

# Welcome to Norwich Road Academy



We would like to take this opportunity to welcome both you and your child to Norwich Road Academy.

This booklet is intended to offer some important information about your child starting school.

## **Early Years Foundation Stage (EYFS) Vision Statement**

Our aim within the EYFS at Norwich Road Academy is to provide a high standard of child centred education and to promote a love of learning within a safe, supportive and happy learning environment in which every person matters. We recognise the importance of providing a creative, stimulating and challenging curriculum in order to encourage and support children's confidence, self esteem and development. We work in close partnership with parents, governors and the wider community and celebrate success in all we do. We are committed to working with the four themes of the Early Years Foundation Stage, which are: A Unique Child, Positive Relationships, Enabling Environments, and Learning and Development.

### **The School Day**

8.35am – Doors open

8.45am – School starts

12.05pm to 1.05pm – Lunch

3.15pm – School ends

### **School Contact**

[office@nor.eastern-mat.co.uk](mailto:office@nor.eastern-mat.co.uk)

01842 753279

## **The Early Years Curriculum**

The curriculum is what we learn when we are at school. In Reception, we follow the Early Years Foundation Stage curriculum. This curriculum is for children from birth to five years old. The children will already have been working on this curriculum in their pre-school setting. The Early Years Foundation Stage Curriculum is divided up into seven areas:

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language
4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive Arts and Design

This curriculum is underpinned with children experiencing a range of play based activities. Young children are constantly encountering new experiences and seeking to understand them while developing their confidence and building on what they already know. Children learn best through doing, with practical activities reinforcing and extending their skills.

In Reception, children will be given the opportunity to select their own play based activities. The adults support and extend the childrens' knowledge during these activities by joining in with their play and providing a language rich environment. Staff also spend time observing the children, taking photographs and making notes of what they are doing.



## **Communication**

The home-school partnership is key to your child settling in well and making good progress. If you would like to speak to your child's teacher, after school is generally the best time or we can make an appointment for a mutually convenient time. You can also message staff on ClassDojo (an online

school communication system) and staff will use ClassDojo to send parents updates too. In September, you will receive a letter with an activation code to connect with ClassDojo and it is really important that you do. It is a very useful two-way communication tool. School will also send home paper letters, use email, texts and phone calls to keep in touch with our families. Please do speak to staff if you have any concerns, we are very approachable! If you would like to bring in a relative or friend to help translate then that is very acceptable.

Please make sure we have up-to-date contact details.

## **Get involved!**

Once your child starts at Norwich Road Academy, your family becomes a valued part of the school community. There will be regular dates when we invite you to join us at school: parents' consultations, craft afternoons, drop-in family reading sessions, workshops, Christmas concerts, school fayres etc. Your child will flourish with your encouragement, interest and involvement, so do try and come along to as many events as possible. We also welcome volunteers to help out in the classroom for weekly sessions. Every volunteer will need a DBS check. This can take several weeks to process, so speak to us if this is something you would like to do.

## **Supporting Learning at Home**

Parents have a key role to play in a child's development. A key way to support your child in their learning is by giving them some of your time. Time to talk, time to listen, time to do things together. The following are some ideas of things you can do at home with your child, many of which you are probably already doing:

- Sharing Books. This is probably the most important way you can support your child in their early years. No child is too young to share a book and children often love a story at bedtime.
- Let your child have books everywhere and show them that the whole family use and enjoy books.
- You could join the local library and choose books together.
- Start by looking at the pictures, encouraging your child to predict the story or tell their own using the pictures.
- Model blending to reading simple words – c-a-t, say the letters slowly and quicker to help your child hear the individual letters within a word.
- Let them handle books, turn the pages, look at the cover.
- Point to words as you read them, showing your child that text is read from left to right.
- Read favourite books or stories again and again, encouraging your child to join in and retell the story.
- Look at simple alphabet books and point out the letters in your child's name.
- Look out for words wherever you go, on signs, labels, in shops and at home.
- Once children have their own reading book, hear them read as often as possible and complete their reading diary.

## **Talking**

Young children communicate first with a few words and actions. As they develop, they begin to have real conversations. They enjoy experimenting with words and discovering new ones.

- Show them how to take turns in a conversation and how to wait for someone to finish speaking.
- Encourage them to listen when someone else is talking.
- Teach them how to use words like *Please, Thank You* and *Can I . . . ?*
- Talk about what you see when you are out together.
- Play “*I Spy*”.
- Ask questions and encourage your child to do the same.
- Join in with your child’s play and talk to them about it. For example, ask *What are you doing?*
- Play with them using lots of language, e.g. “ You be the shop keeper and I’ll come into the shop to buy some fruit”.
- Sing songs and share nursery rhymes.
- Talk about television programmes and books.
- Practice talking clearly and ensure that they do not speak with a dummy in their mouth.

## **Listening**

Listening is an important skill and being able to listen will be very helpful to your child when they start school.

- Play listening games. For example, when outdoors close your eyes and listen to the different things you can hear.
- Talk about different sounds and point them out.
- Make different animal sounds.
- Play memory games like *Snap* or matching cards with the same pictures.
- Talk about loud and quiet sounds.
- Read rhyming or repetitive stories and encourage children to join in.
- Listen to your child and show them how to listen by maybe asking them about what they have done at school that day.
- Sound out simple words and ask your child to count how many sounds they can hear. For example d o g = three sounds. Ask your child, what sound could they hear first or last.

In school, we talk about how good listening means sitting still and quietly, looking at the person who is talking, making eye contact, smiling and remembering to wait until they have finished talking before we talk or ask a question.

## **Following Instructions and Taking Turns**

When starting school, children can find these skills difficult. However, they will help them make friends and understand the classroom routines. You can help them at home by:

- Playing simple board games like *Snakes and Ladders* or similar with more than one player.
- Play *Simon Says*.
- Sing action songs like *Heads Shoulders Knees and Toes*.
- Make up treasure hunts with clues and treasure.
- Encourage your child to play with siblings, friends or relatives.
- When eating, talk about sharing out food fairly.
- When in a queue, explain how it works and that we are taking turns.
- Encourage your child to listen to and follow as well as give their own instructions.

## **Writing**

Mark making is the first step towards writing. Children will begin by making random marks on paper. As they develop control and coordination, they will begin to draw and their marks will be more recognisable. Children also often do squiggles and zig-zags for pretend writing.

- Use chubby crayons or chalks to make marks on big pieces of paper.
- Use paint, play dough and pens to create models and pictures.
- Draw lines, circles, loops and patterns.
- Show them how to hold their pencil correctly by gripping it lightly between the thumb and fore finger and resting it on the middle finger.
- Encourage them to trace over your writing – e.g. their name.
- Use brushes and water outside to make marks on patios or fences.
- Use old rolls of wall paper to make long / big pictures.
- Use magnetic letters.
- When talking about letters, use their sounds not names and write in lower case unless it is the initial letter of your child's name.
- Help your child learn how to write their name by writing it with them and asking them trace over your writing.

Writing is a skill which develops only when a child is ready. If your child is not interested, it means they are not ready to write. So please do not panic. Keep encouraging their mark making and squiggles.

## **Maths**

Maths becomes much more understandable to young children if it is real. For example, if five children are allowed to play in the sand and there are four children already playing, there is space for one more. Most children understand this easier than  $5 - 4 = 1$ .

- Talk about how many are needed, e.g. knives and forks when setting the table or socks when getting dressed.
- Talk about numbers in books and stories.
- Point out numbers when you are out together e.g. on buses or houses.
- Count together e.g. how many people are in the queue.
- Let them help with cooking, weighing and measuring ingredients.
- Sort and count the items bought in the supermarket.
- Learn and sing counting songs.
- Do jigsaws and talk about shapes.
- Play board games or similar with dice.
- Practise numbers to 10.

In school, we do lots of investigating and problem solving in our maths. It is not until the end of their reception year that we expect children to record their work.

## **Play**

Play is key to young children's learning, development and confidence. It is what they do naturally to understand and make sense of the world around them.

- Dress up and play make believe games.
- Paint and draw with a variety of materials.
- Build and make things with bricks or Lego.
- Make models from junk materials like empty boxes.
- Thread dried macaroni onto wool or cut up drinking straws.
- Use tongs to pick up large and then smaller objects.
- Play with dolls, action figures or soft toys.
- Make dens with sheets and blankets over tables or outside in the garden.
- Children love to imitate adults and they can help you in everyday tasks.

Play can be absolutely anything at all. Get involved in your child's games and pick up on their interests. It is always interesting to hear about the games they play and what they are interested in at home.

The children will complete a wide range of learning experiences through our Primary Knowledge Curriculum. They will experience learning about the world they live in and be taught to use a wide range of vocabulary. Young children benefit from being exposed to new words and understanding what new words mean. So when you are visiting a new place or trying a new activity use the correct words to explain what is happening.

## **Attendance and Punctuality**

At Norwich Road Academy, we aim to work closely with parents and carers to achieve high standards of attendance. We are committed to providing an education of the highest quality for all our children and endeavour to provide an environment where all children feel valued and welcome. Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. There can be a direct link between under-achievement and frequent absence.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. For our children to take full advantage of the educational opportunities offered, it is vital a child is at school, on time, every day the school is open unless the reason for absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, building confident positive relationships with peers and staff, and future aspirations depend on good attendance.

**Every day counts.**

## **Sickness and Medical Appointments**

It is essential that you telephone before the beginning of the school day, if your child cannot come to school. There is an answerphone for you to leave a brief message: who your child is, which class, and the reason for their absence. If your child is absent from school and we have not heard from you, we will contact you to establish your child's whereabouts.

**Failure to notify the school of your child's absence will mean that it will be classed as unauthorised and could potentially result in a fine.**

Please try and arrange, where possible, for dental and routine medical appointments to be outside of school hours. Of course, there will be some appointments which you cannot avoid missing school for but please speak to the office staff about these.

## **Medicines**

Following advice from Norfolk Education Authority, the school cannot be responsible for holding or administering medicines. In certain urgent cases, parents are welcome to administer medicines personally.

The exception to the rule is medicine maintained for the control of asthma. Children who need to use inhalers may, under the supervision of a member of staff, do so if they have been shown how to use them properly.

We have a number of members of staff fully trained in First Aid procedures, who are able to deal with minor injuries.

**If administration of prescribed medicine is required during the school day, parents must complete the appropriate forms and these must be agreed by the Principal.**



## **Child Protection and Safeguarding**

Parents and carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of all its pupils.

In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the guidelines of the Norfolk Safeguarding Children Board.

All employees and people who help in school are required to undergo a fully enhanced DBS check to ensure that they have no convictions for abuse against children. This helps to ensure that your children are safe in school. If you have any questions or concerns about safeguarding please speak to a member of staff.

***Safeguarding is everyone's responsibility.***

## **Uniform**

Children will need to wear school uniform. Our school uniform consists of:

- White polo shirt
- Red V-neck sweatshirt with the Norwich Road Academy logo
- Black trousers/black skirt/black pinafore/red summer dress
- Black shoes
- For safety reasons, pupils are not allowed to wear jewellery
- Earrings should be studs only **and must be removed on PE days.**

***All clothing should be clearly named.***

We do our best to ensure that children wear aprons during messy activities, however, sometimes children's uniforms may get a little messy.

Uniform can be ordered online at: [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk)

## **Lunch Time**

The teachers and teaching assistants take the children to the dinner hall where we will support them in getting and eating their lunch.

All children in Reception and KS1 are entitled to a free school meal, however, they can bring a healthy packed lunch if they prefer. At the beginning of each school day, your child will need to order their school dinner via the Select website. A separate letter with the account details will be in their starter pack. Please let a member of staff know if they have brought a packed lunch.

If your child has food allergies or dietary needs, you will need to complete a form from the school office.

## **P.E.**

**Please remember to label your child's P.E kit.**

Children in Reception will be doing P.E. once a week. Once your child starts school in September, you will be told which day your child is doing P.E. They will need to wear their P.E. kit in school on this day every week.

### **Summer time P.E. kit:**

- Shorts
- White t-shirt
- Plimsolls/trainers

### **Winter time P.E. kit:**

- Jogging bottoms
- White t-shirt
- Fleece or hoodie
- Trainers/plimsolls

## **Homework**

Reception children do not have formal homework, however, we do encourage them to read a book daily. This can be read by an adult or the child but reading is such an important part of your child's education that we would like them to have books in their lives daily. We will also send home words to learn and send out ideas for phonics and maths games via Class Dojo.

## **Snacks**

During snack time, children are offered a selection of nutritious fruit and vegetables provided by the Government's 'School and Vegetable Scheme'. Children have the choice of water or milk to drink.



## **Water Bottles**

Please provide your child with a named water bottle. These can be purchased from the school office. They must bring a water bottle to school every day!

## **Hedgehogs**

Hedgehogs is our before and after school childcare provision. If you require more information, please visit the school office.



## **Starting School**

Starting school is a big step for you and your child, but you can help to make it a happy one by encouraging your child to look forward to it. The induction programme is designed to help the children overcome any fears about starting school and ensure that they are confident and happy in school. There are certain skills which can make starting school easier. If your child can do some of the following things, it will help them to become independent learners when they start school.

- Dress and undress themselves
- Fasten their own shoes
- Know how to ask to go to the toilet
- Go to the toilet and wash and dry their hands unaided
- Blow their own nose
- Play and share with other children the same age
- Carry out simple instructions and tasks
- Tidy away toys and clothes
- Understand when they are told “No”, it means “No”
- Be independent
- Know where they live
- Know their first name and surname
- Recognise their own belongings (coat, lunch box, bag etc)
- Write their own name, with a capital letter at the beginning and the rest of the letters in lower case e.g *Janet*
- Count and recognise numerals up to 10

***Please label your child's clothes and belongings.***



### **Settling In**

The first days at school can be a little unsettling and we are here to make this transition as easy as possible. Try to stay relaxed yourself; we are aware that leaving your child can be difficult. However, you being calm and positive will really help your child. Always say goodbye to your child and try to make a positive comment, something like “Have a good day”. If your child is upset at first, this is a normal reaction and it will not last for long. As your child becomes more familiar with the new surroundings and begins to see school as a positive experience, they will not be distressed at the thought of being left.

### **Toilet Training**

Children starting school should be toilet trained. Any exceptional circumstances will need to be discussed with the class teacher. Young children occasionally have accidents, so do pack spare clothes and underwear in their bag, just in case!

### **Toys**

Please **do not bring in toys from home** as they could easily be lost or broken. However, we do encourage children to bring in any interesting items related to the topic we are learning about. **Toy guns and weapons are not allowed in school.**

We do not encourage children to play any kind of fighting games during play.



## **Outdoor Play**

We have a fantastic outdoor area in which the children can play. We encourage the children to use the outdoor area as much as possible and in all weathers. It is important that the children are correctly dressed to enable them to make full use of the outdoor area. It is therefore useful if the children have in school each day:

- A pair of wellington boots with their name on (these can be left in school on their peg)
- A coat – if possible waterproof
- A sun hat (in the summer months)
- Hat, scarf and gloves (in the winter months)
- A school jumper, fleece or cardigan.

***Please remember to label all clothing with your child's name.***

We will do our best to keep your child as clean as possible during the school day, however, please bear in mind that we do encourage your children to have as much fun as possible in the outdoors. This can result in them getting a little messy.

If you have any queries or concerns, please feel free to speak to a member of staff:  
[office@nor.eastern-mat.co.uk](mailto:office@nor.eastern-mat.co.uk) or 01842 753279.



*'Building our love of learning together'*