



STOVER
SCHOOL

EARLY YEARS
FOUNDATION STAGE
HANDBOOK

CONTENTS

Welcome to the Early Years Foundation	3
Welcome to Stover Preparatory School	4
Early Years Structure	6
The Curriculum	8
Daily Routine	10
Useful Information	
Absences	12
Allergies or special food requirements	12
Behaviour	12
Breakfast Club	12
Collecting your child	12
Communication	14
Contacting a member of our team	14
Early Years Entitlement	14
Equal Opportunities	14
Fire Drill	14
First Day	14
Food and Drink	14
Health and Safety	15
Keyworker	15
Missing Child	15
Record Keeping	16
Safeguarding	16
Special Educational Needs	16
The Administration of Medication	16
Uncollected Child Procedure	17
Working with Parents	17
Uniform	20
Uniform List	21
Transition	22
Policies	23



WELCOME TO THE EARLY YEARS FOUNDATION STAGE

Welcome to the Foundation Stage of Stover School (EYFS).

The EYFS curriculum sets standards for the learning, development, and care of children from birth to 5 years old.

Play is the underlying theme of the EYFS, 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 School's research based learning approach.

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".

WELCOME TO

STOVER PREPARATORY SCHOOL

Welcome to Stover Preparatory School. We are a school where academic and personal development go hand-in-hand.

Here, your child will develop in a safe and secure environment, one where our staff really do go above and beyond to get to know each and every pupil. It is this nurturing environment that allows children to not only enjoy school but also to take risks with their learning, without fear of failure. Only by taking such risks, will children be able to truly become the best that they can be.

At Stover, we seek to prepare our pupils for the future and do so by offering a broad and balanced curriculum: one where the arts and sport are encouraged alongside English, mathematics, science and computing. Furthermore, we place great emphasis on the development of personal skills including communication, problem-solving, risk management, resilience and leadership, whilst also focusing on developing the skills of public speaking; culminating in all children sitting an English Speaking Board examination in Year 5.

We also believe that it is our job to inspire pupils, facilitating a lifelong love of learning. To this end, our teachers plan and teach engaging and stimulating lessons both in and outside of the classroom, and are always seeking to provide those wow experiences and a safe space for children to ask questions and extend their learning. Children are given the opportunity and time to discover and investigate whilst working with their class teachers, as well as specialists in music, drama, sport, home economics, singing and languages

Pupils' study skills in the Prep school are excellent, as they engage in thinking of a high order, enabled by the open-ended research and presentation tasks given to them.
ISI Inspection

We are blessed with having 64 acres of land at Stover and we utilise this to support and enhance learning experiences as often as possible; ranging from poetry in the classroom, outdoor maths and pond dipping in science, through to storytime and the learning of survival skills in our Forest School; all pupils, from Reception to Year 6 have Forest School as part of their curriculum.

Children can take part in a range of after school activities in Reception through to Year 6. These include sports clubs as well as Orchestra, Arts and Crafts, Philosophy, Eco Club, Mindfulness, Writers, Construction and even Zumba!

We are a friendly, caring and supportive school with an active parent body – the 'Friends of Stover' who meet on a regular basis.

We look forward to meeting you again and for your child to start their educational journey at Stover School.

Mr Ben Noble
Head of Stover Preparatory School



EARLY YEARS FOUNDATION STAGE STRUCTURE

In our school, children can join 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 in 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. Partnerships with parents 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 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 EYFS 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 EYFS 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 to 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 EYFS. 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.

Nursery children can book into breakfast club from 8am onwards and after school club until 4.30pm (with an additional cost). Reception aged children can enter the Preparatory School from 8am onwards and go to the Reception classroom. Registration is at 8.30am.

Parents of three and four-year-olds can use the government's 15 hours entitlement across the week, from the term following the child's third birthday and can top up their hours 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 EYFS document which is available at: www.gov.uk/government/publications/early-years-foundation-stage-framework.

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.

We aim to develop children's capacity to learn, form positive relationships and thrive at our school.

FOREST SCHOOL

Both Nursery and Reception children take part in Forest School activities throughout the year. All activities and the school site is risk assessed.

The purpose of Forest School

We aim to provide a Forest School on site which will provide our children with a truly holistic education. This will encourage and nurture their appreciation of the natural world, whilst instilling a sense of personal responsibility for nature conservation throughout their lives. Forest School works alongside the curriculum to develop practical life skills. Many children will benefit from a more practical element to their learning and these sessions have been particularly successful in developing our younger children's self-esteem and confidence.

Clothing Checklist

- Woolly hat or sun hat (apply sunscreen at home)
- A pair of gloves
- A jacket/coat that is waterproof
- Wellies or boots
- A change of clothes and carrier bag for dirty/wet clothing

EYFS

DAILY ROUTINE

DAILY ROUTINE

Stover School uses the EYFS 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 areas

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

Four specific areas

- Literacy
- Maths
- Understanding the world
- Expressive arts and design

The EYFS 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 1pm. Children have a school meal in the Preparatory School lunch hall. The afternoon session runs from 1pm to 4pm. After school club takes place every afternoon until 4.30pm.

In Reception Class, children are welcomed from 8am and the day finishes at 3.30pm. After school club takes place every afternoon until 4.30pm.



EARLY YEARS FOUNDATION STAGE

USEFUL INFORMATION

ABSENCES

If your child is going to be absent from school at any time you must inform the Preparatory School Office (Mrs Martin, Preparatory School Administrator) as soon as possible, preferably before 9am. We aim to account for all pupils by 9.30am each morning; parents of children not at registration, who have not informed the school, will then be contacted. A written request to the Head is required for any planned absence. A Pupil Absence Confirmation Form is available on the Stover School website (www.stover.co.uk) for your convenience. This procedure ensures the safety of your child and fulfils our legal responsibilities.

If pupils are late for Registration, leave school or return to school from an appointment during the school day, they must inform the Preparatory School Office.

ALLERGIES AND SPECIAL FOOD REQUIREMENTS

- Any information given to 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.

BEHAVIOUR

The EYFS encourages and expects 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.

BREAKFAST CLUB

Between 8am and 8.30am there is a Breakfast Club for nursery pupils. 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 can enter the Preparatory School from 8am onwards.

COLLECTING YOUR CHILD

If for any reason you are going to be a few minutes late collecting your child, do not worry. Simply contact Mrs Martin 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.



COMMUNICATION

Tapestry is used to record and share your child's learning and development and we welcome and encourage you to share events from home too. We will also share information on events and dates for your diary via Tapestry.

As a whole school we produce a weekly Stover Life bulletin which gets delivered to your inbox.

CONTACTING A MEMBER OF OUR TEAM

A message can be left on the Preparatory School telephone 01626 354505. An email can also be sent to shumphries@stover.co.uk (Nursery) or lmorton@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.

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'.

EQUAL OPPORTUNITIES

All pupils, parents and carers are valued whatever their race, gender or creed. 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.

FIRE DRILL

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

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 or the nursery mobile on 07587 777410.

FOOD AND DRINK

We provide a cafe-style morning snack, where children are encouraged to be independent and self-select. There is an afternoon snack of fresh 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 our lunch hall from 11.30am.

HEALTH AND SAFETY

Please do not send your child to school if they are unwell, have 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 occurs quite commonly in schools, so please help to keep this problem to a minimum by checking your child's hair regularly, treating infestations 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 Medical Team 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.

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 key worker will be their class teacher. You will be informed who your child's key worker is, within the first week of your child starting.

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 the Preparatory School and Finance Office. Prep School 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. 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 Assistant Head (Pastoral), Mrs Helen Notman, is the school's designated Safeguarding Lead, Mr Ben Noble is the Preparatory School's Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead. Mrs Sharron Humphries is the EYFS Designated Safeguarding Lead.

All staff have undergone a DBS check and have received Child Protection training.

Prior to joining 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.

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.

THE ADMINISTRATION OF MEDICATION

- Prescribed drugs can only be administered by the School Medical Team 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. 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.

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

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/Prep School, 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 contact a member of the Safeguarding Team.
- In the case of all pupils, if the child remains in school and no contacts can be reached, the emergency services will be contacted. A report will be written up as soon as possible after the event and kept on file.

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.
- Becoming involved with the Friends of Stover (FOS), our parent and teacher association. This committee is made up of a body of dedicated and enthusiastic parents.
- Attending social functions, for example; FOS events, sports days and fundraising activities.
- Attending open days when there will be opportunities to look around our EYFS unit and the whole school.



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Good Schools Guide 2022

UNIFORM

School Uniform is available from the Uniform Shop which is located between the Preparatory School and the Science Block. Pre-loved uniform is also available.

*Branded school uniform should be purchased online from the School Blazer Company www.schoolblazer.com or and branded PE/games kit from the School Shop.

The Uniform Shop is open regularly during the week in term time; please see the school website for opening times. Alternatively, an appointment can be made with Mrs Sarah Pearce-Edwards via the Finance Office on 01626 335240, or by email at uniform@stover.co.uk

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.

Girls - Nursery

*Stover pinafore dress
Summer dress John Lewis 'gingham' (optional)
*Stover grey cardigan
Plain white polo top
Grey tights /white socks
Black school shoes
*Stover school coat
*Stover book bag
*Stover polo shirt
*Stover track trousers (optional)
Wellington boots
(to be kept at nursery)

Boys - Nursery

Grey trousers/shorts
*Stover grey jumper
Plain white polo top
Grey socks
Black shoe shoes
*Stover school coat
*Stover book bag
*Stover polo shirt
*Stover track trousers (optional)
Wellington boots
(to be kept at nursery)

Girls - Reception

*Stover blazer
*Stover tartan pinafore
Revere collar white shirt
*Stover grey cardigan
Black opaque tights
Black leather shoes
*Stover coat (optional)
*Stover scarf (optional)
*Stover gloves (optional)
*Stover winter hat (optional)

Summer Uniform:

Revere white short sleeve shirt
Summer dress John Lewis 'gingham' (optional)
Plain white socks
Summer hat

*Stover School bag
*Sports Bag

PE/Games Kit

*Stover skort
*Stover polo shirt
*Stover socks
*House coloured socks
*Stover tracksuit bottoms
*Stover windproof smock top
*Stover soft shell jacket (optional)
*Stover fleece (optional)
Black base layers (optional)
Trainers
White socks

Boys - Reception

*Stover blazer
Grey trousers
White shirt (short or long sleeved)
*Stover grey jumper
Grey socks
*Prep school tie
Black leather shoes
*Stover coat (optional)
*Stover scarf (optional)
*Stover gloves (optional)
*Stover winter hat (optional)

Summer Uniform:

White short sleeve shirt
Summer hat
Shorts

*Stover School bag
*Sports bag

PE/Games Kit:

*Stover shorts
*Stover rugby shirt
*Stover rugby shorts
*Stover polo shirt
*House coloured socks
*Stover socks
*Stover tracksuit bottoms
*Stover windproof smock top
*Stover soft shell jacket (optional)
*Stover fleece (optional)
Black base layers (optional)
Trainers
White socks

EARLY YEARS FOUNDATION STAGE TRANSITION

NURSERY INDUCTION

We advise that parents book a visit to Nursery to discuss our settling in procedure and share information. Settling in plays a huge role in children feeling safe and happy, therefore we will always go at the child's pace and never rush settling in.

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 continue their journey with Stover Preparatory School should:

- The first point of contact should be the School Registrar who can arrange a meeting with the Head of Stover Preparatory School to discuss your application, if desired.
- 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 settling in sessions to meet both our staff and their new classmates, these sessions occur throughout the Summer term.

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.

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). These include the Admissions Policy, Medical Provision and First -Aid Policy, Behaviour Policy, Safeguarding Policy, Anti-Bullying Policy, Trips and Educational visits Policy, Health & Safety Policy and Concerns & Complaints Policy.

ADMISSIONS

We administer the Early Years Entitlement. In Nursery, 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 aim to maintain the lowest number of children possible.

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. We consider any extenuating circumstances affecting the child's welfare.
4. 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".
5. Having registered their child parents/guardians are provided with a Parent and Carers Handbook and are asked to sign an acceptance form.
6. 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.
7. During the Autumn 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.

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WWW.STOVER.CO.UK
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Email: registrar@stover.co.uk