



THORNTON

EARLY YEARS
FOUNDATION STAGE

POLICY DOCUMENT
2021-2022

Early Years Foundation Stage Policy

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Early Years Foundation Stage Policy

Introduction and Aims

Mission Statement

To educate young people to meet the challenges of life courageously, to use their talents to the full, and to live the values of Christ's Gospel.

In order for a child to develop they need to feel secure, happy and valued. Our aim is to provide a broad and balanced curriculum, for each and every child in a secure and happy environment. We adhere to the following:

Statutory framework for the early years foundation stage, 'Setting the standards for learning, development and care for children from birth to five.' DfE 2021

The Independent School Standards Regulations (including Commentary on the Regulatory Requirements Sep 2021).

- We seek to encourage the children's intellectual and physical development through provision of a wide range of stimulating activities and the introduction of a variety of skills.
- We offer opportunities for self-expression which encourage creativity and imagination. We want to promote the development of confidence, independence, initiative and curiosity.
- By helping the children to understand the importance of sharing, caring for others, for the environment and working co-operatively, we aim to promote their social development.
- We aim to treat children as individuals and to ensure equal access to the curriculum.
- We believe that the emotional needs of the child are of paramount importance and so place great emphasis on praise and encouragement.
- Positive attitudes and habits of learning are encouraged, which enable the children to work with increasing independence. The development of knowledge, skills and understanding in all aspects of the Early Years Curriculum provides a sound basis for progression to Key Stage 1 of the National Curriculum.

At Thornton College Early Years Department we aim:

- To enable children to grow in the knowledge and love of God and to encourage them to serve Him in others and to spread the knowledge of the Gospel.
- To foster the children's academic, physical and spiritual growth.
- To provide an environment where children will be happy and where they will strive for excellence.
- To enable our children to discover their true potential and to work towards their full development.
- To encourage children to respect and value others and respond to their needs.
- To encourage children to see themselves and what they have to offer in the context of the wider community.

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- To ensure that our young people are well prepared for life in a rapidly changing world.
- To uphold British values.
- To provide the correct amount of space provided for per child as laid out in the EYFS statutory guidelines (3.58)
- To provide an outdoor learning space that maximises the potential of our grounds.

Religious Education

Religious Education is integrated into the daily life of the child in the EYFS. Simple prayers are said. We seek to create an atmosphere which reflects Christian values and which gives a sense of belonging to a wider family - God's family. Children learn about being Christian. We develop the importance of celebration through festivals such as Harvest, Christmas, Easter and birthdays etc.

We use simple Bible Stories to illustrate the love of God for each of us and emphasise our response to this through prayer.

Children learn to praise and thank God through prayer and song for the food they eat.

Children are encouraged:

- To explore the concept of 'Unique.'
- To answer the call of Jesus by loving one another.
- To focus on the values of helping, sharing and caring.
- To develop respect for self and others, including those of different faiths and cultures.
- To develop a respect for living things.
- To develop an understanding of the differences between right and wrong and the importance of fairness, honesty and responsibility.
- To explore a range of feelings such as wonder, joy and sorrow.

Curriculum

The EYFS curriculum at Thornton has been amended and updated to reflect the requirements of the most recent government guidance:

'Statutory framework for the early years foundation stage', effective from 1 September 2021, Department for Education.

'Development Matters', Revised July 2021, Department for Education.

Thornton College EYFS Department is a place where everyone is treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential

academically, socially and emotionally. We are committed to our provision being safe and inclusive, where learning is nurtured and encouraged in a happy, caring and fun environment and where positive behaviour is expected as all children enjoy their educational journey.

The Curriculum is carefully structured to enable children to practise and master the necessary skills needed to achieve the Early Learning Goals and aims to ensure that children's levels of well-being and involvement are high. Each new topic will be introduced with a 'Wow' experience and the half-term will end with an opportunity to recall and reflect upon what has been learnt. In this way, children will be given the opportunity to engage, develop, innovate and express their ideas. The curriculum is designed to develop the EYFS characteristics of effective learning: Playing and Exploring, Active Learning, Creating and Thinking Critically and to promote their spiritual, moral, social and cultural development.

There are seven areas of learning and development which are all important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas are:

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

We also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

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

At all times, children's individual needs, interests and stage of development are closely observed and this information is used to plan challenging and enjoyable experiences for each child in all areas of learning and development.

We aim to make the Early Years Foundation Stage a comfortable, attractive and stimulating environment for the children.

Areas of Learning and Development:

Communication and Language

Language development is at the centre of everything we do in Early Years Foundation Stage. The development of children's spoken language underpins all seven areas of learning and development. Encouraging children and giving children opportunities to communicate thoughts, ideas and feelings and build up relationships with adults and each other, is essential to their development. The number and quality of the conversations they have with adults and peers throughout the day in a language-rich environment is crucial. Our new curriculum has been specifically designed to develop our children's language and thinking skills. We aim to provide an enquiry-based, creative curriculum with learning opportunities crafted from the children's questions, purposeful dialogue and the world around them. In order to develop their thinking skills, children will be encouraged to articulate their thoughts as they explore and investigate.

We encourage children to follow instructions involving several ideas or actions. We give children opportunities to answer 'how' and 'why' questions about their experiences and in response to stories or events.

Children are given opportunities to talk, listen and be listened to each day in groups, 1:1 discussions, storytelling, songs, games, Nursery rhymes, poems, puppet sessions, role-play and child initiated activities.

Children are encouraged to use talk to connect ideas, explain what is happening and anticipate what might happen next, recall and relive past experiences.

We encourage children to question why things happen and to give explanations. In all areas of learning we expect children to become comfortable using a rich range of vocabulary and language structures.

Physical Development

We aim to provide opportunities for children to be active and interactive and to develop the children's physical control, mobility, awareness of space and manipulative skills through a variety of indoor and outdoor activities - building confidence as various skills are learnt. These skills relate also to children's ability in all aspects of the curriculum which require hand and eye co-ordination (such as reading and in spatial awareness).

Physical development permeates the curriculum:-

Children are encouraged:-

- To improve fine manipulative and co-ordination skills through handling a wide range of equipment, materials and tools.
- To move confidently and imaginatively with increasing control and co-ordination.
- To show awareness of space and others.
- To use a range of small and large equipment, and to improve the skills of running, jumping, balancing and climbing with increasing confidence and control.
- To explore the outside facilities in the setting or locality.
- To talk about ways to keep healthy and safe, including the importance of physical exercise and a balanced diet.
- To become independent in self-help, in dressing themselves and in matters of personal hygiene.

The amount of activity the children should be doing follows the guidance set-out in the Chief Medical Office published guidance on physical activity.

<https://www.gov.uk/government/publications/uk-physical-activity-guidelines>

Personal, Social and Emotional Development

It is our aim to develop a variety of social skills and personal values so that the children learn how to play, to work, to co-operate with others and to function in a group beyond the family.

Children are encouraged:-

- To develop confidence and self-esteem.
- To express themselves verbally.
- To recognise and delight in their achievements and the talents of others.
- To learn to cope with new experiences and change.
- To form positive relationships with adults and peers.
- To develop important social skills (negotiation, co-operation, listening, self-regulation, consideration, respect) and attitudes of fairness and honesty.
- To work independently and as part of a group.
- To concentrate for sustained periods of time.
- To treat living things and property with care, respect and concern and to be sensitive to the needs and feelings of others.
- To take turns and to share space, equipment and adult attention.
- To take part in appropriate celebrations and develop a sense of awe and wonder.
- To build on their natural curiosity and interest in the world around them.

Literacy

Reading

We are passionate about developing the children's pre-reading skills and create an inviting and stimulating reading area in both Pre-Reception and Reception classes. Books and storytelling are central to many of our language activities. We encourage the children through daily activities to :-

- Enjoy rhyming and rhythmic activities.
- Use puppets and props to create their own stories.
- Sequence illustrations to order the events in a story.
- Use musical instruments to add sound effects to a story.
- Understand that words and pictures carry meaning.
- Understand that we read left to right and from top to bottom.
- Retell stories both orally and through role play and predict what will happen.
- Enjoy books and to handle them carefully.
- Play sound, word or pattern matching games.
- Become confident readers, by word building with sounds.
- Participate in daily phonics lessons with understanding embedded through a variety of independent learning activities.
- Participate in daily reading activities in Reception.

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- Take home books from the school reading scheme with progress being continually assessed.
- Visit the school library and take books home to share with adults.
- Share their ideas and record them in writing.

Writing

We encourage the children to write by:

- Providing exciting opportunities and real-life reasons to communicate through writing.
- Encouraging children to engage in fine-motor activities to develop muscle strength and dexterity.
- Giving them opportunities to experiment with “mark making” and always giving positive feedback and praise.
- Providing a variety of exciting mark-making resources and ensuring that all children engage in writing/mark making at every opportunity, across all areas of learning.
- Providing opportunities for children to discover their preference for left or right handedness.
- Teaching them to recognise and write their name.
- Encouraging them to read what they have written and value it.
- Encouraging them to write left to right.
- Encouraging them to link sounds to letters, naming and sounding the letters of the alphabet.
- Encouraging them to observe adults writing lists, shared writing of stories and rhymes and instructions.
- Valuing their writing, for example through the use of displays.
- Encouraging their emergent writing; allowing flexibility of the arrangement of their symbols and shape.

Linking Sounds and Letters

Children in EYFS will follow a newly purchased, whole-school phonics scheme, ‘Little Wandle Letters and Sounds Revised.’ This scheme has been government approved and validated and includes an accompanying reading scheme, which complements the learning in phonics lessons.

We develop the child’s awareness of sounds, rhythm and rhyme in words by:

- Singing Nursery rhymes and poems.
- Encouraging them to think of rhyming words.
- Developing awareness of rhythm during music lessons.
- Developing their ability to hear and enjoy alliteration.

- Clapping, stamping or beating instruments when singing or saying rhymes.
- Seizing opportunities for creating signs, messages, instructions and lists to be displayed in the indoor and outdoor environment.
- Providing opportunities for kinesthetic phonic activities in the outdoor environment to make learning fun and to engage all types of learners.
- Providing daily phonics lessons and activities
- Encouraging them to listen for sounds at the beginning, end and in the middle of words.
- Encouraging them to write a letter in response to a sound.

Handwriting

We aim to develop the correct formation of recognisable letters by:

- Providing activities that encourage hand eye co-ordination and left to right tracking.
- Teaching the children how to hold a pencil/whiteboard pen/mark-making implement effectively.
- Providing daily writing practice during phonics lessons with adults supporting individuals 1:1 to assess and correct letter formation.
- Giving the children practice in letter formation through a variety of gross and fine-motor activities.
- Giving the opportunity to draw anti-clockwise circles and retrace vertical lines with a variety of materials and media e.g. scarves to create shapes in the air outside
- Providing lots of opportunities for mark making.

Mathematics

The understanding of Mathematics in the Early Years is achieved principally through practical activities. The use and understanding of mathematical language and the development of simple mathematical ideas provides the foundation for numeracy. 'Developing a strong grounding in number is essential so that all children develop the necessary building blocks to excel mathematically. Children should be able to count confidently, develop a deep understanding of the numbers to 10, the relationships between them and the patterns within those numbers. By providing frequent and varied opportunities to build and apply this understanding children will develop a secure base of knowledge and vocabulary from which mastery of mathematics is built.' Statutory framework for the EYFS, DfE 2021.

Through mathematical activity, young children can be helped to make sense of the world around them and solve practical problems. Therefore we aim to give the children opportunities to experience a wide range of activities and play experiences designed to help them understand aspects of number, weight, size, capacity, time, shape, space, position, distance and measurement. We provide opportunities for the children:-

- To participate in structured activities using simple apparatus and real objects to develop understanding of the counting process and increase their ability to match symbols with a group of objects to 10 and to be familiar with larger numbers from their everyday life and to solve real-life problems.
- To become familiar with rhymes, songs, stories, counting games and activities.
- To compare, sort, match, order, sequence and develop one-to-one correspondence through everyday objects.
- To subitise up to 5.
- To recognise, describe and make patterns.
- To use appropriate language to describe spatial awareness.

- To use mathematical language to compare quantities by using suitable equipment - including sand and water.
- To develop concept of scale, capacity, conservation and comparative measurements. .
- To explore everyday materials and equipment.
- To share and discuss experiences using appropriate mathematical language.
- To use opportunities, both inside and outside, working with construction toys, to develop basic ideas such as shape, distance, position and measures.
- To engage in practical activities to develop awareness of number operations such as addition and subtraction.
- To become aware of the concept of time through appropriate experiences which utilise the pattern of the day - playtime, lunch time, snack time, etc.

Understanding The World

Knowledge and understanding of the environment, other people and features of the natural and man-made world are developed to provide a foundation for historical, geographical, scientific and technological learning.

Children in Reception take part in a termly Forest School Project, led by a fully-qualified Forest School Teacher. Weekly activities are planned to engage all children in EYFS in exploring the beautiful grounds in which our school is situated. Learning is cross-curricular and children are encouraged to use their senses to explore the world around them.

Children are naturally curious, ask lots of questions, are keen to make sense of the natural and man-made world and to explore a variety of materials, models and constructions.

Many opportunities for discussion and exploration are provided to enable the children to grasp basic concepts and to develop listening, observational and reasoning skills.

Children are encouraged:-

- To talk about where they live, their environment, their families and past and present events in their own lives.
- To notice features in the setting and local environment through walks, etc.
- To look closely at similarities, differences, patterns and change in things from both natural and man-made world and people.
- To talk about what they observe and record their findings in writing and drawing.
- To ask questions about why things happen and how things work.
- To choose materials and equipment appropriately to develop skills such as cutting, joining, folding and building for a variety of purposes.
- To use technology, where appropriate, to support their learning.
- To meet and talk with other people about the roles they play in the community through visitors coming to Thornton..

Expressive Arts and Design

We aim to develop the child's imagination and to enable them to express ideas and feelings about themselves and their environment in creative ways. Art, music, movement, dance, stories and poems, drama, imaginative play and design and technology are valued as means of self-expression.

Children are encouraged:-

- To represent ideas of what they see, hear, touch and feel by drawing, painting, modelling; dancing; role-play and music-making.
- To explore colour, texture, shape, form and space in two and three dimensions.
- To express themselves through painting and drawings using a variety of media.
- To choose a widening range of materials and appropriate tools to express their ideas and to develop manipulative skills.
- To talk about their work.
- To appreciate each other's work.
- To explore sound in a variety of forms and to listen and respond to music, songs, poems and rhymes.
- To show an increasing ability to use their imagination, to listen and to observe.

Learning Environment

The EYFS is well-resourced and activities and resources are available each day to offer opportunities for independent learning across each area of the curriculum. The classroom is organised into areas of learning with resources carefully displayed and available for children to select and follow their own ideas for learning. Quality questions are displayed in each area to encourage children and adults to engage in meaningful dialogue. Opportunities for cross-curricular discoveries and investigations are facilitated and encouraged.

The equipment is continually reviewed and assessed to keep it relevant and attractive to the children. New ways to display resources and encourage children to engage in learning are prioritised.

The toys and equipment available in EYFS will encourage children to learn new skills and concepts.

The equipment we provide:

- It is appropriate for the ages and stages of the children.
- Offers the chance to develop physical, social, personal and intellectual skills.
- Features positive images of males and females from a range of ethnic and cultural groups, with and without disabilities.
- Includes a range of natural materials to encourage creativity and problem solving.

- Will encourage children to move towards the Early Learning Goals.
- Conforms to all relevant safety standards, and is sound and well made.

Storage areas are clearly labelled to encourage children to make independent selections and to organise the equipment for learning. The children are encouraged to be responsible for maintaining their own learning environment.

The indoor space is organised thoughtfully so that different types of learners are provided for, with attention being given to each child's levels of well-being and involvement. The outdoor area is shared by Pre-Reception and Reception and shared planning and resourcing ensures that all learners' needs are provided for.

The children's work is always displayed with care - carefully labelled - so that the children can take pride in their achievements.

A balance of adult-led and child-initiated activities are provided for, which are delivered through indoor and outdoor learning.

EYFS staff reflect on the 'Characteristics of Effective Learning' when planning and guiding children's activities.

In Pre-Reception, each child is assigned a key person to help the child become familiar with the setting, to feel confident and safe within it, and to build up relationships with the parents/carers and give feedback on their child's development.

In Reception the class teacher is the key person for each child in the class but the TA also supports this work.

Learning through Play

Purposeful play forms a significant element of the learning experience. The adult's role is to develop vocabulary and deepen and extend thinking through purposeful interactions and relevant, open-ended questioning.

Through the provision of appropriate equipment and materials we ensure that the children encounter specific learning experiences.

We aim to give opportunities for different forms of play through:

- Imaginative play - for example role play area and small world play.
- Use of construction equipment.
- Games to develop early reading and mathematical concepts.
- Sand and water play.
- Outdoor play. – children will have access to outdoor play on a daily basis.
- Malleable materials
- Use of technology
- Mark making resources.

Outdoor Play Policy

Learning opportunities are provided in both our EYFS outside area and the wider school grounds.

The EYFS outside area is shared by Pre-Reception and Reception children and all children are encouraged to follow their own interests during independent learning. All areas of the curriculum are planned for and resourced by staff as a team each week with resources added or enhanced on a daily basis in response to the children's interests and ideas. Cross-curricular learning is encouraged and adults are actively involved in supporting children's thinking, ideas and learning. Learning opportunities outside will reflect the themes and topics being investigated inside.

Pre-Reception and Reception use the wider school grounds at least once a week to engage children in first-hand learning experiences and a varied programme of activities is planned by staff. In addition, Reception engage in a Forest School project once a term, led by a qualified Forest School teacher.

Ratios of staff to child are strictly adhered to for all inside and outside activities.

A walkie-talkie, first aid-kit and emergency medical equipment (inhalers and Epi-Pens) will be taken by a member of staff for all activities which take place in the wider school grounds.

Reception have a set playtime, in-line with the rest of the school, between 10.20-10.40am and this break is supervised by a qualified member of school staff, not EYFS staff.

Lunch-time break for Pre-Reception and Reception is spent in the EYFS outside area (or classroom if the weather is extreme) and Reception are supervised by qualified members of school staff, not EYFS.

Promoting Positive Behaviour

It is fundamental for the development of children's personal, social and emotional development to set clear and developmentally appropriate expectations for behaviour within a safe and secure environment where children are free from the fear of being hurt or hindered. To achieve this, staff will:

- Use positive language when interacting with all adults and children.
- Consider children's ages and stages of development and particular individual needs when identifying and implementing strategies to manage behaviour.
- Involve children in the decisions that affect their daily lives. This is done by tuning into their feelings and behaviours as well as their voices e.g. helping children to devise rules for the playground.
- Ensure that where reasonable, there are enough popular toys, resources and sufficient activities available so that all children are actively engaged in learning..
- Praise and celebrate considerate and positive behaviours such as kindness or willingness to share by giving public praise and sharing achievements with parents/carers.

- Ensure children understand it is their behaviour and not the child as an individual that is unacceptable.
- Ensure adult attention is given in response to positive behaviour and that attention is never used to reward negative behaviour.
- Recognise that very young children are unable to regulate their own emotions, such as anger, fear or distress which may present as tantrums, snatching or biting. Therefore staff will respond calmly and sensitively when helping young children to manage these feelings.
- Focus on ensuring a child's attachment figure in the setting, their key person, builds a strong relationship to provide security for the child.
- Work in partnership with parents and carers to identify and together resolve any underlying causes for negative and persistently challenging behaviour.
- Recognise that in some cases a child's educational need may affect their behaviour; where it is apparent staff will seek support from the EYFS Leader, Mrs. Jacobson and the leader of inclusion, Mrs. Woodruff.
- Recognise that it is normal for young children to explore aggression through their play and that such play offers healthy opportunities to support personal, social and emotional conflict resolution.
- Help children to understand the effect their behaviour has on other children and adults. We do not force children to say sorry, but encourage children to apologise for their actions in a range of ways, e.g. hug, provide a tissue for a crying child, share equipment. We ensure that this behaviour is modelled by all adults in the setting.
- Recognise that a consistent and planned approach is critical to effective behaviour management. Consistency among staff will ensure that children understand and respect the positive expectations set for behaviour within our setting.

In the event of an incident of unacceptable behaviour taking place within the EYFS setting, the child's key worker will speak to parents or carers at collection time.

We will not accept and will actively challenge any adults in the setting who;

- Use negative labels such as 'naughty' or 'silly'.
- Use physical punishment, such as smacking or shaking and so far as it is reasonably practical, staff shall ensure that physical punishment is not given to any child by any person who cares for or who is in regular contact with children .
- Use approaches intended to single out and humiliate children.
- Shout or use raised voices in a threatening manner in response to children's negative behaviour.
- Use or threaten corporal punishment, or punishment which could adversely affect a child's wellbeing.

Assessment

Observation and Assessment:

We aim to assess the children's individual needs through evidence gained from observations, listening to children and conversing with them. This then enables us to differentiate activities effectively and develop a curriculum, which matches the needs of the children.

After completing the 'On Entry' assessments in Pre-Reception we carry out continuous formative assessment of the children in order to ensure excellent progress is made by all children from their starting-point. Parents are actively involved in gathering information about the progress and attainment of their child.

The new Reception Baseline Assessment, introduced in September 2021, will provide an opportunity to gather information about each child's starting point and this, in addition to ongoing formative assessment, will enable each child's progress and attainment to be monitored. Observations made of each child and the information gathered, are used to plan next steps and set targets as each child progresses towards the Early Learning Goals.

All members of staff are involved in gathering information/evidence and making observations. Observations should be used to inform interactions with the child in order to extend thinking and enable the child to further engage with learning and make progress. Observations are not made at a distance from the child but will be part of meaningful adult-child interactions during investigations and activities chosen by the child.

Assessment should not entail prolonged breaks from interaction with children, nor require excessive paperwork. When assessing whether an individual child is at the expected level of development, practitioners should draw on their knowledge of the child and their own expert professional judgement and should not be required to prove this through collection of physical evidence. Statutory Framework, DfE. 2021

The role of the adult is to help the child to take the next steps and not to simply record what they can already do. Significant evidence of progress will be recorded using the assessment and tracking system 'Evidence Me' on an iPad. Observations in the form of photographs and written notes will be linked to the statements in Development Matters and a record made about the characteristics of effective learning being demonstrated by the child. Progress will be tracked on 'Evidence Me' which enables judgements to be made about age-related achievement, next steps, targets and possible interventions to close gaps in attainment.

Progress check at age two

When a child is aged between two and three, practitioners must review their progress, and provide parents and/or carers with a short written summary of their child's development in the prime areas. This progress check must identify the child's strengths, and any areas where the child's progress is less than expected. If there are significant emerging concerns, or an identified SEN or disability, practitioners should develop a targeted plan to support the child's future learning and development involving parents and/or carers and other professionals as appropriate.

Pre-Reception data will be moderated by the EYFS Leader and summative data will be transferred to the child's new Reception Teacher or the new setting when a child leaves Pre-Reception.

Early Learning Goals

At the end of Reception, each child's level of development must be assessed against the early learning goals. Practitioners must indicate whether children are meeting expected levels of development, or if they are not yet reaching expected levels ('emerging'). Year 1 teachers must be given a copy of the Profile report, together with a short commentary on each child's skills and abilities in relation to the three key characteristics of effective learning. These should inform a dialogue between Reception and the year 1 teacher about each child's stage of development and learning needs and assist with the planning of activities in year 1.

Reporting

Parents of children in Reception receive a written report at the end of the Michaelmas term and Trinity term and are invited to attend parent consultation meetings during the Michaelmas term and Lent term.

In addition, staff in EYFS are required to complete the EYFS profile and must share the results with parents. Parents must be offered the opportunity to discuss the report with the teacher who completed it. This meeting should be within the term in which the profile has been completed. Parents should be involved in the assessment process on a regular, ongoing basis. They should be encouraged to engage with their child's learning and development. All EYFS providers must give parents a written summary of their child's attainment against the ELGs. All independent schools must comply with the information in the EYFS assessment and reporting arrangements (2021 EYFS: assessment and reporting arrangements).

Parents as Partners

Parents are the first educators of their children. We aim to support their work and create a dynamic working partnership with them.

Policies and procedures are subject to change in the current circumstances, with regard to Covid 19. We continue to follow the most recent guidance and regulations to support safe communication and relationships with parents.

We will:

- Make all new parents aware of our policies and procedures.
- Ensure that parents receive regular verbal reports on their child's progress and encourage an on-going dialogue between home and school.
- Share information with parents and offer support to learning in the home.
- Ensure that parents can contribute from their own skills, knowledge and interests in aiding the children's learning.
- Involve parents in the record keeping about their own child. Parents can access 'Evidence Me' and contribute observations of their child's progress and achievements.
- Ensure that all parents are aware of all meetings, conferences, workshops and training.
- Ensure that the timing of meetings does not exclude anyone.
- Welcome all contributions from all parents.
- Ensure that all parents are aware of the Complaints Procedure.

- Provide opportunities for parents to learn about Early Years Foundation Stage education, both in the setting and at home.
- Celebrate the children’s successes and discoveries.

The term prior to a child starting Pre-Reception, parents are invited to attend a meeting with their child’s key person at which the day-to-day running of Pre-Reception and the curriculum is discussed. Parents are invited to share information about their child, including medical, dietary and their individual development. New starters will complete an admissions process with Alice Ho, Admissions Department, and information will be gathered electronically via ‘My School Portal’ to which all staff have access. Parents are encouraged and welcomed to share information in person, at drop off or collection time, or by email. We actively promote parents to communicate information about their their child’s successes and progress and to raise issues which may occur both at home or at school. Parents are welcome to arrange a meeting with staff at any point during the year and staff will ask parents to meet them if a particular need arises.

Parents are invited to contribute to the process of assessment and evidence of gathering via the ‘Evidence Me’ App, and staff take every opportunity to discuss progress and set targets or next steps for their child. In Reception, Parents’ Evenings are held in the Micahelmas and Lent terms and written reports are sent home twice a year.

Once a year we hold Parents’ Evenings for the Pre-Reception children and members of staff will discuss the child’s development, progress, attainment and transition preparations.

Each parent receives a half-termly letter informing them of topics for the half-term, special events, general information and requests. A detailed half-termly plan is displayed for the parents.

Parents are usually invited to various events throughout the year, for example, the Harvest Festival a Nativity Play, a dance presentation, an Easter bonnet parade, sports morning and a Teddy Bears Picnic. These events and celebrations will be subject to current regulations regarding Covid 19, until further notice.

Admissions

Admissions are the responsibility of Alice Ho in Thornton’s Admissions Department.

We arrange our waiting list in birth order. In addition, we may take into account siblings already attending the school.

- We describe the EYFS and its practices in terms which make it clear that it welcomes parents, other relatives and carers, including childminders.
- We describe the EYFS and its practices in terms of how we treat individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We monitor the ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- We make our Equality of Opportunities Policy widely known.

- Universal (15 hours) and Extended (30 hours) 3 and 4 year old Free Entitlement (FE) is available over each term time week Pre-Reception is open per year. Children are eligible for Free Entitlement the term after they turn 3 years old. This is to ensure that the EYFS provision is available to a wide community.

Settling in

The settling in process is subject to current Covid regulations. We ensure that all children and parents feel confident and informed through effective communication.

We aim to make children feel safe and happy away from their parent/carer. We support them to recognise other adults as a source of authority, help, care and support. We enable them to share their experiences in EYFS with their parents when they are collected at the end of the session.

The term prior to a child joining Pre-Reception the parent and child will be invited to attend a meeting, which will last approximately one hour. During this time the parent will spend time with the child's key person sharing information whilst the child can enjoy playing in Pre-Reception and the EYFS outside area. They will be introduced to other members of the EYFS team, including the EYFS Leader, Mrs Jacobson. The parent and child will be shown:

- The child's peg where they can hang their possessions.
- The toilets and sinks.

We then encourage the child to give the parent/carer a kiss goodbye and the child's key worker will care for the child whilst the parent/carer departs. This member of staff will then take care of the child whilst she settles into Pre-Reception; this may involve cuddling them or holding their hand and always keeping a close eye on them so that they can react to the child's individual needs.

During the first session we keep in close contact with parents/carers. If the child is upset on the parent/carer's departure, we suggest that they wait in the car park for a short time, a member of staff will then come out and advise parents/carers on the situation.

If the child does not settle, the periods of parental/carer absence are kept short initially, and are gradually extended to an entire session. We will phone parents/carers if their child is distressed and needs to be collected early.

At the end of the child's session, a member of staff will discuss how the child has settled and discuss if further 'settling in' sessions are necessary.

Organisation of the Setting

The EYFS at Thornton consists of a Pre-Reception Class and a Reception Class. Pre-Reception accepts girls from three years old. Girls are accepted into our Reception Class from the September following their fourth birthday.

Staff work closely together and provision, planning, assessment and progress in both Pre-Reception and Reception is overseen by the EYFS Leader, Mrs. Jacobson.

Ratios of staff to children

We follow staffing regulations set by ISI Regulatory Requirements which states that, 'Staffing arrangements must meet the needs of all children and ensure their safety.' We ensure that children are adequately supervised and decide how to deploy staff to ensure children's needs are met. We inform parents/carers about staff deployment and ensure regular communication between a child's key person and their parent/carer. Children will usually be within sight and hearing of staff and always within sight or hearing.

In Reception, where the children are, or will be, five or over within the school year, and are supervised by a qualified teacher, the required ratio is 1:30.

In Pre-Reception the required ratio is:

For children aged two + years:

- there must be at least one member of staff for every four children.
-

For children aged three + years:

- there must be at least one member of staff for every eight children.
- Where a member of staff holds Qualified Teacher Status or Early Years Professional Status, then a ratio of at least one member of staff for every 13 children aged 3+ and at least one other member of staff must hold a full and relevant level 3 qualification.

(ISI Commentary on the Regulatory Requirements 2021).
(Statutory Framework for the EYFS September 2021).

Supervision

Supervision is in place for all staff in EYFS who have contact with children and families, as outlined in ISI regulatory Requirements. Supervision enables staff to discuss issues and identify solutions as well as receiving coaching to improve their personal effectiveness. Supervision includes individual meetings between a leader or manager and each staff member, including teaching assistants in Reception, in order to support their role as key persons working with children and their families. The frequency of meetings is determined according to the needs of the families and the staff member supporting them. This is in addition to regular staff appraisals and other opportunities for staff training.

Arrivals and Collection

Children in Reception may arrive between the times of 8.00am- 8.30am. This 'Early Bird' provision is available to all parents of children in Reception, free of charge. Parents are requested to use the hand sanitiser and then ring the bell at the entrance gate to the EYFS outdoor play area. Parents should ensure that their child also uses the hand-sanitiser before entering through the gate. A member of staff will greet your child at the gate and take them to unpack their belongings. Your child will then be taken care of in the Pre-Reception room until the class teacher collects them at 8.30 am. Children in Reception are requested to arrive by 8.30am to enable the register to be completed. Assembly or prayers will begin immediately after the register.

Collection times for children in Reception are 3.30pm or 4.00pm. Children may only be collected at these times and not between these times. School ends at 3.30pm for children in Reception and parents collecting at this time should wait at the entry/exit gate to the EYFS outdoor area for their child to be brought to them. Children in Reception may also attend 'Late Stay' provision until 4.00pm to facilitate the collection of older siblings at Thornton, who finish school at this later time. Children will be taken care of by members of the Pre-Reception team. There is no charge for this provision and children should be collected from the main entrance to the building at 4.00pm.

Children in Reception and Pre-Reception may attend additional 'Late Stay' provision from 4.00pm - 6.00pm if required. This additional 'Late Stay' provision is provided by Pre-Reception staff and must be booked in advance. There is a termly charge for this provision. Parents are asked to email Alice Clarke in the finance department to book 'Wrap Around Care': finance@thorntoncollege.com

Children attending Pre-Reception in the morning may arrive between 8.00 - 9.00am. There is a termly charge for Pre-Reception children who are booked in to arrive before 9.00 am. Parents are requested to use the hand sanitiser and then ring the bell at the entrance gate to the EYFS outdoor play area. If a child arrives later than 9.00 am, a reason for late-arrival should be given to the member of staff answering the gate. Parents are requested to arrive on time as late arrivals interrupt learning.

If a child is attending Pre-Reception for the afternoon only, parents are asked to ensure that their child arrives promptly at 1.00pm. The main entrance to the building will be used to both drop off and collect Pre-Reception children from 12.00pm onwards each day. Parents are asked to ring the bell to alert staff to their arrival at the door. Parents/Carers and children are requested to use the hand sanitiser and then ring the bell. A member of staff will greet your child at the door and take them to unpack their belongings

Children in Pre-Reception may be collected at 12.00 noon, 1.00pm, 4.00pm and between 4.00pm and 6.00pm. Parents should inform us of the person who will regularly collect their child.

Parents/Carers are requested to use the hand-sanitiser and then ring the bell at the main entrance to the building. A member of Pre-Reception staff will ask you to wait outside and then bring your child to you.

We ask all parents to inform us if someone else is collecting their child. We ask for a name and a brief description of the person, if we have not met them before, and a password. This change is written on the white board in Pre-Reception so that all members of staff are aware of the change. In emergency situations, a password is used. This password must be stated before we allow the child to leave our care.

Children must be dropped off and collected at the correct times.

If a child has not been collected at the expected time a member of staff will phone the contact numbers to ascertain the whereabouts of the parent/carer/emergency carer.

If contact has not been made by parents and they are more than an hour late collecting their child, the EYFS Leader and Deputy Head will be informed. The EYFS Leader/Deputy Head / Head Teacher will monitor the situation and make contact with the police if appropriate.

If a child has not been collected at 12.00 noon and contact cannot be made the child will have lunch with the other children whilst awaiting collection. A member of staff will continue to try to make contact. If a child has not been collected at 1.00pm or at 4.00pm the above procedure will be followed whilst the child remains in the care of the Early Years Foundation Stage staff for the remaining session. If a child has not been collected at 6.00pm and contact cannot be made, two members of Pre-Reception staff will remain until the child is collected by their parents or emergency person.

In the event of a child not being collected by 7.00pm and our failure to make contact with the parents, the EYFS Leader, Head Teacher or senior management team on call person, will inform the police.

Missing Child

The class register is taken morning and afternoon by a member of the EYFS staff. Any absences are followed up immediately and noted in the register. If a reason has not been given in person by the child's parent/carer or by email then parents/carers are telephoned.

All children are counted when leaving the EYFS building; when they arrive at their destination and on their return to the Pre-Reception or Reception classroom, to ensure that all children are present.

Should an occasion arise where a child may have left the building or become separated from the group, the school bell will be rung, all children gathered together and a head count taken.

The following steps should be taken if a child is missing:-

- Search the building and grounds in the immediate vicinity of EYFS. If the child has gone missing whilst moving from one part of the school to another, retrace their steps and check all the rooms, toilets and corridors on the route and nearby.
- Inform Head Teacher immediately there is concern that a child may be missing.
- Head Teacher or her Deputy to telephone the police and parents if the has not been located within ten minutes. At this point the child will be classed as a lost child.

Occasional Extra Session

Parents who wish to change their child's sessions at Pre-Reception, are welcome to do so by contacting Marta Clarke, Finance Manager, MClark@thorntoncollege.com. In order to help with the organisation and administration of Pre-Reception, it is desirable that these changes should be made ONLY at half-term or at the end of term.

We are sorry that we cannot exchange sessions because of medical appointments or holiday arrangements. However, where possible and where Health and Safety procedures allow, we will do our utmost to support families in an emergency and occasional extra sessions may be available as a one-off request providing staff/child ratios are met.

Transition Our transition arrangements will reflect current Covid circumstances and guidance.

To ease the transition of children into Pre-Reception we will:

- Invite parents and children to a meeting and ensure that they are informed about how Pre-Reception operates.
- Invite parents and children to have a key person meeting the half term before they join us to get familiar with the setting and staff
- Ask for background information regarding the child to be given to the setting to aid transition.
- Appoint a key person to each family to build up relationships and help settle children into the setting to aid their social and emotional development.

To ease the transition of children to Reception we will, where guidelines and regulations allow:

- Give families any support needed in the lead up to their child's transition.
- Arrange a transition meeting with the child's new teacher, ensuring that all necessary permission for the transfer of information has been obtained from parents
- Provide a comprehensive leaver's report for each child, which will be shared with parents and the child's next teacher.
- Invite practitioners from the child's new school into our setting to meet the child.
- Arrange a visit to the child's new school by their key worker.
- Arrange a visit to the new school for the child

Children transferring from our Pre-Reception to our Reception class are invited to meet their new teacher during the Trinity term. Parents of these children are then invited to meet the Reception teacher for individual meetings.

Parents requesting a place in Reception for their child from external schools are invited to meet the Reception Teacher with their child.

The EYFS Leader, Felicity Jacobson, is responsible for supporting planning, teaching, assessment and progress in Pre-Reception and transition to Reception is therefore straightforward and supports the children's individual needs.

Health and Hygiene

Health

Parents and staff must be aware of the current regulations and guidance relating to Covid and must follow the school's procedures and policies.

Food

- All meals and snacks provided will be nutritious and pay due attention to children's particular dietary requirements.

- Cooking activities in EYFS are undertaken with the support of Ian Wheatley, Thornton's Head Chef and will encourage wholesome eating habits, promoting and extending the children's understanding of a healthy diet.

In the Early Years Foundation Stage, we regard all meal times as an important part of the child's session/day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We endeavour to provide:

- Pleasant eating areas for children and staff with adequate time for unhurried eating;
- An overall school environment that encourages children to make healthy food choices;
- Opportunities and encouragement for staff to model healthy eating habits;
- Strategies to involve family members in supporting children to make healthy food choices and develop healthy eating habits.

At meal times, we aim to provide nutritious food, which meets the child's individual dietary needs. We aim to meet the full requirements of the ISI's Care Standards on Food and Drink. We aim to meet the full requirements of the Food Standards Agency and display allergens information.

- Before a child attends Thornton College EYFS Department, we find out from parents their child's dietary needs, including any allergies.
- We record information about each child's dietary needs. Parents are informed of the need for this information to be held and this confidential information is only available to those members of staff who need to know, this includes the catering team at Thornton. This information is recorded on a 'Special Dietary Requirements' form and is stored in a locked cupboard.
- Details of allergies or any special dietary requirements required by the children within 'Late Stay' provision, (which also includes children from Year One and Year 2), is held confidentially, and with the permission of the parents, in a locked cupboard and only available to those staff who need to know.
- We regularly consult with parents to ensure that our records of their child's dietary needs, including any allergies, are up-to-date.
- We maintain up-to-date information about individual children's dietary needs and ensure that all staff are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and their parents' wishes.
- We display the menus of meals/snacks for the information of parents including allergens information.
- We provide nutritious food at all meals and snacks, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.

- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of their diet or allergy.
- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how and where to obtain the water and that they can access it at any time during the session/day.
- We offer children staying late an appropriate meal or snack.
- We inform parents who provide food for their children about the storage facilities available in the EYFS.
- We give parents who provide food for their children information about suitable containers for food.
- We have rules about children sharing and swapping their food with one another in order to protect children with food allergies.
- For children who drink milk, we provide pasteurised milk.

Medical Needs

A member of staff from the Health Centre will meet with parents of children in EYFS with special medical needs to discuss the medical need. An individual care plan will then be given to the parents to be completed in conjunction with the child's GP and any other specialists involved in the medical care of their child. This policy will provide a basis for ensuring that children's medical needs receive proper care and support from the school.

Administration of Medication

As part of the school's admissions process, a full medical history form is completed. It includes permission for staff at Thornton to administer Calpol and Piriton if necessary. If a child is unwell whilst in our care we inform the parents as soon as possible. We may ask parents if they wish us to administer Calpol to alleviate symptoms of pain or fever. In the event that Calpol or Piriton needs to be administered, a form indicating the time and dosage levels administered to the child will be filled out by the staff member administering the medicine, and signed by the parents on collection of their child. Parents are also asked to inform staff if Calpol, Piriton, inhalers or any medicine has been administered to their child at home, before they arrive and must inform staff of precise time administered

If a child requires prescribed medicines to be administered during their session time, the appropriate 'Medication Consent Form (EYFS), ' must be filled in and signed by the parent or carer on arrival at the setting. When medicine has been administered by a member of staff, the date and time of

administration must be noted on the form. A completed form indicating time and dosage given to the child will be given to parent/carer at collection time.

Two members of staff must be present when medicine is administered. Prescribed medicine for all EYFS children will be administered in the Pre-Reception setting. In EYFS we follow the guidance included in the new Statutory Framework, 2021: 'Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor)'. 3.46.

In EYFS, we follow the guidance in the new Statutory Framework, 2021 To promote the good health, including the oral health, of children attending the setting.

It is essential that any child needing medication should bring it to Pre-Reception for administration and safe keeping. No child should have any medication on their person or in their belongings.

If a child has a severe food-allergy and an EpiPen has been prescribed by a medical professional, a named EpiPen is kept in the medical cupboard in Pre-Reception or Reception. When we leave Pre-Reception or Reception to visit other parts of the school, the EpiPen is taken. An Epi-pen will be taken to the dining room if the child with a food-allergy stays for lunch.

If a child has been prescribed an inhaler by a medical professional, a named inhaler is kept in the medical cupboard in Pre-Reception or Reception. When we leave Pre-Reception or Reception, the inhaler will be taken with us.

Jules Dixon, in the Medical Centre will be informed of any child with severe allergies requiring an epi-pen or any child requiring an inhaler. Spares of this medicine will be kept in the Medical Centre.

Each child requiring these medicines will have a named and clearly labelled box containing the medicine in the EYFS setting. This will be stored in a locked cupboard. All medication, including inhalers, are to be clearly labelled with:

- Child's name and date of birth**
- Written instructions provided by parents or doctor**
- Prescribed dose and storage**
- Expiry date**
- Original packaging**

- All medication will be administered in the presence of 2 trained members of staff and recorded.
- Any medicine brought in by a student **should not** be administered without clear parental consent.
- Medication is to be given to a member of staff in Pre-Reception
- No child should be forced to take medication.
- Before administering any medication staff will check the child's consent form to ensure that parental consent has been given.

- All medicines prescribed or over the counter must be in their original container.
- All medicines will be kept in a locked cupboard. All parental consent and administration forms can be found in the medicine folder in the medical cupboard.
- Staff will inform parents before a child's medication has reached its expiry date.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

First-Aid

The following EYFS staff have Paediatric First Aid training;

Mrs Felicity Jacobson
Mrs Hisana McPartlan
Mrs Sandra Bird

It is essential that there is accurate, accessible information about how to obtain emergency aid.

Any medicine requiring medical or technical knowledge will be administered by trained staff only. Pre-Reception and Reception staff have been trained in the use of an EpiPen and inhaler.

- All staff will undertake paediatric first-aid training consistent with guidance set out in the Statutory Framework for the Early Years Foundation Stage, 2021 which will be renewed every 3 years.

PFA Training will be carried out by an outside agency for EYFS staff.

- Sticking plaster will be used to cover cuts or open sores on adults and children
- We will not accept children after a general anaesthetic unless at least 24 hours have elapsed.

Infectious Diseases

- Parents are asked to keep their child away if they are suffering from an infection, and to inform EYFS staff of the infection as soon as possible. We will not accept a child back suffering from an infectious illness until the infectious period is over.
- Children should be kept away for 48 hours after an attack of vomiting or diarrhoea.

Hygiene

Pre-Reception and Reception staff will observe current legislation and Covid regulations.

All adults involved with EYFS will ensure that the following good practices are observed:

Covid hand-washing procedure to be followed by children and staff at frequent intervals.

Staff to monitor children's hygiene and to ensure hands are washed when necessary.

Hand sanitiser to be used before entering and after exiting the school building.

School provided sanitiser to be used to clean tables and equipment after use. Spray to be used with paper towels, with these being disposed of safely.

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Rooms and surfaces cleaned before and after snack.

PPE to be worn if preferred or needed.

Personal Hygiene

- Hands washed after use of the toilet and before handling food.
- Hand-sanitising gel is available for use by adults and children in EYFS
- Earrings will not be shared by children with pierced ears.
- Tissues will be provided and children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Children will be encouraged to cover their mouths when coughing.
- Paper towels will be provided and disposed of properly.
- Staff will be aware of how infections, such as HIV, can be transferred by bodily fluids, for example.

Cleaning and Clearing

- Spills of blood, vomit or excrement will be wiped up and flushed down the toilet. Disposable gloves will be used, and floors and contaminated fabrics will be thoroughly washed. Spillage kits to be used.
- Bagged nappies will be taken immediately to the outside bin by a member of Nursery staff.
- Spare clothing for use in the case of accidents will be available, and plastic bags for the soiled items.
- All surfaces will be cleaned daily before use and during the day when required

Food

- Pre-Reception and Reception staff will observe current legislation and Covid regulations regarding food hygiene, registration and training.
- Hands will be washed before preparing food and after using the toilet.
- No adult suffering from infectious/contagious illness or skin trouble will be involved in preparing food.
- No smoking will be allowed anywhere on the premises.
- EYFS staff will be alert to the risk posed by coughing or sneezing over food.
- Waste will be placed in an enclosed bin and removed daily from the building.
- Tea towels will be washed between each session.
- All utensils will be kept in a dust-free cupboard or drawer.
- EYFS staff will attend Food Hygiene courses.
- EYFS staff will check food temperature with a thermometer when cooking, observing statutory requirements. If food cannot be reheated, it will be labelled accordingly.

General

EYFS staff aim to maintain a high level of hygiene and safety for all the children:

- Toys and equipment are regularly checked for damage and sterilised. A record is made of equipment cleaned.
- In Pre-Reception, all used beakers are washed each evening. The dishwasher is always set on a programme of 60°C. In Reception, children bring in their own water bottle which is taken home every evening to be washed and re-filled..
- Disposable gloves are always worn by staff when helping a child with toileting. A disposable apron is also worn by staff when cleaning a child who has soiled himself/herself.
- Routine risk assessments are carried out.
- Tables are wiped and disinfected before snacks, and at the end of each session.
- The classrooms and toilets are cleaned twice daily.
- Children wash their hands with antibacterial soap after using the toilet and before they eat.
- Wet wipes or soap and water are used to clean hands and face after lunch.
- All children have a plate or lunch box at snack times for their food.
- Any issues or possible hazards identified must be reported to the EYFS Leader and will be dealt with in accordance with school policies.

Keeping Children Safe

Felicity Jacobson, Reception Class Teacher and EYFS Leader is Deputy Designated Safeguarding Lead and is available throughout the school day on 01280 812610 Extension 205 or by email: fjacobson@thorntoncollege.com.

The safety of children is of paramount importance. In order to ensure the safety of both children and adults EYFS staff will:

- Make sure that children are supervised by adults at all times and always remain within sight and/or hearing of an adult.
- Have an Accident Book at each session to report any accidents. Parents will be informed verbally at collection time of any accidents. Parents will be contacted during the sessions to reports any bumps to the head and reminded of the signs to be alert to when collecting their child.
- Make regular checks of the Accident Book.
- Ensure that all adults are aware of the system for the arrival and departure of children, and ensure that a member of staff will be at the door during these periods.
- Ensure all adults are aware that mobile phone usage is not permitted anywhere in the EYFS setting.
- Allow children to leave only with authorised adults.
- Ask for a password to be given by any adult collecting that staff are not familiar with.
- Check the safety of the premises, both indoors and outdoors, before the beginning of each session.
- Ensure that the outdoor play area is secure.

- Regularly check equipment and toys and remove any dangerous/broken items. A full Risk Assessment to be carried out annually on all toys and equipment. A visual check will be made of the classrooms before children are allowed into the setting for each session to identify any possible hazards or faulty equipment.
- Where hazards or faulty equipment are identified, staff will report the issue to the EYFS Leader, Felicity Jacobson. All associated equipment will be removed until it can be repaired or replaced. Mark Leggett and Jane Sanders will be contacted with any concerns and health and safety matters.
- Ensure that the layout of equipment enables adults and children to move freely between activities.
- Ensure that fire doors are never obstructed.
- Store all materials, such as cleaning materials and medicines, out of the reach of children.
- Ensure that children do not have unsupervised access to the kitchen, cookers or cupboards containing dangerous materials.
- Not allow adults to carry hot drinks away from the kitchen area.
- Register those present at the beginning of each session to ensure a complete record of those present in the case of an emergency.
- Ensure that no smoking is allowed on the premises at all times.
- Practitioners not to be under the influence of alcohol or any other substance which may affect their ability to care for children. Staff on any long term medication will be required to seek medical advice to ensure it does not impair their ability to look after children.
- Keep a correctly stocked First Aid box.
- Make sure staff are aware of how to use fire extinguishers. (Fire extinguishers are checked annually). Felicity Jacobson is a trained Fire Marshall and has been instructed on the correct use of fire extinguishers.
- Ensure that at least two adults are present at all times.
- Check large equipment regularly and ensure that it is erected properly.
- Closely supervise activities such as cooking.
- In Pre-Reception, provide a ratio of one adult to eight children (one to four for the under threes) at all times.
- For children aged three and over in independent schools, where a person with QTS, is working directly with the children in a class where the majority of children will reach the age of five or older during the school year, there must be at least one member of staff for every 30 children.
- Maintain the required ratio of adults to children in Pre-Reception or Reception when a small group leaves the building.
- Be aware of any risk posed to younger children by equipment provided for the older ones.
- Check the premises at the end of each session.
- Check any public space used for outdoor play, for litter and other dangers.
- Ensure that children playing with or near water are continuously supervised.

- **ALWAYS** closely supervise the children in every situation.
- Ensure the entrance gates to the play area are **ALWAYS** bolted.
- Ensure door guards are fitted on all the doors.
- Child safety lock is fitted to fridge.

- Keep dangerous equipment or products in high cupboards.
- Ensure that all batteries are stored in a locked storage area away from the classroom.
- Be aware that button cell batteries are highly corrosive and pose a particular risk to small children. Toys and equipment containing cell batteries must be checked regularly to ensure the batteries are securely contained. Button cell batteries in toys should **NEVER** be changed in the classroom environment and all used batteries **MUST** be disposed of in a safe recycling container away from the classroom. Used batteries must **NEVER** be disposed of in the classroom bin.
- Ensure children wear protective helmets when playing on wheeled toys.
- Encourage children to move carefully within their environment.
- Ensure children always wear sunscreen and hats when the UV levels are high and in extreme weather conditions remain out of the heat.
- Help children to recognise and manage risks (e.g. transporting wooden play equipment).
Routine Risk Assessments are carried out.

Equality of Opportunity

As Christ is the foundation of our community we follow his example of accepting all and treating each person with respect regardless of ethnic origin, religion, gender, ability or age.

We will ensure that the EYFS is fully inclusive in meeting the needs of all children regardless of ethnic heritage, social and economic background, gender and those who are disabled or have special educational needs. Our setting is committed to anti-discriminatory practice to promote equality of opportunity and to valuing diversity for all children and families.

We recognise that inclusion is not optional; all children have the right to care and education that meets their individual needs and interests and promotes their learning and development.

We recognise that inclusive practice and meeting individual children's needs lie at the heart of EYFS, therefore we aim to:

- Provide a secure accessible environment in which all our children can flourish and in which all contributions are considered and valued.
- Ensure that information about our EYFS is accessible in written and spoken form and where appropriate in different languages.
- Include and value the contribution of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups and disabled people.
- Improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.
- Make inclusion a thread that runs through all of the activities in our setting.

We aim to create an inclusive environment which is as accessible as possible for every individual who uses our setting and premises.

We endeavour to do this by:

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- Identifying and actively seeking barriers to inclusion.
- Making reasonable adjustments to the environment and to our resources both indoors and outdoors, to accommodate a wide range of learning, physical and sensory impairments to ensure that each child reaches their full potential at their own rate. We would be happy to seek advice from outside agencies for specialist equipment.
- Differentiating provision within the curriculum to ensure each child receives the widest possible opportunities to develop their skills and abilities, e.g. English as an additional language, valuing individual learning styles.
- Positively reflecting the widest possible range of communities in the choice of our resources; e.g. books, small world characters, puppets, jigsaws, posters, dressing up clothes,, which reflect a diverse range of cultures, religions and disabilities within society.
- Celebrating a wide range of festivals e.g. Christmas, Easter, Diwali, Chinese New Year and Japanese festivals. We aim to acknowledge all festivals celebrated locally and by families in the Early Years Foundation Stage.
- Regularly seeking the views and feelings of students and their families to inform practice e.g. parent consultations and questionnaires.
- Avoiding stereotypes or derogatory images in the selection of books or other visual materials to promote non-stereotyped roles e.g. female mechanic, male nurse.
- Ensuring that each child's home language, particularly when other than English, are valued in play and learning.
- Working in partnership with parents to ensure that the medical, cultural and dietary needs of children are met.
- Helping children to learn about a range of food, and family and cultural approaches to mealtimes and eating, and to respect the differences between them.
- Welcoming the diversity of family lifestyles and home cultures and encouraging all children and their families to contribute experiences of their everyday lives to our setting.
- Encouraging children to value and respect others through staff acting as positive role models.
- Encouraging parents and carers to take part in the life of the setting. We do this by inviting parents to Open Days, Harvest Festival, Christmas Nativity Play, Easter Bonnet Parade, Sports Day and Teddy Bear's Picnic events. We invite parents with skills or resources to support our themed topics.
- We will not tolerate threatening or abusive behaviour towards or between staff and families and all such incidents will be challenged and recorded and, where necessary, relevant outside agencies will be involved.
- All staff are responsible for reporting all incidents of discrimination to the EYFS Leader and the Headteacher.
- Where children are discriminated against, parents will be informed of the incident and of the actions taken/to be taken.

Supporting Children with Special Educational Needs and Disabilities (SEND)

The EYFS has regard for the DfE SEND Code of Practice
0-25 January 2015.

We recognise the DfES definition of Special Educational Needs: “A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.”

All members of staff, especially Key People, recognise it is their responsibility to seek and exchange information with parents and our Special Educational Needs and Disabilities Coordinator (SENDCO).

Thornton College’s SENDCO is Annette Woodruff and the EYFS Leader, Felicity Jacobson is the EYFS nominated SENDCO

The role of the EYFS SENDCO is to:

- Work with parents, carers and other professionals in gathering and sharing information to build positive partnerships to ensure children feel included, valued and supported.
- Understand and apply the graduated response system for identifying and assessing children’s needs in line with the SEND Code of Practice.
- Advise and support colleagues.
- Identify from observations, the Two Year Progress Check or On Entry Assessment in Pre- Reception and Reception, any areas where the child’s progress is less than expected or there is an identified special educational need or disability. Discuss with child’s parents/carers and agree how to support the child.
- Ensure that parents are informed at all stages of assessment, planning, provision and review of their child’s education and that their insights inform action taken by the setting.
- Record and collate information for all children with SEND.
- Liaise with other providers and professionals involved with children with special educational needs/disabilities and their families, including transfer arrangements to other settings and schools.
- Oversee the system of planning, implementing, monitoring and reviewing EHCPs for children with SEND, taking into account the views of the children and their parents/carers.
- Implement systems for identifying and supporting children in Early Years and for education, health and care needs assessments and plans.
- Seek information, advice and training from: The school SENDCO, EYFS SENDCO; EYFS Leader; The Early Years and Childcare Improvement Team, and regularly attend termly EYFS Network Group meetings and Early Years SENDCO Liaison Groups offered by the Local Authority. Disseminate and share information and advice to all staff.
- Identify training needs for all members of staff to promote inclusive practice.
- Ensure the annual review of the Equality of Opportunities Policy is shared with parents and staff.
- Recognise the need for confidentiality and sensitivity to be maintained at all times.

Student Placement

We recognise that the quality and the variety of work which goes on in Early Years Foundation Stage makes it an ideal place for students to gain experience. Qualifications and training make an important

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contribution to the quality of the care and education provided by EYFS settings. As part of our commitment to quality, we are willing to offer placements to students undertaking Early Years qualifications and training.

We aim to provide, for students on placement with us, experience which contributes to the successful completion of their studies and which provide examples of quality practice in early years care and education.

- We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of EYFS.
- We require students to meet the 'suitable person' requirements of ISI.
- We supervise all students at all times and do not allow them to have unsupervised access to children.
- Students who are placed in the EYFS on a short term basis are not counted in our staffing ratios. Students who are placed for longer periods – for example, a year – may be counted in our staffing ratios provided we consider them to be competent and responsible, if aged 17 or over.
- We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers.
- We require students to observe our confidentiality policy and Child Protection/Safeguarding Policy.
- We require students to read and sign a code of conduct document.
- We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
- We provide students, during the first session of their placement, with a short induction on how the EYFS is managed, how our sessions are organised and our policies and procedures.
- We communicate a positive message to children about the value of qualifications and training.
- All students on a long term placement age 16 and above will be DBS checked by Thornton College. Written authority must be obtained from the parents of any children that the student wishes to study.
- We ensure that students placed with us are engaged in bona fide early years' training which provides the necessary background understanding of child development and all activities undertaken with children.