



EYFS PARENTS' HANDBOOK

Welcome



Useful Information for Parents

We know that starting at a new school can be an exciting, but daunting experience for both you and your child. This booklet aims to provide you with some useful information which should make joining us at Cundall as easy as possible.

We are very proud of our partnership with parents and if you have any questions or concerns, please do not hesitate to contact any member of staff who will be happy to help you.

Email

All staff email addresses comprise the person's full name followed by @cundallmanor.org.uk For example sallykayll@cundallmanor.org.uk

Website www.cundallmanorschool.com

Nursery Admissions

If you have any queries at all, please contact Mrs Kayll, Head of Admissions, as we are always most happy to assist.
admissions@cundallmanor.org.uk

To support your child's learning and development, children may attend Nursery for a minimum of two half day sessions on different days.

Once your child has successfully settled into our Nursery, we can then look at increasing their sessions accordingly, in partnership with you.

Our Nursery is very popular and Nursery places for the following academic year are usually allocated before Easter, Although places cannot be always guaranteed, we try our best to accommodate your preferred sessions.

These careful, considered steps should help your child to settle more easily within our Nursery routines. If you have any questions regarding this, please do not hesitate to contact one of our Nursery Team (or your child's key person).

We will endeavour to meet your chosen sessions; however, this is not always possible due to our strict adherence to legal requirements for staff to pupil ratios in Nursery.

Useful Telephone Numbers

School Office	01423 360 200
Nursery	01423 360 906
Pre Prep	01423 360 904
Business Office	01423 360 916

Absence Notification

It is a legal requirement for us to keep a daily attendance register. If your child is unwell, or absent for any non-medical reason, please notify the School Office between 8.30am–9.00am.

Permission for your child to be absent from school during school hours for a non-medical reason must be requested in advance to our Head via email
head@cundallmanor.org.uk

If you have permission for your child to leave school during school hours, they should sign out with their class teacher or key person.

Financial Queries

The Business Office is happy to assist with any queries regarding School Fees or funding requirements.

Contact details

In order to receive information from school it is vital to check that your correct contact details are on our database and kept up to date. Please update the parent portal as necessary.

EYFS



EYFS

Our EYFS years are accommodated in two spacious adjacent buildings where our outdoor play is integrated in an extremely safe setting. We have wonderful outdoor and creative play areas which work hand in hand with our indoor learning environment in a free flow format.

Fees

The government's 'Free Childcare' scheme is available at Cundall Manor School. We also accept childcare vouchers towards fees.

Please refer to www.gov.uk and search for 'help with childcare costs' and 'free childcare and education for 2-4 year olds' or speak to our Business Office for more information.

EYFS for parents and carers

We are always happy for you to meet with our EYFS staff to discuss any areas of interest or concern you may have. We have excellent staff to pupil ratios which means we really do know each child and can build up a strong relationship with our parents. We keep in touch with all our families via our weekly newsletter, social media, our school website and of course our EYFS staff are available for meetings at the end of each school day.

We pride ourselves in having a strong EYFS team who work closely together to provide your child with exceptional teaching and support. Before joining us at Cundall Manor, we offer stay and play sessions and taster days to familiarise your child with our surroundings. Before joining our Reception class, your child's class teacher may visit your child's nursery or your home and discuss interests or concerns with you or your child's key person.

Activities available in EYFS

An example of an average week in our Pre-Prep is as follows.

In our Nursery, Spanish and Music are taught by specialist teachers to our preschool children.

In our Reception class, Spanish, Music, Swimming and Singing are all taught by specialists. Our enrichment programme is available to all our Reception pupils.

Our enrichment activities take place from 3.20pm-4.00pm, and are booked in advance. The wide variety of activities are designed to ensure all pupils have the opportunity to try their hand at, or develop, skills beyond the normal academic, artistic and sporting curriculum.

Enrichment activities may include gymnastics, athletics and rounders, yoga, riding, art, board games, fun games, recorders and 'We love stories!' clubs.

Nursery

Daily Routine in Nursery

The Nursery door is opened at 8.30am. Children can arrive from 8.30am to 8.50am.

When arriving in the Nursery, your child will be welcomed by the teachers. They should try and find their name or picture to self-register.

Table manners are very important to us. If your child is staying with us for lunch, our staff will accompany them over to our dining room and eat lunch with them in a family environment. All our EYFS children are then escorted back to their classrooms.

After School Club for Nursery

After School Club can be pre booked at the start of every term. If you would like your child to stay on an ad hoc basis in Nursery, please speak directly to a member staff.

Nursery has the following available sessions:

3.20pm – 4.00pm (£5.25)
This session is held in the Nursery

4.00pm – 5.00pm (£7.75)
This session is held in the Pre-Prep department with our older children (up to Y2) and sandwiches are provided at 4.30pm.

Example Morning Timetable

	Mon	Tue	Wed	Thur	Fri
0830	Arrival / welcome				
0900	Register & circle time				
0915 - 0945	Nursery activities / teacher led literacy / phonics and number focused activities	Nursery activities / teacher led literacy / phonics and number focused activities	Nursery activities / teacher led literacy / phonics and number focused activities	Nursery activities / teacher led literacy / phonics and number focused activities	9:20 – 9:45 Music (Mrs Reece)
0945-1000	Tidy up time				
1000-1030	Wash hands, snack and get ready for playtime				
1030-1100	Playtime				
1100-1130	Outside activities	Songs & stories, Outside activities	Songs & Stories Outside activities	Songs & Stories Outside activities	Songs & Stories Outside activities
1130	Home time (only morning children). Wash hands, get ready for lunch				
1150-1220	Lunch – dining hall				

Example Afternoon Timetable

	Mon	Tue	Wed	Thur	Fri
1315-1345	Register, welcome back				
1345-1445	Nursery/outdoor based activities Music & Movement Tidy up time	1400-1430 French Music & Movement Group craft activity	Singing Nursery based activities	P.E.	Nursery based activities Baking/ cooking activity
1445-1500	Fruit & drink				
1500-1515	Story time	Story time	Story time	Story time	Star worker assembly
1515-1520	Collect belongings, sit in story corner, ready for home				

Reception

Saturday Mornings for Reception children

Optional activities on Saturday mornings are held between 9.30am and 12.30pm. These activities include a sporting session, for example football down on the school fields with a games specialist, followed by a craft or cookery session. Saturday Mornings need to be booked in via the parent portal by the Wednesday prior to that Saturday.

The school holds an Open Morning once a term on a Saturday morning and in the summer term, children from Reception upwards are expected to attend.

After School Club for Reception (4-6pm)

After School Club can be pre-booked at the start of every term. If you would like to use our After School Club on an ad hoc basis, please email your child's class teacher.

Reception has two available sessions:

4.00pm – 5.00pm (Free of Charge)
This session is held in the Pre-Prep Department with our older children (up to Form 2 (Y2)) and sandwiches are provided at 4.30pm.

5.00pm – 6.00pm (Free of Charge)
This session is held in the Pre Prep Department with our older children (up to Form 2 (Y2)).

Example timetable

	08.30-09.00	09.00-10.10	10.10	10.20	10.50-11.45	11.45-1.15	1.15-2.00	2.00-3.20
Mon	Registration Child Led Activities	Phonics / English & Child Led Activities	S N A C K	O U T D O O R P L A Y	Maths	L U N C H	Games	
Tue	Registration Child Led Activities	Phonics / English & Child Led Activities			Maths		Topic	Singing
Wed	Registration Child Led Activities	Phonics / English & Child Led Activities			Maths		Spanish	Music
Thur	Registration Child Led Activities	Phonics / English & Child Led Activities			Maths		Art / Wild Wood	
Fri	Registration Child Led Activities	Wild Wood Learning Activities			Maths		Swimming	Star Worker Assembly

Important Information



Car Parking

We have an excellent provision for car parking but please take care when dropping off and collecting your child.

How can our parents and carers share learning at home?

An EYFS 'teach-in' is organised every September and there are regular 'teach-ins' throughout the year. EYFS parents and carers can follow their child's learning journey with us through 'Tapestry'. In our Reception classes, parents can support their children with 'show and tell' sessions. Pieces of handwriting and maths problems are sent home in Reception, as are reading materials together with each child's reading record.

What happens if I am late for collection?

We have policies and procedures in place for all eventualities. Please inform our staff if you think you will be late.

Outings

To enhance our curriculum, we often take the children on outings. It may be that additional helpers are required for these so there is an opportunity to volunteer and join us.

Children with additional needs or disabilities

As part of the wider school, we have an Additional Needs Coordinator who is available to the EYFS years. She works closely with the key workers and class teachers to help ensure early identification of any support that may be required.

Food and drinks provided for children

Fresh drinking water is available at any time. EYFS provides healthy snacks in the morning and afternoon sessions. Our lunchtime menu plans are on display in the classrooms and published in our weekly newsletters.

Absence Notification for Reception

It is a legal requirement for us to keep a daily attendance register. If your child is unwell, or absent for any reason, please notify the School Office between 8.20am and 8.45am. Permission for your child to be absent from school during school hours for a non-medical reason must be requested in advance to our Head via email: head@cundallmanor.org.uk

School Nurse

Please feel free to confidentially discuss any concerns you have regarding your child's health with our School Nurse, Mrs Lee.

vickylee@cundallmanor.org.uk
01423 360 920

If your child is asthmatic, we will need a spare inhaler to be held at school together with a care plan form - Mrs Lee will be in touch with you regarding this.

If your child requires medication at school, please see your child's teacher for a permission to administer medicine form.

Our school kitchen has a Nut Free policy and all our meals are homemade on site. If your child has any food allergies, please notify Mrs Lee and complete a care plan form for your child.

Accidents are recorded in the Accident Book. Trained first aiders will treat your child and fill in the accident record. Parents are asked to sign this record. In emergency situations, we will contact you and the relevant services immediately.

Any child who has suffered from a fever, vomiting or diarrhoea should be kept at home for 48 hours after the symptoms cease, to avoid infecting others.

Monitoring & Reporting



Monitoring and reporting your child's progress

In EYFS, we recognise assessment as a key element of successful learning and teaching. It is used to measure the progress of individual children, to evaluate teaching and to inform future planning. We value tracking pupil progress to set clear targets. We track progress through on-going observations, regular phonics assessments and progress checks at the end of each term.

We use the 'Development Matters Scheme' to assess children together with 'Early Learning Goals.' Once children exceed an Early Learning Goal, they are assessed using National Curriculum levels. At the end of the Reception year, all parents receive their child's EYFS profile which documents their child's progress.

Tapestry

Our EYFS pupils benefit from maintaining a Tapestry journal that demonstrates their progress throughout their time in EYFS. The application is widely used and requires parents to download a secure app. This also enables parents to comment and give feedback in a constructive and supportive conversation that benefits each pupil's learning journey. Staff are happy to help parents learn more about the platform as and when necessary. We welcome parents contributing to 'Tapestry' with achievements from home.

Parent & Teacher Meetings

Parents are encouraged to meet informally with their child's teachers at any time. They can also request a formal meeting should they feel that this would be helpful and staff will always aim to meet with parents within 48 hours of such a request.

Parents are invited to meet formally with their child's class teacher each term. Parent meeting days are published in the school calendar and parents are asked to 'sign up' in order to choose an appointment time.

Formal Written Reports

Reports are issued at the end of each term and are a means of communicating to parents details about the academic progress of pupils, their contribution to the school's extra-curricular programme, and their overall personal development

Transition

Children who are moving from our Nursery into our Reception classes have the opportunity to experience taster sessions with our Reception teachers. In addition, we familiarise all our Reception children with Form 1 throughout the Summer Term.

Key Person System

In our Nursery, each child will be allocated a key worker on arrival into the school. You can then discuss any issues or concerns, and celebrate successes with your child's key person.

Their role as key person is to make sure that your child's needs, both educationally and pastorally are met as your child's next steps are planned and supported. They will write a termly report for you and will be on hand at drop off and pick up times to answer your questions.

When your child moves through to the Reception class, the role of key person is taken over by their class teacher.

Staff

Staff

Headmistress

Mrs Amanda Kirby BA (Hons) PGCE, NPQH
head@cundallmanor.org.uk

Nursery

Mrs Amy Glover BSc (Hons), Norland Diploma
amyglover@cundallmanor.org.uk

Ms Fleur Thompson BEd (Hons)

fleurthompson@cundallmanor.org.uk

Mrs Rachel Whatley BSc (Hons) EYPS

rachelwhatley@cundallmanor.org.uk

Reception

Mrs Jennifer Cizek BA (Hons) PGCE
jennicizek@cundallmanor.org.uk

Mrs Nickie Sample BA (Hons) QTS

nickiesample@cundallmanor.org.uk

Contact Numbers:

01423 360 906 - Nursery

01423 360 933 - Reception



Policies

Early Years Foundation Stage specific policies are all available upon request from the school office.

There are additional policies relating to the wider school available online at www.cundallmanorschool.com

Disclaimer: The contents of this publication are correct at the time of printing. However, changes may be made in due course for educational or other reasons.



01423 360 200
cundallmanorschool.com
admissions@cundallmanor.org.uk
[facebook.com/cundallmanor](https://www.facebook.com/cundallmanor)