

CARCLAZE COMMUNITY PRIMARY SCHOOL—AN ACADEMY

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Welcome to Carclaze Community Primary School - An Academy

Foundation Stage

The beginning of a Great Educational Adventure!

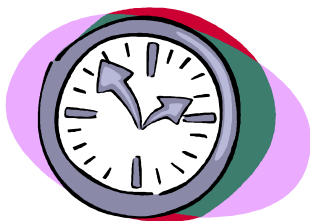


Welcome

We welcome you to Carclaze Foundation Stage. We look forward to ensuring your child will learn and develop in a stimulating and well resourced environment. They will learn actively about the world around them, building independence, self confidence, self esteem and developing a life long love for learning.

Foundation Class Structure

At Carclaze Primary we have 14 classes. The Foundation Year is staffed by 3 teachers (1 full time, 2 part time) Mrs Bray, Mrs Philp and Mrs May, 1 higher level teaching assistant and 3 teaching assistants.



Foundation Times

In Foundation Stage the class- can drop your child with us any- encourage parents to come in the rooms, settle your child and share an activity.

rooms are open from 8.40am so you time between 8.40-8.50am. We

Children must be brought and collected from the class by an adult known to the staff. If for any reason you are unable to collect your child and have arranged for another adult to collect them, or if you have made alternative transport arrangements please inform the class teacher or school office.

It is important that the school office is informed immediately of any change in contact details or medical conditions which may arise, so that the school's records can be kept up to date.

School starts at 8.50am and finishes at 2.15pm. Your child can stay in school until 3pm. Between 2.15pm and 3.00pm we have guided activities which are led by teaching assistants, or they are allowed to be collected and go home. Please inform the class teacher at the beginning of every half term if you wish your child to go home at 2.15pm.

Parent Pay

Here at Carclaze we have introduced a more convenient way to pay for school meals (and select your meal choices), pay for trips, Busy Bees, Breakfast Club, after school activity clubs and much more online, using a secure service called ParentPay.

Once your child is on role (in September) we will provide you with a Username and Password so that you can create an account and get started.

www.parentpay.com

Snack Time

At snack time we provide the children with a variety of healthy food. We ask for a contribution of £1 a week towards this, which is payable via ParentPay. Free fruit is given as an afternoon snack too.



School Lunch

The Government is continuing the 'Universal Free School Meals for Infants' Programme, under which all pupils in Foundation Stage, Year 1 and Year 2 will be eligible to receive a free lunch. A review into school food by the Department for Education found that pupils who ate a quality school lunch performed better academically than those who did not. There is nothing healthier for your child and your family's budget than free school meals.

We recommend all Foundation Stage children have the free hot school dinner each day. All children have a choice of 3 hot meals each day. Please make your meal selections on ParentPay by midday on the Sunday of the week before.



Universal Infant Free School Meals

Despite the Governments Universal Free School Meals Programme, schools can still receive additional funding for pupils with parents that are eligible to receive the following benefits: Income Support, Income based Jobseekers, Income Related Employment Support Allowance, Child Tax Credit, State Pension Credit or Support via the Immigration and Asylum Act 1999. If this applies to you, we would kindly request that you still complete the Free School Meals Application Form which can be collected from the School Office or visit schoolmeals@cornwall.gov.uk for further information. This will enable the school to claim additional funding. This is very beneficial to the school and we appreciate your time in doing this.

If you need any further guidance on the above please contact the school office on 01726 74194. We will be more than happy to help you.

Absences

Please inform the school by telephone on the morning of your child's illness or for any absence i.e. doctors, etc. If we hear nothing from you the absence will be marked as unauthorised absence, so it is really important for you to let us know of any absences. If your child is absent due to sickness and/or diarrhoea, please keep them at home for 2 clear days.

Holiday Requests

The Department of Education has made amendments to the 2006 regulations regarding holidays during term time. These make it clear that Headteachers may **not** grant leave of absence during term time unless there are **exceptional** circumstances. In light of these changes parents and carers need to be aware that it will no longer be possible to authorise leave of absence unless the exceptional circumstances have been explained. Reasons such as 'cheaper in term time' or 'more convenient' are no longer acceptable. If you need to take your child on holiday during term time please complete the appropriate Request for Leave of Absence Form available from the office at least 3 weeks in advance of travel.

After School Provisions

We have an After School Care Club called Busy Bees. The cost of this is £3.50 per hour and runs from 3.00-6.00pm daily. Please book on Parent Pay if you would like your child to attend our Busy Bees facility by no later than 12.00 on the day.

We also offer a Breakfast Club from 7.30 am.

Charges as follows:-

From 7.30 - £3.50

From 8.00 - £1.50



The school's telephone number is 01726 74194 and the school's email address is - secretary@carclazesch.org

It is not normally possible to speak to the class teacher during the school day but we have an open door policy before and after school.

First Aid

The school has qualified First Aiders. Minor injuries will be treated at school. In the event of a head bump, your child will be given a letter and a sticker will be placed on their clothing, to indicate this injury. In the case of a more serious accident, we will contact you immediately. It is important that we have the contact numbers of at least two people who can collect your child in the event of any emergency. If your child has any medical conditions please let us know.

Medicine in school

Children who suffer from asthma or diabetes may bring medication to school. If a child needs long-term medication parents should contact the Head Teacher to discuss their child's needs. It is our policy to only look after or administer medicine that is prescribed by the child's doctor, unless there are exceptional circumstances, which have been agreed in advance with the Head Teacher. Medicines will need to be handed into the school office along with a completed consent form.

Clothes

Each child will be given a free school book bag at our welcome evening. Further uniform can be ordered from the Tesco School website, Screenprint and Sporenza. We keep a small stock of school uniform mainly for children joining us at short notice. Tesco prices are very competitive and uniform orders are delivered free to your home address - please refer to the enclosed leaflet. Wellie boots named and kept on our wellie rack are also useful (but not essential, as we have plenty in school that children are welcome to use).

We have some spare clothing in school should your child have an accident. If your child comes home with this, please could you wash and return it as soon as possible. If your child is prone to little accidents a change of clothes kept in a bag on their peg is helpful too.

Lost Property

It is very important that all your child's property and clothing is clearly named. In the event that your child loses something, there is a lost property box in the classroom.

Curriculum

The Curriculum is broken into 3 prime areas. Prime areas are fundamental, link together and support development in all areas of the curriculum:-

1. **Personal, Social & 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 & Language** (listening and attention, understanding and speaking)

Also 4 specific areas:-

Specific areas include essential skills and knowledge for children to participate successfully in society.

1. **Literacy** (reading, writing)
2. **Mathematics** (numbers, shape, space & measure)
3. **Understanding the World** (people and communities, the world and technology)
4. **Expressive Arts and Design** (exploring and using media and materials, and being imaginative)

Curriculum

Reading

In the early years, reading and sharing stories with your children are very important. We have a quiet area in the classroom where the children are encouraged to read and share books.



Book bags are taken home daily with a library book chosen by your child, along with a reading record book in which we ask for your comments. Please encourage your child to change their library book regularly. This can be done between 8.40am-8.50am with your child or after school, from the library. The children have guided reading lessons that link to their read, write inc daily lessons. The class teacher will inform you when your child is ready to start the colour coded reading scheme books. This will be different for every individual child.

Phonics

With daily read, write inc lessons children will learn their sounds and letters. They will begin to segment sounds in words and blend them together to read a widening range of words, sentences and books. They will also learn to read red tricky non-decodable words, and progress to learn digraphs/special friends to ensure they can decode a wider selection of words.



Children will also learn to spell many words using their sound knowledge and write simple phrases, captions and sentences.

Communication and Language

We have welcome circle time every day where we share news and ideas and encourage the children to extend their vocabulary and listen to the ideas of others.



Handwriting

Children are encouraged to take pride in their work. We start handwriting in the Foundation Year so that good habits can be formed from the start. Children should be encouraged to write in lower case rather than capital letters.

Writing

We encourage children to write in many role play situations, mark making and writing captions and labels. As their phonic knowledge increases children will segment sounds together and blend them together. They will use clearly identifiable letters to communicate meanings, representing some sounds currently in a sequence. They will begin to spell many common words and write simple sentences.



Mathematics

Through working with natural objects and materials, such as sand, water, beads, counters, puzzles and number lines, they will learn to notice how things differ in shape, size and weight and will become familiar with patterns, time, position and distance and money.



Children use numerals, recognise more, less, totals and in practical activities begin to use vocabulary of addition and subtraction, counting and back to find the answer. Children solve number problems, including doubling, halving and sharing.

Understanding the World

We experience an understanding of the world through active learning. Children learn best from first hand experience and the children enjoy these opportunities, on a regular basis, to enhance their learning.



Physical Development

The children have daily experiences of Physical Development skills. For some P.E. the children will be required to undress and wear shorts, t-shirts and trainers or plimsolls. The children also have opportunities to develop their fine and gross motor skills through a range of activities throughout the day; cutting and sticking in the creative area, tweezering cotton wool balls, pinching and moving small objects. We start everyday with a daily wake and shake routine too.



Expressive Arts & Design

Children have access to the art area, music area, dance, role play and imaginative play. Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another.



Role Play

Role play provides meaningful opportunities for speaking and listening, reading, writing and maths, as well as for working together. Some of our recent role play areas have been a builders yard, pirate ship, ice-cream parlour, vegetable shop and a garden centre.



Outdoor Play

Outdoor activities form an important part of the Foundation curriculum, the children will be offered many opportunities to work outdoors. Children will be offered wellies, aprons and overalls. However at times they may come home showing signs of working outdoors!



School Visits

The Foundation Year children will normally be offered the opportunity to participate in a educational visit. All parents are asked to make a voluntary contribution towards the cost of transportation and associated entrance fees.

Special Needs

If you have any concerns about your child please speak to the class teacher or our school's Special Needs Co-ordinator (Mrs Janet Bond). If we are concerned about a particular child, we will make contact with the parents at an early stage. Should it be decided to approach outside agencies for help, such as the speech and language team or the Assessment and Learning Support Services, we will always seek the consent of parents/carers first, and your child will then be placed on our special needs register. We also have a monitoring list for children who don't meet the criteria but where there are concerns from home or school.

Parent Consultations

Staff are available in their classrooms before and after school each day. They may also be contacted by telephone at these times. Appointments with the Head Teacher are made through the school office. In the autumn, spring and summer terms we hold a parent consultation evening. The children are continually assessed and this will be discussed with you at the above meetings and incorporated in their Foundation Stage Profile.

Governance

We are an academy school which is part of the Peninsula Learning Trust. This is a local Trust for the St Austell Bay and Clay region which currently consists of ourselves, St Mewan School, Mevagissey School, Lostwithiel, Fowey, Luxulyan and Penrice. We work together to improve our schools through sharing and challenging each other. Our vision is 'Outstanding learning, outstanding schools, outstanding collaboration'.

The Trust has a Board of Directors and each individual school has a Local Governing Body (LGB) accountable for making sure the standards of teaching and learning are as high as they can be. The LGB also has responsibility for making sure that the academy fulfils its Safeguarding responsibilities. The chair of the Local Governing Body is Mr Kevin Johns.

Parent Involvement

We encourage a working partnership with you as parents/carers to celebrate and record your child's milestones and on-going developmental progress. We foster an open relationship with continuous shared dialogue throughout your child's first year in school. All adults who volunteer in school will be required to undertake a DBS check and complete the Volunteer Application process. Please ask at the School Office for more information.



Friends of Carclaze School

As a parent you are automatically a member of the 'Friends'. Events/dates are put on the weekly school newsletter and the Friends occasionally do their own newsletter. They meet approximately once a month and new members are always warmly welcomed.



School Prospectus

Our School Prospectus is available on our website (www.carclazesch.org). This booklet contains all the information you should need about our school. If you would prefer to receive a paper copy, please ask at Reception.

School Website

Our school website is updated regularly with the dates and information of school events at the beginning of each term. Our weekly newsletter is also placed on the website along with other news and information from across the school. You will receive an eSchools login once your child is enrolled. This will allow you (and your child) access to the eSchools platform through www.carclazesch.org

We are a very happy and caring school and we look forward to your child joining our community.



Developing skills, aspirations and learning for life