

**Forest Park Primary School  
Woodall Street  
off Waterloo Road  
Hanley  
Stoke on Trent  
ST1 5ED**

Telephone: 01782 234979  
Website: [www.forestpark.org.uk](http://www.forestpark.org.uk)

<b>Headteacher</b>	Miss L Irving
<b>Deputy Head Teacher</b>	Mrs H Sutton
<b>Assistant Head Teacher</b>	Miss S Cox
<b>Assistant Head Teacher</b>	Ms S Vorajee
<b>Assistant Head Teacher</b>	Ms E Oldbury
<b>Nursery Teacher</b>	Ms E Oldbury
<b>Reception Teachers</b>	Mrs R Dumigan Mrs E Martin
<b>Higher Level Teaching Assistant</b>	Mrs K Bramfitt Mrs H Alcock
<b>Early Years Practitioners</b>	Mrs T Crabb Miss Meadows Miss D Murinas Miss Smith

## WELCOME TO FOREST PARK PRIMARY SCHOOL

We are a caring and nurturing school with a school motto that encourages all children to

**“Be the best that you can be”** and **“SPARKLE”**

We look forward to working with you and your child and hope that the following information will help you to feel reassured that your child’s well-being is of paramount importance to us all at Forest Park.

### ATTENDANCE

It is very important for children to attend school **every day**, unless they are unwell.

Evidence shows that attending high quality early education has a lasting impact on social and behavioural outcomes and regular attendance at nursery can set good practice for statutory school.

The local authority is committed to ensuring this and that public money is being spent and claimed appropriately.

If a child's attendance does not meet the requirements in the school attendance policy, the local authority may remove funding for this place and the school will remove your child's place and allocate it to another child on the waiting list.

The Local Authority stipulates that a child can be removed from the school roll after an absence of 40 sessions / 4 weeks / 20 days.

If your child is unable to come to school due to illness, please call the school office on the first day of absence.

Our telephone number is **01782 234979**



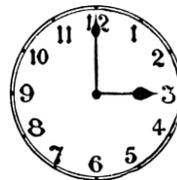
If your child has had sickness and/or diarrhoea, they must stay off for **48 hours**

## NURSERY SCHOOL DAY

We start learning as soon as the children come into Nursery. Please ensure your child comes in at 8.50am prompt. Please pick your Nursery child up at 3.00pm. The rest of the school finish at 3.15pm



School starts at 8.50am



School finishes at 3.00pm

## RECEPTION SCHOOL DAY

We start learning as soon as the children come into class. Please ensure your child comes in at 8.50am prompt. Please pick your child at 3.15pm.



School starts at 8.50am



School finishes at 3.15pm

**NB: If you have a child in Nursery and you have other children in school, please pick up your Nursery child at 3.00pm before collecting your other children**

## UNIFORM

Please ensure your child's name is on all clothes and shoes.

School uniform is worn by all Nursery children.

- Jade green school sweatshirt- National Schoolwear, 97-101 Stafford Street, Hanley. Telephone 01782 272991
- White polo shirt
- Grey or black jogging trousers or skirt
- Black outdoor shoes with velcro straps. Your child must wear sensible footwear as most days they will be working outdoors
- Warm and waterproof coat
- Forest Park book bag useful for pictures, letters and other treasures!

Please put your child's name in **all** their clothes. Please leave a spare set of clothes on your child's peg (including underwear).

## P.E.

Please ensure your child has appropriate P.E kit that is named. Please provide your children with a pair of jogging bottoms/shorts, tee shirt and slip-on pumps – kept in a labelled bag.



We ask that children wear **no jewellery**, at any time while in school.

# Compulsory School Uniform

Boys



Girls



P.E Kit



Acceptable Footwear pictured below. Please no trainers, pumps or coloured shoes. Except for P.E.



## **NURSERY INDUCTION PROGRAMME**

In September, all children will be inducted gradually. They will not stay full time at the start, even if they have been full time in another setting.

### **Criteria to stay for a full session 9.00am to 3.00pm**

Your child should be able to:

1. Separate from their carer easily
2. Stay awake and energetic throughout the session.
3. Behave appropriately (and non-aggressively) for the majority of time.
4. Attempt to manage their own personal hygiene. Go to the toilet and wash their hands.

**The Nursery staff will talk to you about how your child is settling and if they are ready to stay full time.**

## **OUR PHILOSOPHY**

### *Happy children become willing learners*

This period of life is crucial. Small children are constantly encountering new experiences which they try to understand. As they do so they ask questions and develop skills and confidence, building on what they already know. Well planned play is central to children's learning in the Early Years Foundation Stage. That way learning is both challenging and fun.



The indoor and outdoor classrooms are organised to give children space to move around; to work on the floor or tabletop. The first thing your child will learn is where the resources are, how to play with them and how to put them away. This way we encourage independence. We have many area of continuous provision both indoors and outdoors.

The photographs below show some of these areas of continuous provision



Construction Area



Dough Area



Maths Area

The role of the adult is to extend a child's language and thinking. We support children's learning through planned play and extending spontaneous play. Through this supported play, we help children to make sense of their world. They practice skills; build up ideas and concepts; think creatively and imaginatively and communicate with others as they investigate and solve problems.

### **OUR CURRICULUM**

At Forest Park our curriculum is based on the framework for the Early Years Foundation Stage.

There are **seven** areas of learning and development which "must be implemented through planned, purposeful play". Each area of learning has **Early Learning Goals**. These set out the skills, understanding, knowledge and attitudes which children should reach, or exceed, by the end of Reception class.

The 3 Prime areas of learning are:

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

In addition, the 4 specific areas of learning including:

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

## **THE CHARACTERISTICS OF EFFECTIVE LEARNING**

Characteristics of effective learning are central in a child's learning and are essential in building an effective learner. We follow children's interests to ensure they are engaged and motivated to enable them to develop their creative and critical thinking. The Characteristics of Effective learning run through and underpin all 7 areas of learning. They represent processes rather than outcomes.

**“playing and exploring, active learning and creating and thinking critically.”**

We divide the year into 6 half termly topics. Our staff and children come from a wide background. This is reflected in our curriculum. We take every opportunity to explore cultures and traditions, including sharing food, dressing up and looking at artefacts. We go on visits and encourage visitors to school.



Outdoor building area



A farm visit to our school



## **PLANNING IN THE MOMENT**

We plan in the moment and work in this way because ...

“Babies and young children are experiencing and learning in the here and now, not storing up their questions until tomorrow or next week. It is in that moment of curiosity, puzzlement, effort or interest – the ‘teachable moment’ – that the skilful adult makes a difference. By using this cycle on a moment-by-moment basis, the adult will be always alert to individual children (observation), always thinking about what it tells us about the child's thinking (assessment), and always ready to respond by using appropriate strategies at the right moment to support children's well-being and learning (planning for the next moment).” From National Standards document Learning, Playing and Interacting P.22 - 23

## **OUR PARTNERSHIP WITH PARENTS**

Your children will work better if we have a good relationship. You have been your child's first educator. You know your child better than anyone else. Your child will be assigned a **key worker** who will be responsible for your child's record keeping and progress. This makes it easier for us all as we establish a closer relationship with you and your child. Each week a group of children are selected to be a focus with their key worker. When your child is chosen, we will send you a letter and ask you to email any photos and tell us about what your child has been doing at home. This information will be added to your child's learning journey for that week. By sharing information, we can capture their interests and fire their enthusiasm and imagination, both at home and at school.

There will be stay and play sessions throughout the year, which you should attend with your child.

## **OUR ROUTINES**

We like your child to have a school dinner because this is an important social occasion. All children are encouraged, to use knife, fork and spoon. Please encourage this at home.



Nursery dinner money is paid for through the online parent pay system.

Dinners cost £10.00 per week for nursery children. All Reception children are entitled to a free school meals funded by the Government. If you think your Nursery child is eligible for free meals, please fill in the application form in your induction pack. It is important to fill in an Early Years Pupil Premium form if you think that you are eligible for Free School Meals, this form is in the back of your induction pack. This will allow the school to secure additional Pupil Premium funding for children.

## **HEALTHY EATING**

All children in the EYFS are entitled to free milk and fruit. No other snacks are needed in school. We encourage our children to have breakfast if they would like and fruit throughout the day



**All classrooms have a snack area. Here is the snack area in Nursery**

## **KEEPING US SAFE/CLASSROOM PLAN**

Our rules reflect every child's right in the Foundation Stage to feel safe, secure and valued.

The foundation stage rules are:

1. To have kind hands and kind feet.
2. Good sitting and good listening.
3. Play safely.
4. Share and take turns.

We use a positive approach, celebrating good behavior. Each child has a picture and achievements are celebrated by rewarding the child with a stamp for their reward chart. Every time your child collects 10 stamps, she/he will get a gift from the golden box. Children who achieve regularly and consistently will be rewarded with a privilege treat during the summer term. Should we experience undesirable behaviour we have a system of warnings. Children receive three verbal warnings, and if behaviour does not improve then they take some time out. This means sitting away from the toys for 3 – 5 minutes to calm down and consider their behaviour. Should the undesired behaviour carry on, the child may be sent to another teacher for time out, or in extreme cases such as fighting we may call the child's parent and ask to speak to them at home time.

We find that children quickly learn the rules and behaviour is generally very good within our foundation stage. This is because parents support us in our approach. Please continue to offer your support through reinforcing our rules with your child.

### **STAR OF THE WEEK**

Each week a child is chosen to be the 'Star of the Week'. As a reward this child will be the special helper for the week, carrying out special jobs for the teachers and their classmates. This child will also be given a special bear with a suitcase, clothes and a camera to take home for the weekend. We ask that you take care of the bear and take some photographs of your child and the bear during the weekend. These will be shared with the rest of the class on the following Monday.

### **HOME LEARNING**



The children have home learning given out every Friday, and this must be completed and returned to school the following Thursday. It is important that the home learning is completed to the best of your child's ability. In return, children will be awarded £1 every week for their virtual savings bank. This allows the children to save virtual money, and then spend this money on school uniform

### **NURSERY**

Your child will bring home a library book every week. Please take some time to share this, read it to your child and talk about the story and the pictures. Sharing picture books is the first step to teaching your child to become an enthusiastic reader. They will also bring home the rhyme of the week or vocabulary sheets for you to share. We also ask that the children use the pencil crayons provided to colour in the pictures of their rhyme of the week. These will be kept in an exercise book, building a collection of your child's favourite rhymes.

## **RECEPTION**

Your child's home learning will be sent home every Friday and must be returned the following Thursday. It will include:

- Reading –this might be a word pot, a book or a lotto type game.
- Stories – the children will choose a library book each week to share with you.
- Name – writing own name – not capitals.
- Writing activities, such as letter formation.
- Maths – counting and number rhyme activities

In October all Reception Parents/carers will be invited to a meeting which will explain how our reading scheme works. We have two assessment days during the academic year, where we can discuss your child's progress and their next steps. Your child will also bring home regular news letters explaining our topic for that ½ term and the targets we are working towards.

## **MEDICINES**

All children with a Medical Condition should be entered onto our medical register so that teachers are aware of a potential problem. Asthma inhalers and epipens are kept in the children's classroom so that there is immediate access to them should they be needed. Prescription medicines and some non-prescription medicines (such as Calpol) can be administered by staff where it would be detrimental to a child's health or school attendance if the medicine was not administered during the day. These medicines are kept in the school office. Permission slips need to be signed before staff can administer any medication. Please ensure all medicines are labelled with your child's name and are in their original package. Alternatively, you may come into school to give your child doses of medicine during the school day. For further information, please refer to the school website and the Administering Medicines Policy. Children requiring extra care because of a statement or medically recognised condition will be helped by staff who have had training in carrying out a procedure, this training will be updated as recommended by health professionals.

## **SAFEGUARDING CHILDREN** – [www.safeguardingchildren.stoke.gov.uk](http://www.safeguardingchildren.stoke.gov.uk)

In every aspect of school life, we endeavor to safeguard children in line with the “Keeping Children Safe in Education 2018” documentation produced by the government.

### **Forest Park Primary Safeguarding Team**

**Miss L. Irving** - Headteacher

**Mrs H. Sutton** - Deputy Headteacher

**Miss S. Cox** - Assistant Headteacher

**Ms S. Vorajee** - Assistant Headteacher

**Ms E. Oldbury** - Assistant Headteacher

**Miss N. Bloor and Mrs L. Patten** - Family Support Team

Forest Park Primary School are committed to providing a secure environment for our pupils, where they feel safe and are kept safe. All staff members at Forest Park Primary School recognise that safeguarding is everyone’s responsibility, irrespective of the role they are responsible for and whether or not their role has direct or indirect contact with children and young people.

There is no subject of greater importance to Forest Park Primary than the safety of our pupils. Safeguarding our pupils inside as well as outside of school remains high on our agenda.

Parents and carers should know that if a child comes into school and discloses something of an abusive nature or has unaccounted marks on his/her body we will invoke our Child Protection procedures. This may include the involvement of Social Services and/or the police. While this is a very rare occurrence, we hope that you will understand the importance being proactive. The safety and protection of your child is always our priority.

### **Some examples of keeping children safe:**

1. Children are encouraged to make healthy choices at meal times. We encourage children to eat fruit and drink water throughout the day. In our lessons, we look at healthy options, taking care of our teeth etc. During PE we look at games that can be played both in and out of school and we run a games club.

2. We provide a safe and caring environment where children are informed of risks and how to make choices. Health and safety is always at the centre of our decisions, e.g. In the summertime we ask that parents provide sun hats and put sunscreen on their children.
3. In our attendance initiatives we encourage children to come to school regularly and punctually. Where children need extra support, for whatever reason, we have learning mentors. We ensure that all children follow the appropriate curriculum, which is based on government recommendations, with enjoyable lessons and activities to help them succeed.
4. We work closely with other agencies to improve conditions for our families and we offer courses for parents so that they can become more involved in school life. We also want to encourage our children to realize that they can become lifelong learners and that education can be the key to economic wellbeing.

We hope you have enjoyed reading some information about starting school with us at Forest Park.

We look forward to working with you and your child.