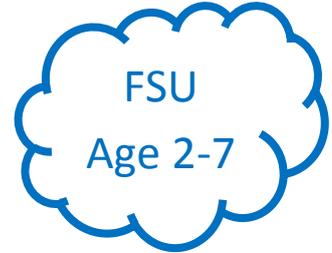


*Aim High; Be Resilient; Take Care of Each Other*

# Ashwater Foundation Stage Welcome Pack (Pre-School Age 2-4)



Ashwater School, Ashwater, Beaworthy, Devon, EX21 5EW  
Tel. School Office: 01409 211228 (am)  
[admin@ashwater.devon.sch.uk](mailto:admin@ashwater.devon.sch.uk)



## Welcome to Ashwater Primary Foundation Stage Unit

At Ashwater Foundation Stage Unit, children of pre-school age (Fledglings) school reception age (Tadpoles) Caterpillars & Hoglets (KS1) learn and play together sharing our indoor and outdoor areas. Our caring and experienced team endeavour to build on children's strengths, interests and experiences by providing a stimulating and relevant curriculum following the Early Years Foundation Stage (EYFS) in a safe and happy environment. Our ethos reflects our core values which are encapsulated in our motto 'Aim high; Be Resilient; Take Care of Each Other'. We recognise that children join the FSU with a wealth of experiences and skills that have been nurtured by their families. That is why a partnership between home and school is very important to us, and it is our aim to work closely with parents and carers to ensure the best outcome for all of the children in the FSU.

### Opening Times (term time)

The FSU is open Monday, Thursday and Friday 9:00 - 12:00 and Wednesday 9:00 – 3:00.

There will always be a cheerful member of staff to greet your child. We also need to make sure that children are handed safely back to their parent or carer. If your child is going to be picked up by another adult, we will need you to inform us in writing or ring the school to let us know. Drop-off and collection are via the side gate. Please see the accompanying letter as to how we are making this COVID-19 safe.

Children are also welcome to join us for Morning Health Club from 8:00 (£2.50 per child, payable via our on-line money app). In the current climate of COVID-19, we will not provide breakfast but the club will be a child care provision involving 'fun fit' type activities. Please book a place for the Morning Health Club with as much notice as possible and at the latest by 3:30 pm on the previous day.

Please see our brochure for further information. If you are interested in a place for your child or if you would like to come and visit, then please contact our School Office: Telephone: 01409 221 476 (am) or e-mail: [admin@ashwater.devon.sch.uk](mailto:admin@ashwater.devon.sch.uk) We are encouraging home-working for our admin staff, so email is the best way to get in touch.

### Fees and Funding

The fee for two year olds is £3.80 per hour. Each session is 3 hours long so the fee for one session is £11.40. You will be invoiced at the end of each half-term. Payments for sessions will be paid via our on-line payment service, 'School Money'. If you receive a 'Golden Ticket' this will entitle you to free sessions. If you are unsure whether you qualify, please ask to speak to Sue Kennedy, the Finance Administrator.

Once children reach the first term after their second birthday, they are entitled to 15 hours of free sessions. This will cover all the sessions we offer (though they do not include the Morning Health Club). We are also able to split these sessions with another setting.

## Meet the F.S.U team!

Mrs Ruh Alford - Executive Headteacher

Mrs Rosie Cawsey – FSU teacher & Senco

Mrs Dawn Barratt – Teaching Assistant

Mrs Lorraine Philips - Level 3 Foundation Stage Practitioner

## What are the benefits of working as a Foundation Unit?

Children can move through the Foundation Stage curriculum at their own pace. Continuity and progression are ensured. Groupings are more flexible to benefit the children and staff can provide opportunities that are challenging and meet individual needs.

The small cohort of our setting encourages emotional security which builds confidence and reduces issues around transition. Children have familiar routines and work with the same team of familiar adults. Staff will know children and families very well, making it easier to cater for their needs.

## Learning in the Early Years Foundation Stage (EYFS)

Children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

We follow the EYFS curriculum appropriate for their age and development. Your child will be learning skills, acquiring new knowledge and demonstrating his/her understanding through seven areas of learning and development.

Children should mostly develop the three prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.



These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in four specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These seven areas are used to plan your child's learning and activities, which are suited to your child's unique needs. The children in Key Stage 1, follow the National Curriculum for their age range.

More information of the EYFS Framework can be found on [www.foundationyears.org.uk](http://www.foundationyears.org.uk)



## What will the children be doing?

Children have times throughout the day when they separate to do different activities, e.g. phonics, maths. They enjoy a balance of adult-led and child-initiated activities and will have opportunities to learn as a whole group, in small groups as well as individually.

The setting has areas of learning organised for children to access independently, with children allowed to flow between the classroom conservatory and outdoor area. They have access to sand and water play, imaginative role play and small world toys, painting, drawing, playdough, cutting and sticking, puzzles, construction, writing and number activity areas, book corners, and computers, climbing, throwing and catching..... as well as many many more! We are fortunate to have extensive grounds and a school garden. The children also have the opportunity to participate in Wild Tribe activities each week.

Adults in the team assess the children's needs, abilities and interests through observing them in their play and from these observations, will plan 'next steps' for the children.



## Working together

Children are assigned a 'Key Person' whose role is to help children settle and ensure that learning and care is tailored to meet their individual needs.

We believe that it is very important that parents and staff work closely together, as sharing our knowledge of the children will enable us to plan appropriate experiences and learning opportunities. We aim to provide a range of opportunities to inform you about your child's progress and the activities in which they are involved:

- Parents' consultations
- A learning journey which is available for you to look at and share with your child, and contribute towards.
- Informal discussions: we are generally available to talk to you at the beginning and end of the session. If you need to talk to us privately, please let us know so that we can arrange a convenient time to meet.

## Clothing



Pre-school children do not have to wear school uniform. However, if they wish to they may wear a yellow t-shirt and green sweat shirt which are both available to order from the School Office. Please be aware that the children may get messy, when exploring at times, so practical clothes are recommended! If possible the children need to wear sensible shoes, that they are able to fasten themselves.

Children will be learning outside in all weathers, so please ensure they bring a suitable, waterproof coat every day. If they have waterproof clothing and boots they are welcome to leave these in school, to access them when required.

In sunny weather please apply sun cream before the session and provide a named spare bottle of sun cream and a sunhat. The children will be encouraged to apply this for themselves.

Please send children with spare clothes, including pants and socks, in a named bag, in case of accidents. If your child has nappies/pull ups, could these also be included along with wipes/cotton wool.

### Snack time

Children will be offered a mid-morning snack of fresh fruit, milk or water. Children are also encouraged to bring a bottle of water to drink throughout the day, in a named bottle, with a 'sports' type cap.

Please note that we are a nut free school, therefore nuts, or products containing nuts must NOT be brought in to school.

### Independence

Where possible we encourage your child to be independent. You can encourage your child to be more independent by helping him/her learn to:

- dress and undress, including putting on his/her coat
- use the toilet and wash his/her hands
- play games, take turns and share
- enjoy new experiences
- tidy away his/her toys
- recognise his/her name



### Lunch times

Children attending a whole day, or arriving at 12:00 for the afternoon session, will need to be provided with a packed lunch, or alternatively a school meal may be ordered at the school office at a cost of £2.30 and can be ordered and paid for via our on-line service. At present, we do not offer lunch club to children attending for the morning only.

Please note that if meals have been ordered, but are not required due to absence or other reasons, the order MUST be cancelled by 9:30 am, or a charge will still be made.

### Special Educational Needs and Disabilities (SEND)

Children have varying needs and it may be that, from time to time, a child may have special educational needs. The Special Educational Needs Co-ordinator (SENCO) is Mrs Cawsey. A register of children with special needs is maintained. Children are monitored internally and where appropriate they may receive an Individual Education Plan (IEP). If necessary, there is a range of outside specialist help available. Parents are encouraged to talk to Mrs Cawsey if they have any concerns or queries regarding special needs. A Special Educational Needs Policy is available in school.

### COVID-19

We have taken measures, in line with government guidance, to make the setting COVID secure whilst ensuring we maintain a happy and sociable learning and playing environment. Measures include increased hand-washing, providing children with individual resources such as play-dough and paint brushes, staff wear face coverings if working in close proximity to children and all equipment is cleaned daily with a

substance called 'Invincible'. This is certified to kill COVID-19 but is safe to use in schools. In addition, high contact 'touch points' are cleaned with 'Invincible' regularly during the day. Pre-School children will be encouraged to physically distance while indoors during appropriate activities such as painting, listening to a story or writing but where group interaction is necessary for social development, increased hand-washing and use of hand sanitizer will be used as the main measure. When outside, where the risk of transmission is significantly reduced, children will be able to interact freely. Please see the accompanying letter from Mrs Alford for further details,

## Illness

Please telephone or e-mail the school office to notify us of any reasons for absence by 9:10 am.

If your child is ill we will make arrangements to send him/her home. Please make sure we are given an emergency telephone number where you can be contacted. An alternative number of a person nominated by parents must also be available. Children who are already ill must not be sent in to the FSU.

If your child has sickness or diarrhoea please do not return them to school until they have been clear for 48 hours.

Please note due to staffing commitments, we are unable to refund families for days absent due to sickness.

Please see the accompanying letter from Mrs Alford regarding absence due to COVID-19 symptoms.

## Medicines

Medicines may be administered in the FSU only on the following conditions:

- It must be absolutely essential that the child receives the medicine during the session.
- An 'Administration of Medicines' form is completed. (Available in school.)
- It is clearly labelled with the child's name and given to a school adult. Other medicines should not be brought to school.

## Accidents

If your child has a minor accident, he/she will be given first aid and the incident recorded in the 'Accident Book', you will be given a bump note or informed of the injury at the end of the session. If the accident is one requiring professional treatment you will be contacted and, for this reason, it is important that we have a telephone contact for you. If we are unable to get in touch with you and action is needed, we will telephone for an ambulance. We will attempt to make contact with parents first, however if we are unable to reach parents, we will then use contact details that you have given to us.

## Equal Opportunities

All children participate in all curricular activities in the school regardless of sex, creed or ethnic origin. Parents have the right to request that their child is withdrawn from RE and Acts of Worship. The school considers the promotion of global citizenship and good race relations to be of paramount importance and, with the support of the Local Authority (LA) and Commission for Race Equality, works hard to ensure that pupils and adults develop positive attitudes and relationships.

## Care and Discipline

The atmosphere of the school reflects our core values. We want each child to feel valued and secure, we encourage them to behave in a courteous and responsible way which is reflected in our school motto to 'Aim High; Be Resilient; Take Care of Each Other'.

## Security

During the day, all visitors, including parents, must register at the School office or with School staff in the school. No child will be allowed to leave school during the school day without the permission, following a request from his/her parent/carer and accompanied by a known adult. A paper based signing in/out system is used. We know that parents understand that their child's safety and welfare is of paramount importance to all staff.

### **Child Protection**

To protect pupils in our care and to comply with the recommendations of the DfE, we will refer any concerns about the wellbeing of our pupils to the Multi-Agency Safeguarding Hub (MASH) Parents will be reassured to know that, in line with school policy, all adult volunteers and governors are checked by the Disclosure and Barring Service.

The Designated Safeguarding Lead is Mrs Ruh Alford.

Mrs Rosie Cawsey and Mrs Carole Gleed are Deputy Safeguarding Leads.

If you have any concerns or require support with safeguarding, please do speak with one of the Safeguarding Leads.

### **Insurance**

The LA is insured against legal liability for any injury, loss or damage caused to pupils/students as a result of negligence on its part or that of its employees, servants or agents.

Pupils/students attending the LA's schools and colleges are not insured for personal accident benefits whilst on education premises or taking part in recognised activities outside the school/college.

The Council expects all employees, pupils and students to accept full responsibility for their personal possessions, including money and to consider taking out insurance to cover any risks.

### **Starting our Setting**

For a pre-school (FSU) child please refer to our FSU Admissions Policy and complete the Application Form to apply for a place for your child. Once a decision has been made for your child to join us, we will arrange for some 'settling in' sessions. These will help to familiarise you and your child with the setting and the staff.



### **Admissions**

If you are interested in placing your child in our care we will need you to complete and return the forms that are downloadable from the 'Early Years' page of our website. To facilitate this process please use the checklist below to ensure we have all the necessary documentation to get you started!

Please ensure that you return all of the following documentation to the school office:

- Foundation Stage Unit Registration Form
- School Data Forms S11
- Foundation Stage Unit Session Request Form
- Early Years Pupil Premium Application Form
- Birth Certificate (for copy to be taken)

## Come and find out more for yourself

The best way to find out more about Ashwater FSU is to come and visit us. Please contact us if you have any questions, or to arrange an appointment. We look forward to meeting you!

