



*Foundation Stage*

Brochure for Parents  
and Guardians

2024-25



## **Welcome to**

Fitzwilliam Primary School  
Second Avenue  
Fitzwilliam  
Pontefract  
WF9 5BA

Telephone: (01977) 624490

Website: [www.fitzwilliamprimary.co.uk](http://www.fitzwilliamprimary.co.uk)

Twitter: @Fitz\_Pri\_School

Headteacher: Mrs Lynsey Whalley

Assistant Headteacher: Lily Goddard

### **The Foundation Stage team:**

Foundation Stage Leader: Mr Tim Downes

Nursery Teacher: Mr Tim Downes

Nursery Nurse: Mrs Dawn Reape

HLTA: Miss Charlene McIlhoney

Teaching Assistant: Mrs Sharon Oates

If you have any questions or concerns about your child, a member of our school team will be pleased to help you.

## Foundation Stage at Fitzwilliam Primary School.

Our Foundation Stage is split into three parts, Lower, Middle and Upper. To help your child move smoothly into school life and Key Stage One of the National Curriculum, younger children all attend Lower Foundation Stage in the afternoon sessions, moving into the Middle Foundation Stage in the morning session as they get older, and then onto Upper Foundation Stage, when the children attend the unit full time.

### Session Times:

Lower Foundation Stage: 12.15 – 3.15

Middle Foundation Stage: 8.45 – 11.45

Lower and Middle Foundation Stages are part time.

Upper Foundation Stage: 8.45 – 3.15

Upper Foundation Stage is full time, and is the beginning of statutory school age. Children **must** attend.

### Applying for a place in our Upper Foundation Stage

Please note that acceptance of a place in our Lower Foundation Stage (nursery) does **NOT** guarantee a place in our Reception class. Allocation of places in Reception is administered by the Local Authority. It is the responsibility of parents to ensure that they apply for a full-time place at our school via the Local Authority before the LA deadline. Further information on this is available from the Local Authority website: [www.wakefield.gov.uk](http://www.wakefield.gov.uk) (search for school admissions).

### Entry into Foundation Stage.

Children start the Foundation Stage after their third birthday.  
If the Foundation Stage Unit is full, a delay in starting may be necessary.

At the beginning of the term before your child starts Foundation Stage, you and your child are invited to our FEET (Families Enjoying Everything Together) group. This group meets once a week, in the Family Learning Room in main school.

The group is run by all the foundation stage staff, and is designed to develop the relationship you and your child have with these staff. The group sessions include activities that your child will be experiencing during their first terms in lower foundation, based around stories and rhymes. The children will have regular opportunities to visit their new nursery to get used to this setting, and there is time for Foundation Stage staff to discuss with you how your child will be starting foundation stage.

To ensure your child has a smooth transition into our setting, attendance of these groups is strongly recommended, as you and your child will become familiar with how the foundation stage works, and the staff who are teaching your child.

This enables everyone to get to know each other, and the routines, and encourages a smooth start to Foundation Stage.

### Attendance:

If your child is absent from school, please let us know why as soon as possible. Please call the school, email or send a message on DOJO.

Please remember when your child starts to attend Upper Foundation Stage that they are of statutory school age and legally they must attend school every day.

Please make sure Foundation Stage staff know who will be collecting your child, and please note it **MUST** be someone who is sixteen years old or over. Staff are NOT ALLOWED to let children leave the premises with anyone younger.

## Clothing in Foundation Stage.

All Foundation Stage children are pupils of Fitzwilliam Primary School. Children in Upper Foundation Stage are required to wear school uniform, which is:

- Pale Blue polo shirt
- Navy Blue polo shirt
- Navy Blue Sweatshirt / Cardigan
- Navy or Grey Trousers / Shorts
- Navy Blue Skirt / Pinafore
- Navy and White Gingham Dress (optional in the summer)
- White Socks or Navy Socks
- Navy or White Tights
- Plain black sensible shoes or trainers (no brightly coloured trainers)

School Uniform is available online from [www.myclothing.com](http://www.myclothing.com).

You can also purchase uniform from Smart Uniforms in Wakefield.

School uniform is not compulsory in Middle and Lower Foundation Stage, but the school encourages it to be worn.

Easy to manage clothing is helpful so your child can use the Foundation Stage as independently as possible, by being able to roll their own sleeves up for more messy activities, and to manage the toilet on their own. Try to avoid belts, braces and dungarees, as there is not always time to undo them when the toilet is needed!

If your child requires their clothing changed for any reason they will be changed safely. Please send your child with a change of clothes that they can keep on their peg if required. If you wish to discuss any aspect of your child being changed while at school please see a member of staff.

Please make sure your child is wearing footwear appropriate for running and climbing every day, as these activities are usually available. Flat-soled shoes are strongly recommended. Children can also bring a pair of wellies to wear for outdoor play, which can be left in school if you would prefer.

Unless the weather is particularly bad, the children will always have daily access to outdoor play. Please ensure your child brings a coat to school every day. Please remember to ensure your child's name is in all articles of clothing (including footwear!) to avoid clothing being lost.

## Toilet training

If your child is not yet toilet trained, please do your utmost to ensure this is addressed before they start nursery. School staff will change children who have soiled themselves and inform parents at home time. Please note that school is requesting children bring a change of clothes to school each day, in case a change is required.

## Planning in Foundation Stage.

We are dedicated to giving your children a rich variety of stimulating and enjoyable experiences throughout their time in Foundation Stage. The basis for our planning is the 'Early Years Foundation Stage', which lists the 'Early Learning Goals' that children should work towards during their time in the foundation stage. These address all areas of a child's development:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Each day the children will also have access to a daily focus session on phonic skills. This is a short session aimed at the children's particular needs, and is planned to ensure your child is given the opportunity to develop early listening and sound skills, leading up to early reading and sounding out skills.

### Lower Foundation Stage:

In Lower Foundation Stage we focus on the 'Prime Areas' of development: Personal, Social and Emotional Development, Communication and Language, and Physical Development. We do this by developing different areas of the unit to support our theme. The themes we look at in lower foundation stage are usually linked to a story or rhyme, with some links with the Middle and Upper Foundation theme.

### Middle Foundation Stage:

In Middle Foundation Stage we learn through a theme that lasts for a whole term, with activities based across all areas of learning. This includes the 'Prime areas' (Personal, Social and Emotional

Development, Communication and Language, and Physical Development), and also the 'Specific areas' of development: Literacy, Mathematics, Understanding the World and Expressive Arts and Design. There are opportunities for children to access elements of full time school if the children are ready for this.

### Upper Foundation Stage:

In Upper Foundation Stage we learn through the same theme as Middle Foundation Stage children, but also begin to look in more depth at Literacy and Mathematics activities, to ensure the children are ready for Key Stage One. Children are also given opportunities to experience Physical Development in the school gym.

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Parental newsletters are sent home, posted on the website and posted on Class Dojo each half term.

### Outdoor Learning

Foundation stage staff plan a number of activities to be available outside. These activities are designed to develop your child's learning in the outdoor classroom, across the Early Years curriculum.

### Assessment in Foundation Stage

Foundation Stage staff assess your child in aspects of their learning, in an informal and play based way. Children are assessed in all Early Learning Goals over the course of a school year.

In addition to this we assess all children during their first term with us, so we can plan activities best suited to develop their learning.

During your child's time in foundation stage floor books of work are built up which contains some samples of their work and photographs from each topic. You are welcome to look at our floor books at any time.



## Dojo points

Dojo Points are our reward system. If you are not already linked to class Dojo you will receive an invitation to join at the beginning of the school year. Children are awarded Dojo points for good behaviour, demonstration of our school values and good work. When your child is awarded a Dojo point you will receive notification via Class Dojo. Class Dojo can also be used to exchange messages with your class teacher and for school to post information to parents.

## Homework

As part of the transition to full time school, in the academic year leading up to them starting Upper Foundation, children are issued with homework each Friday. This will consist of a short literacy and mathematics activity for children to complete each week, designed to prepare them for full time school.

Please note homework is expected to be returned every Monday morning. When homework is returned, then your child will receive a Dojo point.

School uses Class Dojo for work done at home. If you do not already have a log in for this, this will be issued at the start of the autumn term. There is also an opportunity to complete as many pieces of 'open ended homework' linked to the work your child will be doing in school. The open ended homework menu is shared at the start of every term and children can bring their open ended homework in at any time.

Homework is optional for Nursery children.

## School values

Our school values are key drivers behind everything we do and form a core part of our behaviour policy and reward system. The four values are:

- Respect
- Responsibility
- Resilience
- Recognition

## School rules

As a school we have a behaviour policy that incorporates our 'Pocket Principles' within everyday aspects of learning environment. This reinforces positive behaviour through rewards and sanctions.

Our 'Pocket principles' are:

- Be Respectful – with excellent walking, excellent listening and excellent manners
- Be Responsible – with excellent tables and areas, excellent presentation and excellent communication
- Be Ready – with excellent sitting, excellent lining up and excellent transitions



- If your child follows the 'Pocket Principles', they will be rewarded with dojo points, prizes, certificates, positive postcards and other similar positive rewards.
- If your child does not follow the rules or behave in line with expectations, sanctions will be in place such as short time outs. In the case of significant behaviour incidents parents and carers will always be informed.

## Other Foundation Stage information

### Communication

There are a number of ways we communicate.

1. **Website** – the majority of information required can be found on the schools website. Newsletters are uploaded onto the website. Newsletters are uploaded onto the website weekly every Friday. Our website address is: [www.fitzwilliamprimary.co.uk](http://www.fitzwilliamprimary.co.uk)
2. **Email Contact** – most school communication is done via email, including our weekly newsletter. Please inform school if you change your email address.
3. **Telephone Contact** – school will use telephone contact when required. Please inform school if you change your mobile or landline contact details.
4. **Twitter** – school has a twitter account which gives updates of forthcoming events. Our twitter address is @Fitz\_Pri\_School
5. **Class Dojo** – Messages are often sent via Class Dojo.

Please ask at the school office if you require any additional information. The office staff are always happy to help.

If you need to speak your child's teacher or Headteacher, we will do our very best to meet at a time that is convenient to yourself.

The Foundation Stage leader and nursery teacher email address is: [tdownes@ipmat.co.uk](mailto:tdownes@ipmat.co.uk)

The headteacher email address is: [lwhalley@ipmat.co.uk](mailto:lwhalley@ipmat.co.uk)

**With all of the above in mind, please make sure that the school office has up to date contact information, with at least two contact numbers as well as your e:mail address. Please also make sure that school has all relevant medical information.**

### Drinks

Children have continuous access to water during the day. Please bring in a named, filled water bottle for this purpose. This bottle can be refilled at school if required. School respectfully asks that only water is in water bottles at school. There is usually a drink of milk also available each day.

### Outdoor toys:

If you arrive at the Foundation Stage Unit before the doors are open, please ensure children do not play on the outdoor equipment that is set up for use during the session times.

### Modelling Equipment:

In Foundation Stage we spend a lot of time making models in the Design and Technology area. Any materials that can be brought in for this will be greatly appreciated. Any boxes, tubes, material, buttons, yoghurt pots, string etc will be gratefully received. (Please note we are unable to accept any packaging from food that contains nuts).

### Parental Involvement.

Each year school sends out a questionnaire for you to fill in. Please take the time to fill in this as it helps us to maintain and improve your child's education.

### Starting Full-time School.

Your child will attend Foundation Stage full time from the September of the academic year of their fifth birthday. There is a parent's meeting to explain these changes at the end of the year before your child starts full time attendance.

### Moving into Year One.

At the end of Foundation Stage your child will move into Year One, which is situated in the main school building. The staff and children will have been preparing for this in the summer term, to ensure your child has a smooth transition into main school. There will be a parent's meeting to explain these changes at the end of the summer term.