuring that young children feel secure and settled in their new environment. We want children to feel safe and happy in the absence of their parents, to recognise other adults as a source of friendship, help and authority and to be able to share with their parents afterwards the new learning experiences enjoyed at school. School will be in contact prior to your child starting and regularly when they first start to ensure all is well.

PARENTAL INVOLVEMENT

Supporting a child's learning and development is a partnership between home and school. At Seaton House we aim to support this partnership by sharing information and listening to

parents. Staff are available each morning to talk to parents and this provides an opportunity to share information. If you would like to talk to a member of staff privately or in more detail, then an appointment can be made.

Information regarding the activities and experiences planned, birthdays and forthcoming events are shared through a weekly newsletter to parents. 'Try at home' activity idea cards are available for parents to take and share with their child. Parents are also encouraged to share information and observations of their child at home to add to their child's learning journey. Information leaflets regarding the development of reading, early writing and mathematical skills are also available for parents.

There will be Parent evenings in Autumn and Spring term and then a short written report in the Autumn and Summer term. Parents may also request an appointment to speak to their child's teacher at any time should they have any areas of concern.

SPECIAL NEEDS

The Early Years emphasises the importance of early identification, assessment and provision for any child who may have special educational needs. Close liaison between home and school is seen to be vital.

Staff are made aware of any special needs and records are reviewed termly or as soon as a need becomes apparent. The Head and Special Needs Coordinator are kept fully informed.

Parents are asked to come in to discuss with the relevant staff the support a child may be receiving from outside organisations (e.g. speech therapist) and the ways in which the school can also continue to provide support.

COMPLAINTS

All staff are committed to addressing any parental concerns as quickly as possible. Staff greet each parent and child as they arrive. Should any concerns arise, the teacher and parent arrange an appointment at the earliest mutually convenient time to discuss fully any problems. If not resolved, parents may then contact Mrs McGreevy should a problem arise. Parental concerns should be discussed first with the teacher/key person and then, if necessary with Mrs McGreevy. A full copy of the School's Complaint's Policy is on the school website.

NOTICE BOARD

Please check the Parents Notice Board for details of current topics and other items of interest.

P.O.S.H.

All parents of pupils attending Seaton House School automatically belong to the parents' organisation P.O.S.H. (Parents of Seaton House). The Committee is extremely active in organising a wide variety of events during the school year.....Christmas Bazaar, Quiz Night, termly themed Discos, Summer Picnic, to name but a few. Their tremendous fundraising has enabled the school to acquire many additional resources: including interactive whiteboards, laptops, Sports Lodge, digital cameras, Nursery playhouse and storage units for Early Years. Please support all future events and perhaps give consideration to volunteering to join the Committee, new members are always welcome. POSH can be contacted at the following address: posh@seatonhouse.sutton.sch.uk

