



STOVER  
SCHOOL

EARLY YEARS  
FOUNDATION STAGE  
HANDBOOK

STOVER SCHOOL

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# WELCOME TO THE EARLY YEARS FOUNDATION STAGE

Welcome to the Foundation Stage of Stover School.

Play is the underlying theme of the Early Years Foundation Stage, we therefore follow a play based curriculum.

Our early years staff are committed to offering a high standard of education and care for your child.

The department plan as a team, working closely together to provide exciting opportunities and challenges for the children. The curriculum follows the schools researched based learning approach.

If you have a query or concern please raise it as soon as possible to enable one of our staff to deal with it as promptly as possible.

Our staff are very experienced in working with young children. They receive regular in-service training to ensure that their approach is fresh and innovative.

*“Excellence in teaching and nurturing pupils, lie at the heart of all we do at Stover”*





## EARLY YEARS FOUNDATION STAGE STRUCTURE

In our school, children can join our Foundation unit within our Nursery from three years of age. Most children then start our Reception Class at the beginning of the school year when they turn five. (Compulsory schooling begins at the start of the term after a child's fifth birthday). Key Stage 1 begins at the beginning of Year 1.

Every child deserves the best possible start in life and that support enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The early years foundation stage (EYFS) sets the standards that all early years' providers must meet to ensure that children learn and develop well, and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress in school and later life.

The Early Years Foundation Stage seeks to provide:

- Quality and consistency in all early years settings, so that every child makes good progress and no child gets left behind.
- A secure foundation through learning and development opportunities which are planned around the needs and interests of individual children which are assessed and reviewed regularly.
- Partnership working between practitioners and with parents and/or carers.
- Equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

The Early Years Foundation Stage specifies requirements for learning and development and for safeguarding children and promoting their welfare.

The learning and development requirements cover:

- The areas of learning and development which must shape activities and experiences (educational programmes) for children in all early years settings.
- The early learning goals that providers must help children work towards (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five).



- Assessment arrangements for measuring progress (and requirements for reporting the parents and/or carers).

- The safeguarding and welfare requirements cover the steps needed to keep children safe and promote their welfare.

The Early Learning Goals set out what is expected of most children by the end of the Early Years Foundation Stage. The early years education that we offer is based on the following principles: it builds on what the children know and can do; it ensures that no child is excluded or disadvantaged; it offers a structure for learning that has a range of starting points, content that matches the needs of young children, and activities that provide opportunities for learning both indoors and outdoors.

Our Nursery is open for 34 weeks of the year and operates between the hours of 8:30am and 4pm. Children are able to join the Nursery once they have turned three years of age.

We also offer an EYFS Breakfast Club for both Reception Class and Nursery children from 8 am which is bookable in advance.

Parents of three and four-year-olds can use the government's 15 hours entitlement across the week, the term following the child's third birthday and can top up their time in nursery by paying for additional hours.

For more information please see our Early Years Foundation Stage Policy and Whole School Policies online.





## A PLAY-BASED

# CURRICULUM

At Stover School we recognise that every child is unique. We understand that children develop in individual ways and at varying rates. We want our children to be independent and self-motivated learners, encouraging the children to adapt their work, think critically and take risks with their learning.

The foundation stage classes follow the curriculum as outlined in the Early Years Foundation Stage (EYFS) document which is available at: [www.gov.uk/government/publications/early-years-foundation-stage-framework](http://www.gov.uk/government/publications/early-years-foundation-stage-framework). This document defines what we teach and details the specifics of our school. The EYFS framework includes seven areas of learning and development that are equally important and inter-connected. However, three areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

Through regular observations, we will discover children's interests and assess what children know. Also, fundamental to our practice, is to assess how children learn and it is our duty to report to parents their children's individual dispositions and attitudes to learning.

### FOREST SCHOOL

Both Nursery and Reception children take part in Forest School activities throughout the year. The Forest School leader at Stover School is called Mrs Harrison. All activities and the school site is risk assessed. Please refer to the EYFS Forest School Handbook.

## EYFS

# DAILY ROUTINE

### DAILY ROUTINE

Stover School uses the Early Years Foundation Stage framework as a curriculum guide. In line with current guidelines for good practice, we offer a play based, child-centred curriculum, with a mix of both adult-led and child-initiated activities which support learning and development in the following EYFS outcomes:

#### Three Prime

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

#### Four Specific

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The Early Years Foundation Stage prides itself on an enriching environment both indoors and outdoors. Children are encouraged to explore their environment and select activities and resources which promote individual interest.

Our morning and afternoon sessions include the following:

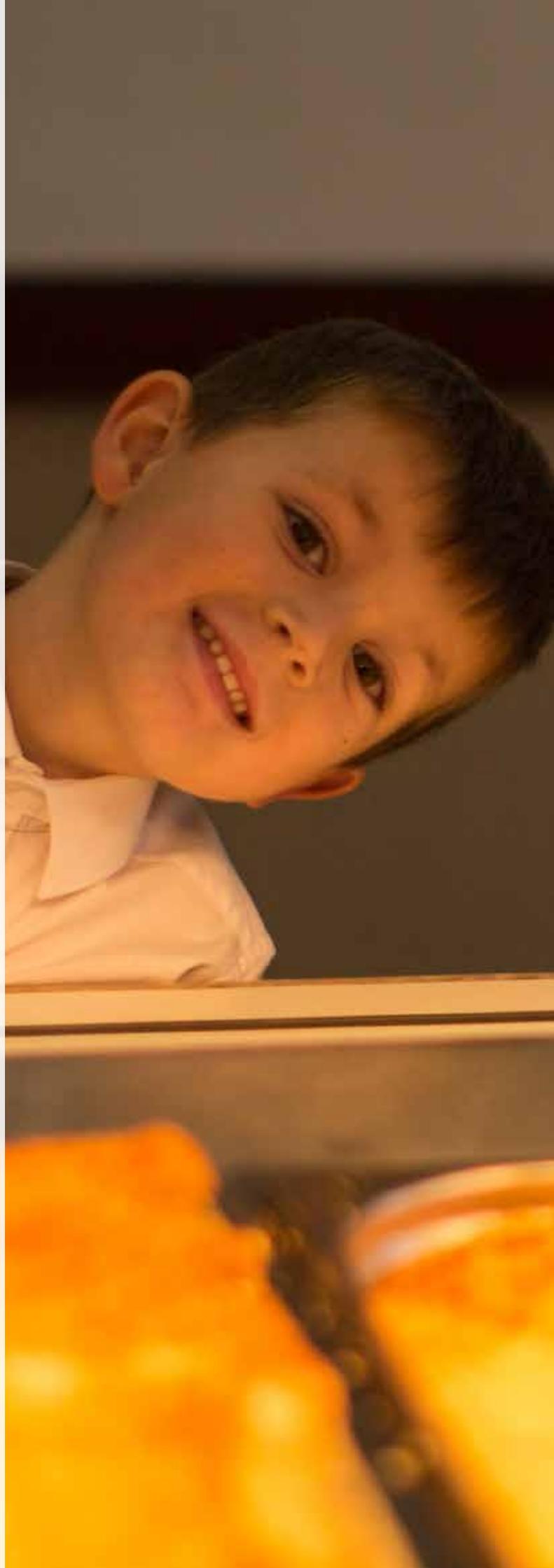
- Child-initiated and adult led activities
- Registration and whole group time
- Snack Time
- Physical Activities both inside and out
- Stories, Music and Rhyme Times

The Nursery morning session begins at 8.30am and ends at 1.00pm. Children have a school meal in the Dining Hall. The Afternoon Session runs from 1.00pm - 4.00pm. We recommend that children attend on a minimum of two sessions weekly in order to feel secure and thrive within the setting.

In Reception Class, children are welcomed from 8.15am and the day finishes at 3.30pm.

There is an optional Breakfast Club from 8.00am. This can be booked at Reception with our School Administrator, Mrs Martin.

Further information about the Early Years Foundation Stage can be found on the DfE website [www.education.gov.uk](http://www.education.gov.uk). or the Foundation years website





## EARLY YEARS FOUNDATION STAGE

# USEFUL INFORMATION

### **BREAKFAST CLUB**

Between 8.00am and 8.30am there is a Breakfast Club and it is held in our Nursery. The children are supervised by one of our Nursery staff. Fruit, yoghurt, cereal and toast are offered. There is an additional charge for this service. Reception Class pupils are collected at 8.15am by a member of our team.

### **FOOD AND DRINK**

The EYFS provide a cafe style morning snack, where children are encouraged to be independent and self-select. There is an afternoon snack of fresh and dried fruit, crackers, toast and milk or water. The children frequently cook and prepare their own picnic food during the course of the day: this is shared between the group either in the classroom or on one of our many excursions around the school grounds.

Water is always available for the children to access independently.

Please keep us informed of any dietary or food allergy needs.

Lunch is served in the Dining Room at 11.40am. Both Nursery and Reception Class walk to lunch together. The children sit in small groups and they are served a nutritionally balanced main and dessert course. There is a daily charge for lunch.

### **KEY WORKER**

In order for children to feel settled and secure they are allocated a key worker. Your child's Key worker will develop a strong relationship with your child and will build up a learning Journal to share with you. In Reception Class your child's keyworker will be their class teacher. You will be informed who your child's keyworker is, within the first week of your child starting.

### **FIRST DAY**

On the first day, please try and leave as soon as your child is settled. If your son/daughter becomes distressed we will contact you straight away. You are also more than welcome to phone in to check on how they are settling. Please call Mrs Martin, our Prep School Administrator on 01626 354505.

### **CONTACTING A MEMBER OF OUR TEAM**

A message can be left on the Preparatory School telephone 01626 331451. An email can also be sent to [shumphries@stover.co.uk](mailto:shumphries@stover.co.uk) (Nursery) or [charrison@stover.co.uk](mailto:charrison@stover.co.uk) (Reception Class and Foundation Stage Lead).

If there is a degree of urgency, please call the Nursery mobile phone to leave a message. A member of staff will respond as soon as possible 07587 777410.



In the case of an emergency, please use either of these numbers:

**Stover Preparatory School** - 01626 - 331451

**Stover Senior School** - 01626 - 354505

### WORKING WITH PARENTS

We recognise that parents are their child's primary educators and therefore stress the importance of shared, open dialogue and record keeping. Parents are also invited to become involved by helping at;

- Regular joint Early Years events including trips
- Special occasions and celebrations
- Contributing to the observation, planning and assessment of your child's learning journal
- Attending meetings with your child's key worker or class teacher to share information and discuss progress
- Attending social functions, for example; Friends of Stover (FOS) regular events, sports days and fundraising activities
- Attending open days when there will be opportunities to look around our Early Years Foundation Stage unit and the rest of the school
- Becoming involved with the Friends of Stover, our parent and teacher association. This committee is made up of a body of dedicated and enthusiastic parents.

### RECORD KEEPING

Within our Early Years Foundation Stage we use Tapestry which allows staff to take photos and make observations; capturing children's experiences, as well as monitor development and learning. This is then instantly shared with parents. From such observations we can ascertain what the next steps are for each child and plan to build on these skills.

### UNIFORM

#### Winter

Comfortable shoes or sandals

White or grey socks

Wellington boots

Grey trousers (boys)/school pinafore (girls)

White polo shirt/shirt in Reception Class

Stover grey jumper (boys)

Stover grey cardigan (girls)

#### Summer

Grey shorts

Summer dress (optional)  
Short sleeved shirt  
Plain white ankle socks (not frilly)

Girls have the option of wearing a John Lewis and Partners Gingham cotton school summer dress during the Summer Term.

The School shop stocks everything required with the exception of shoes and the summer dress and will be happy to offer further advice and guidance. Opening times of the school shop can be found on our website.

Nursery pupils are asked to provide a toothbrush and toothpaste in a named washable bag for your child to clean their teeth after lunch.

Please be aware that play can be a very messy business! Whilst we aim to ensure adequate covering, please provide a full change of clothes to be left at school. This does not have to be uniform; but any suitable clothes from home. We also ask for a pair of wellies to be left at the Nursery as we will be exploring our environment regularly.

To avoid confusion, we ask that all clothing is clearly marked with your child's name.

## COMMUNICATION

Each half term we will send home an overview of some of the learning and development opportunities we will provide. (Please check your child's tray). We regularly keep in contact with you via Class DOJO, where we will share information on events and dates for your diary.

Tapestry is used to record and share your individual child's learning and development and we welcome and encourage you to share events from home too. As a whole school we produce a weekly Stover Life bulletin which gets delivered to your inbox.

## SPECIAL EDUCATIONAL NEEDS

At Stover School we value the diversity of all children at our school. We believe that all our children matter and take every opportunity to work with parents, giving all our children every opportunity to achieve their best. We do this by taking account of our children's range of life experiences when planning for their learning and development. Assessments and teacher observations are used to identify children who may have specific needs. Results of assessments are used to ensure that a differentiated curriculum is offered to such children to meet their needs. For more information, we have a Special Educational Needs and Inclusion Policy which is available on the school's website. Our EYFS Special Educational Co-ordinator is Sharron Humphries.

## EQUAL OPPORTUNITIES

All pupils, parents and carers are valued whatever their race, gender, creed or area of residence. We enjoy taking part in multi-cultural festivals and have toys and books readily available to promote positive values and behaviour and to discourage sexist and racist attitudes. A full copy of the Equal Opportunities Policy is available on request.





## BEHAVIOUR

The Early Years Foundation Stage encourage and expect all children to be aware of the needs of others and to behave in a socially acceptable manner. Good behaviour is always praised. There are opportunities for the staff to talk to parents at collection time when the day's events may be discussed. In this way a good partnership with open dialogue between home and school is established.

For more information please refer to the Whole School Behaviour Policy available on the website.

## HEALTH AND SAFETY

Please do not send your child to school unwell, with a temperature, or within 48 hours of an outbreak of sickness or diarrhoea. If your child becomes unwell at school, you will be informed so that he/she may be collected. It is important that staff are kept informed of changes to telephone and contact numbers of elected people who are able to collect your child. Minor accidents may occur on the school premises and these will be dealt with promptly. Head lice occur quite commonly in schools, so please help to keep this problem to a minimum by checking your child's hair regularly, treating infestation promptly and informing the staff of any problems. All of our Early Years staff are trained in paediatric first aid and we are fortunate to have our own school nurse to help and support us.

If your child requires medicine to be administered, creams and lotions which need to be applied, uses an inhaler or has other needs, please talk to one of the team who will clarify the procedures we adopt.

It is important to us that we keep your child well and safe at all times. Please give us as much information as possible about your son/daughter's medical needs and/or care. A full copy of the Health and Safety Policy is available on the school's website or on request.

## THE ADMINISTRATION OF MEDICATION

- Prescribed drugs can only be administered by the School Nurse and/or a member of staff who are all paediatric first aid trained and have been trained in the administration of medications.
- Parents/ Carers are required to complete a medication form for any medication that needs to be taken during the school day, regular or temporary and this can be reviewed as required. See the Medical Provision and First Aid Policy on the school website.



- Medication is left with our staff and stored appropriately
- Medication is handed back to the parent or carer at the end of the school day. Unless it is a long term medication, then we store securely.

In the case of inhalers appropriately trained staff administer the medication and will inform parents/carers of the amount and time given.

### **ALLERGIES AND SPECIAL FOOD REQUIREMENTS**

- Any information given to the Early Years staff or on a medical form concerning allergies or special food requirements will be noted, recorded and discussed as a staff team.
- An entry will be made in 'Special Requirements' file which will be housed in a medical cabinet.
- Additional/supply staff will be kept informed.

### **Life Saving/Emergency Drugs**

- Drugs which are life-saving e.g. epipen will be accessible in the Nursery or Reception room and housed appropriately to the need.
- The school nurse will advise and give training on any condition requiring emergency treatment.

### **ABSENCES**

If your child is unwell or unable to attend, please telephone the Preparatory School Secretary on the morning of absence. On your child's return please pass either your own letter or one of our prescribed absence slips to a member of staff. We have an obligation to Devon County Council to keep this information on file.

### **COLLECTING YOUR CHILD**

If for any reason you are going to be a few minutes late in collecting your child, do not worry! Simply give the school secretary a ring on 01626 331451 and she will ensure the message reaches the Nursery/Reception Class. Nursery pupils may also leave a message on the Nursery mobile phone 07587 777410.

### **UNCOLLECTED CHILD PROCEDURE**

- Two staff will remain on the premises with the child. One member of staff will contact the child's parents/carers.
- If this is unsuccessful, staff will telephone the emergency contact number/s
- If the parent's whereabouts are not known, staff will request that the person on the emergency contact list who can most easily and quickly get to the Nursery, comes to collect the child.
- If no one at all can be contacted or is unable to collect the child, staff will contact a member of the Senior Leadership Team who will take charge of the situation.
- They will contact the named person, Mrs Helen Notman, who is the designated Child Protection Officer for the whole school.

- If all else fails, Police and Social Services will be contacted.
- A report will be written up as soon as possible after the event. The incident will be recorded in the Incident File.

### MISSING CHILD

The welfare of all our children at Stover School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios follow statutory guidelines or above and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

In the extremely unlikely event of a child going missing a member of staff would report this immediately to the Preparatory School Office who would, in turn, immediately notify the Head of SPS and Finance Office. SPS staff members, groundsmen and the caretaker would be sent to look for the child. If necessary, the Prep School's CCTV cameras would be surveyed and the Headmaster informed. If, after a search, the pupil was not found the police would be contacted.

Parents may request a copy of the full Missing/Uncollected Child policy if they wish.

### SAFEGUARDING

The Senior Teacher Pastoral, Mrs Helen Notman, is the school's designated Safeguarding Lead, Mr Matt Appleby is the Prep Schools Designated Safeguarding Lead and Mrs Sharron Humphries is the EYFS Designated Safeguarding Lead.

All staff have undergone a DBS check and have received Child Protection training. Upon registration you will be required to complete several forms regarding personal details and medical history.

These will be kept securely on file in line with GDPR Regulations.

A copy of the full Child Protection Policy is available on the school's website or by request.

### FIRE DRILL

Regular fire drills are held in line with the rest of the school. All staff are familiar with the procedure.

### EARLY YEARS ENTITLEMENT

All families are entitled to receive 15 hours government funded Early Years Entitlement from the term after a child's third birthday. This entitlement is redeemable against the school fees and will show as such when you are billed during the school holiday for the proceeding term. Devon County Council administer a 'Head Count Week'. This is usually three or four weeks into each term. Parents/Guardians are required to confirm the number of hours which will be taken up at our nursery as well as with other providers. For more details, please telephone the Finance Office. For more information please visit the Gov.uk website and search for 'childcare'.

## EARLY YEARS FOUNDATION STAGE

# TRANSITION

### NURSERY INDUCTION

We advise that parents, along with their child pay a short, informal visit to the Nursery to investigate the resources and familiarise themselves with the geography of the setting. Soon after this we arrange two further induction visits when parents leave their child with us. This arrangement works well but please be aware that some children take longer than others to settle.

### TRANSITIONS FROM NURSERY TO RECEPTION

Most children transfer to Stover Preparatory School at the appropriate age (the September following a fourth birthday). We offer free taster sessions across the Foundation Stage to provide opportunities for you to meet our team. There are also regular joint events throughout the year to ensure that both parents and children become familiar and forge bonds with all our Early Years team.

Parents who would like their daughters or sons to progress through to Stover Preparatory School should:

- The first point of contact should be the School Registrar who can to arrange a meeting with the Head of Stover Preparatory School to discuss your application.
- Your application will then be considered. If a place is offered you will be required to provide a deposit and to complete an acceptance form to secure a place in the Reception Class.
- Reception Class places are on a full time basis only and where children have reached the age of 4 years by 31st August, prior to the start of the academic year.

It is advisable to register your interest a year in advance, particularly for the Reception Class, as places are often limited.

### RECEPTION INDUCTION

Within Reception Class children are invited to attend 'taster days' to meet both our staff and their new classmates. You will then meet with the Registrar and class teacher who will provide feedback of the day.

### TRANSITION FROM RECEPTION CLASS TO YEAR ONE

As children grow older and their development allows, it is expected that the balance of activities will shift to more adult led activities to prepare children for more formal learning. The Reception Class teacher will meet with the Year One teacher to discuss every child and aid a smooth transition into Year One.

A photograph of children in a garden. In the foreground, a young boy with short blonde hair is looking down. To his right, a girl with blonde hair in a ponytail is also looking down. In the background, another child with blonde hair is visible. They are standing on a path covered with brown leaves. The background is filled with green foliage and trees.

## EARLY YEARS FOUNDATION STAGE POLICIES

This handbook should be used alongside the Early Years Foundation Stage policies and procedures which are available on the school's website ([www.stover.co.uk](http://www.stover.co.uk)). These include:

Admissions Policy

Medical Provision and First -Aid Policy

Behaviour Policy

Safeguarding Policy

Anti-Bullying Policy

Trips and Educational visits Policy

Health & Safety Policy

Concerns & Complaints Policy

Hard copies of our school policies are available on request.

### ADMISSIONS

We administer the Early Years Entitlement. We are registered to take a maximum of 24 children at any one session from 3+ years with a ratio of 1 adult to 8 children. However, we do aim to take no more than 16 children per session.

The admissions policy of Stover School Nursery has no intention of discriminating against any child on the grounds of race, colour, nationality, ethnic or national origins, disability or gender. We will take into account individual circumstances and the ability of the setting to provide the best possible environment for the child and the necessary standard of care and education.

The following will be considered:

1. Availability of spaces. This will depend on the staff / child ratios, the age of the child and the registration requirements.
2. When the application is received a place will be allocated or/and the opportunity to join the waiting list will be offered.



3. The registration of the child will depend on our ability to provide suitable facilities for the welfare of the child.

4. We consider any extenuating circumstances affecting the child's welfare.

5. We recommend children attend our Nursery for a minimum of two sessions a week to support settling in and building relationships with children and staff.

6. It is very important that all parents notify our staff immediately when their child cannot attend a session, whether through illness, holiday or for any other reason. We can only claim Government Grant Funding when a child attends regularly. The condition of Early Years Entitlement provided by Devon County Council states that "as a parent, in signing the declaration form (EYD3) you are making a commitment for your child to attend the number of sessions claimed. If your child has sporadic attendance the setting may be instructed by the LEA to repay part or all the funding. The setting in turn is entitled to claim that refund from you, the parent, and also you risk losing sessions next term if there is not sufficient space at your sessions".

7. Having registered their child parents/guardians are provided with a Parent and Carers Handbook and are asked to sign an acceptance form.

8. Prior to entry, parents/guardians are invited to visit the school to meet the staff, see our facilities and to ask any questions that they have.

9. During the Summer Term, priority will be given to securing places for children starting Reception Class in September. This ensures a smooth transition by regularly meeting with Reception Class staff.



[www.stover.co.uk](http://www.stover.co.uk)  
Newton Abbot, Devon, TQ12 6QG  
Tel: 01626 354505  
Email: [registrar@stover.co.uk](mailto:registrar@stover.co.uk)