

# Saplings Information Booklet



September 2014

## Staffing

Headteacher Mrs Liz Stockley  
Early Years Unit Mrs Helen Nicklin, EYFS Team Leader  
Mrs Rebecca Watson, Early Years Practitioner  
Mrs Sue Wood, Early Years Teaching Assistant  
School Secretary Mrs Liz Bannister

## Life in the Unit

The Early Years Unit is used by Saplings (Foundation Stage 1) and Ash class (Foundation Stage 2). The two groups work alongside each other usually following the same theme, but also taking part in separate class activities as well as whole group ones.

Throughout the Unit our themes of work are based on the children's interests and fascinations. If your child shows a particular interest at home please share this with us. We do ask children to bring in anything of interest that relates to our topic, we keep parents/carers up to date with the topic.

## Newsletter

Every Friday you will receive an Early Years newsletter. This will give you any information you need for the following week such as the theme, what the children have been up to that week and any other information that needs to be passed on. You will also receive a newsletter from the main school. We can send this out in hard copy if necessary.

## Books

Each day the children will bring a book home to share with you. You will be given a reading record to write any notes on about the story and if your child has enjoyed it. Enjoying and sharing books is such a great start for them on their learning to read journey.

## Learning Journeys

Throughout the year we will keep a 'Learning Journey' for each child. This is our evidence of the children's learning. It will include photos, work and observations. As parents you play a very important part in your child's Learning Journey and we value your input into this record

## Hours

The morning session for Saplings starts at 8.55 and collection is at 12.00 from the Unit. If your child is absent for any reason please let us know (01279 771285). If you arrive after 9.10 please ensure that you go via the school office to sign your child in before coming to the Unit.

## What your child will need in school

Your child needs to have a spare set of clothes in the Unit which can be left on their peg. The children need to wear sensible clothing and footwear at all times. We have a great outdoor area to explore and lots of messy activities. The children should not wear jewellery. The children are taken to the main school hall once a week for PE. We will let you know what day this will be. The children will need to wear something comfortable and footwear that is easy to take off and put on, that day.

A water bottle will need to be brought into school each day. Milk is provided and a healthy snack available daily.

## Health and safety

As part of our Health and Safety policy you will be called if your child has an injury from the neck upwards.

We will ask you for a password that can be used if somebody we haven't met before is collecting your child. This password needs to be unique to you. For your child's safety please always inform us if somebody different is collecting

## Parent Council

A volunteer is needed from the Saplings parents to represent the group during the year. The task is not time consuming. Further details can be obtained in September.

## Volunteers

We always welcome help in the Unit from our parents. If you would like to do this a CRB check is needed, and will be arranged by the school office. Please speak to us if you are interested in being involved on a regular basis.

## Parking

Please always park safely and considerately, our car park is only small!!