

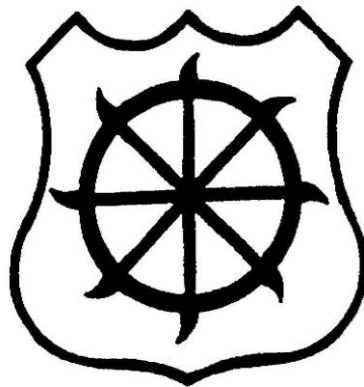


ST. KATHARINE'S C.E. (V.A.) PRIMARY
SCHOOL

Grace ~ Integrity ~ Aspiration



St. Katharine's School



An Introduction To Early Years



September 2025

WELCOME TO ST. KATHARINE'S SCHOOL



We very much look forward to your child joining our school and we hope that this booklet will be helpful to you.

The aim of this booklet is to give you all the information you will need for the coming year. If you keep this booklet safe you will be able to refer to it later.

If you have any questions or queries please do not hesitate to contact us.

We are determined to get your child off to a positive start with their education and we will take the greatest care of them.

SCHOOL ORGANISATION

During their first 2 weeks at school the children will be part-time. They will attend either a morning or afternoon session.

- Morning Sessions – 8.55 - 11.30 a.m.(doors open at 8:45am)
or
- Afternoon Sessions – 12.40 - 3.15 p.m.(doors open at 12:30pm)

Each session will include a short 'snack-time'. Please provide a piece of fruit and a named water bottle.

Please ensure that your child arrives at school in good time before each session and is collected promptly at the end of their session. It is important that the School Office and your child's teacher are notified if another adult is due to collect your child from school, as we will not release children to unauthorised people.

If you arrive a little early for your session, please wait in a line along the fence/wall by the Early Years outdoor area. We do ask parents waiting for older siblings to stand back, next to the boat (not on it!) so that a pathway is left for the older children to walk through. Children should be stood with you in the line and not running around the school entrance or in the car park.



There is parking for cars at the golf course car park next to the school in the front two lines only. The school car park is for **staff only** and must not be used for dropping off or picking up children, including Breakfast and After School Club.

Your child's teacher will tell you where to collect your child from at the end of the session.

TOYS IN SCHOOL

Children are asked not to bring in toys because they are difficult to look after and losses and breakages can cause great distress. The school provides a variety of play equipment, both for indoor and outdoor use.

BAGS IN SCHOOL

The children need:



Book Bag - The children need a suitable bag in which to carry their book to and from school. St. Katharine's book bags are available from Stevensons Uniform shop. These are purpose made and waterproof. Please ensure that this bag is named. Book bags should be returned to school each day. The back pocket of the bag can be used for the drink and fruit snack.

A bottle of water – this should be water only, in a bottle with a sports lid. The child's name and class must be on the bottle at all times.



Please provide a piece of fruit for your child to eat at snack time. They will need this when they are part-time as well as when they are full time. The fruit or veg needs to be in a named container.

Milk is available daily (free to those children under 5). Please order your milk on-line at www.coolmilk.com.



CLOTHES AND P.E. KIT

Please could all clothes and P.E kit be clearly name labelled. The children will need trainers (not plimsolls). We have a no earring policy in this school.

Friday is 'Head, Heart, Hands Day' at St Katharine's. **The children should wear their P.E kit to school every Friday.** We will do our P.E lesson on Friday as well as other outdoor active sessions.



Please could you ensure that your child brings a named coat for outside play. We always try to take the children out to play unless the weather is really dreadful.

PARENTS AND TEACHERS

Important messages, such as a change in who your child is going home with, needs to be emailed to the school office, by 2.30pm. The school office will ensure the teacher is made aware of any changes emailed in. Teachers are available at the end of the day if you wish to speak to them. Otherwise please make an appointment at the school office.

CONTACT DETAILS



You will have received a request for contact details via Arbor (the school's MIS system); please add your contact details as soon as possible. Please note, we require at least two emergency contacts.

It is **vitaly important** that we are kept up to date with phone numbers on your child's Arbor account should they be taken ill at school. Remember to update Arbor with any changes to your/ your child's details. Once you have updated your details, the school office will get a notification of the change and will need to approve this.

PREPARING YOUR CHILD FOR SCHOOL

In the first week of term, you will meet with your child's teacher and teaching assistant when you visit them at school. This is a good opportunity to ask questions or discuss any concerns you may have. The children will then attend their first session every day in a group of 15. From Monday 22nd September, your child will be invited to attend school on a full time basis, 8.45am – 3.15pm. We occasionally have children who are not ready for this full time transition; this can be discussed with the teacher and your child may be able to attend school part-time for a little longer.

It is important that you, the parent or carer will.....

1. Ensure that your child can manage the toilet unaided and wash their hands afterwards.
2. Ensure that your child can dress/ undress for P.E.
3. Enable your child to recognise and write their own name.
4. Help your child to develop an interest in books and be read to often.
5. Prepare your child for spending time away from you, and talk about any questions the child may have about starting school.
6. Practice walking to school and/ or rehearse saying goodbye with a hug and a kiss so that you have a routine that you follow to make a swift parting easier for both of you.



CURRICULUM

There are 7 areas of learning that shape education in Early Years. These are equally important and interconnected. 3 areas are particularly important for igniting children's curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive. The class work towards achieving The Early Learning Goals throughout their year in the 7 areas of learning.

The prime areas are:

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

The school will provide activities and experiences for children in the following areas:

- **Communication and Language Development** – giving children opportunities to experience a rich language to develop their confidence and skills in expressing themselves; to speak and listen in a range of situations.
- **Physical Development**- providing opportunities for young children to be active and interactive; to develop their coordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.
- **Personal, Social and Emotional Development**- helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own ability.
- **Literacy Development** – encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems and other written materials) to ignite their interest.
- **Mathematics**- providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures.
- **Understanding the World**- guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive Arts and Design**- enabling children to explore and play with a wide range of media and material, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

SUPPORTING LEARNING AT HOME



We encourage parents to be a part of their child's learning and welcome comments from you about their learning and achievements.

You can support your child at home in many ways such as reading to your child and talking about their learning. The children change their reading books every week and regular reading at home is important to develop accuracy and fluency.

ASSESSMENT

Assessment takes place throughout the year in the 7 areas of learning as set in the Foundation Stage Profile. The assessment will be through informal observations. We welcome comments from parents to help us make accurate assessments. In the final term of the year a profile will be completed for each child. This will provide a picture of each child's knowledge, understanding and abilities. This will be sent out with your child's end of year report.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

The school has a SEND and Inclusion policy which is implemented throughout the school. Children can be identified in the Early Years as having a special need, for example, speech, language or communication needs. In close consultation with the parents a Learning Plan will be drawn up, whereby we identify any specific support that your child may benefit from. Outside agencies will be involved where necessary. Please see the full SEND policy for details or contact the school's Inclusion Leader/ Special Educational Needs and Disabilities Co-ordinator (SENDCO) Mrs Foyle.

BEHAVIOUR

In Early Years we encourage brilliant behaviour and we feel it is important to use positive rewards regularly. These can be in the form of stickers, moving up the rainbow and recognition notes from an adult. Staff notice and give positive praise to those doing the right thing first before reminding others what they should be doing.

We expect high standards of behaviour in our school and have three clear expectations which tally with our core values.

Grace – we are kind.

Aspiration – we are ready to be the best we can be.

Integrity – we show respect.

CONCERNS

If you have any concerns, questions or queries, your first port of call should always be the class teacher. Mrs Pollard, Assistant Head Teacher, would be your next contact.

SAFEGUARDING

The designated members of staff responsible for safeguarding throughout the school are Mrs St John, Mrs Burton, Mrs Pollard and Mrs Foyle.

MEDICAL MATTERS



If your child suffers from a significant or recurrent medical condition, the school must be informed so that the appropriate treatment may be given if, and when, necessary. Parents are required to complete a consent form for any medicines kept at school to be administered by school staff, whether this be for long or short term conditions or illnesses.

All medicines, (excluding inhalers), epipens, etc will be kept in a cupboard in the school office and children have access to first aiders at all times.

If your child is ill before school, please keep them at home; this is particularly important if a child has a stomach upset for which they should be kept away from school for 48 hours after the last episode of illness. When your child is off school due to illness we require a phone call, if possible before the start of school, alternatively by **9:00am on the school absence line: 01202 426663 and press option 1** (child's absence). Alternatively email the school office office@skps.email before 9.00am.

Please contact the school every day of your child's absence.

If a child becomes ill during the school day, parents will be telephoned and asked to collect the child as soon as possible. Please make sure that our contact numbers for you or your nominated emergency contacts are up to date at all times.

Should a child have a minor injury during the school day it will be dealt with properly and the child will be given a yellow sticker. If your child bumps their head they will be given a 'head bump' sticker. Parents will be notified if the injury is serious.

LEAVE OF ABSENCE

- If you need to take your child out of school, for any reason, you must ask the school, by completing the 'Leave of Absence Request Form' (this can be found on our school website under the 'Parents' tab under 'General Forms and Information', giving the dates of requested absence and the reason. We ask that you give as much notice as possible.
- Attendance levels will be impacted by taking children out of school for most reasons, including medical appointments, sickness etc.
- Attendance levels can also be impacted by children who arrive late into school.
- Head Teachers may grant leave for exceptional circumstances, but will review first:
 - The impact on the child's academic progress of any absence.
 - The child's attendance over the academic year.
 - Whether the request falls within any key stage national tests or exams.
- The law states that parents are **not entitled to take their child on holiday during term time.** This legislation means that we do not have any flexibility to consider individual applications for holiday requests in school time.

Head Teachers are not allowed to authorise ANY holiday requests.



- A child who has 10 sessions of unauthorised absence (equivalent to five full school days) within a 10 week period will trigger the school to notify BCP to consider issuing a fixed penalty notice to parents or putting in targeted support.
- Parents who book a term time holiday of 5 school days (**10 unauthorised sessions**) will fall into this category.

Finally, if there are other questions you have about school, please pop into the office and ask.

We look forward to welcoming your child to St. Katharine's.

Please remember.....

Starting school is a BIG thing for a young child.

Please be patient with them and remember: one step at a time!