



Welcome to the Foundation Stage 2 at Coleman Primary School



What is the Early Years Foundation Stage?

- The Early Years Foundation Stage (EYFS) is the stage of education for children from birth to the end of the Reception year (Foundation 2).
- It is based on the recognition that children learn best through **play and active learning**.



Areas of learning in Foundation 2

There are 7 areas of learning in the Foundation Stage. All areas are connected to one another and are equally important. These 7 areas are broadly similar to the areas that your child would have been developing in their Nursery or Pre-school setting.

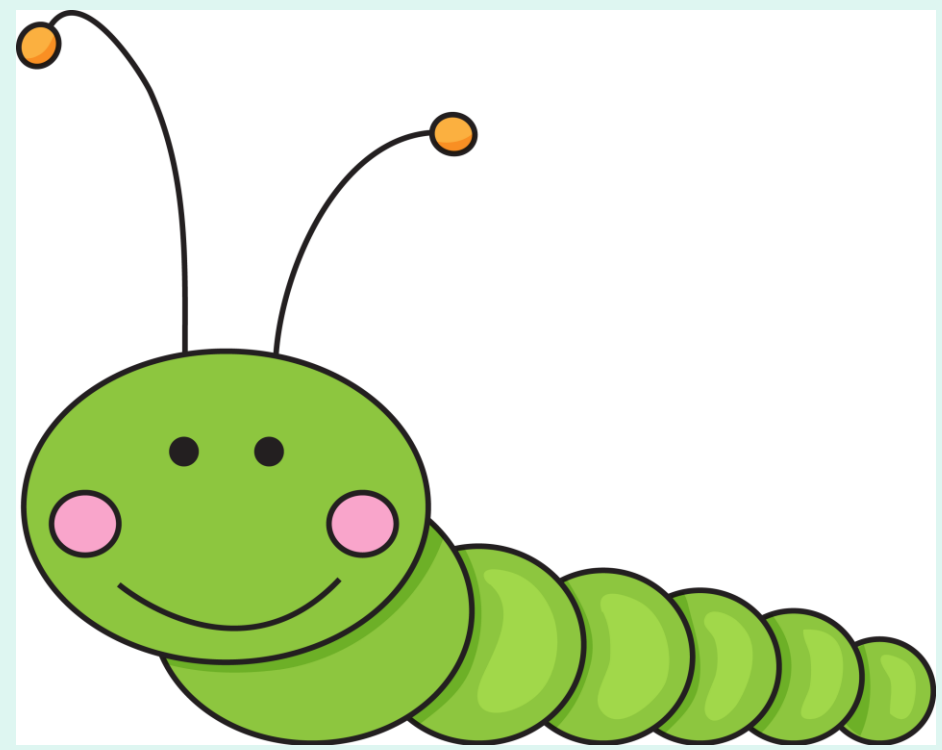
- 1. Communication and Language**
- 2. Personal, Social and Emotional Development**
- 3. Physical Development**
- 4. Literacy**
- 5. Mathematics**
- 6. Understanding the World**
- 7. Expressive Arts and Design**



Meet our Early Years classes

Caterpillar Class

Mrs Bruce



Meet our Early Years classes

Ladybird Class

Mrs Houghton



What does my child need every day?

Children are expected to wear **school uniform** every day.

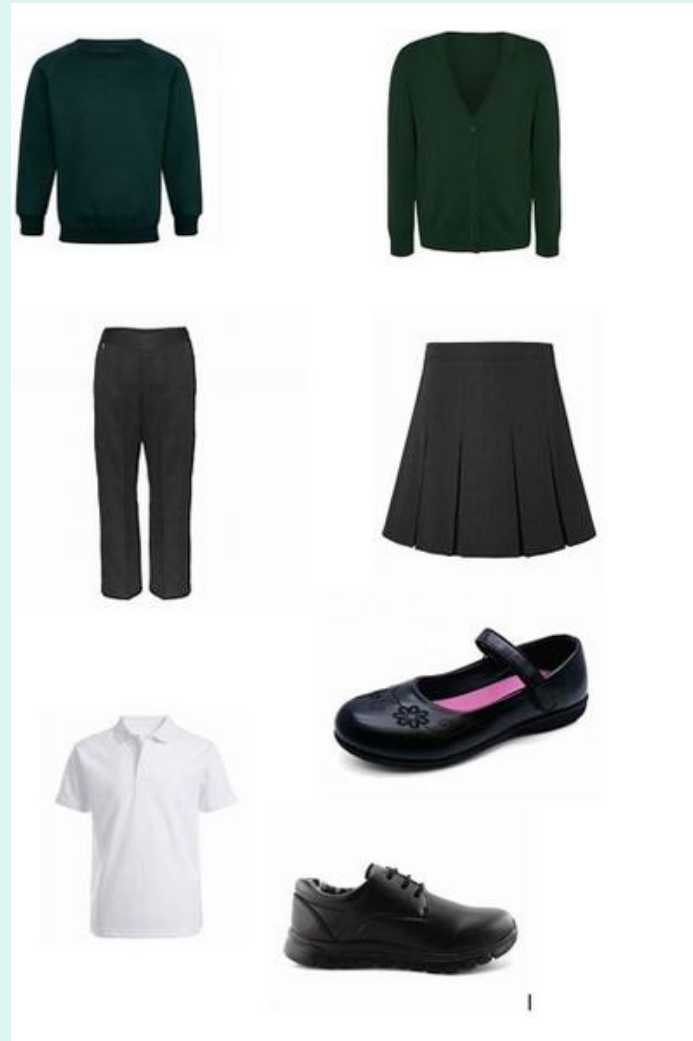
The uniform is as follows:

Boys and Girls.

- Bottle Green Sweatshirt/Cardigan
- White Polo Shirt
- Grey Trousers/Skirt
- Black Shoes

A **Green Coleman Book bag** is compulsory, these are available from the school office, please make payment online via Scopay.

For **PE** it is essential that children have a change of clothing, and this should consist of a T-shirt of their house colour (provided by the school) and black shorts or leggings together with training shoes.



What does my child need every day?

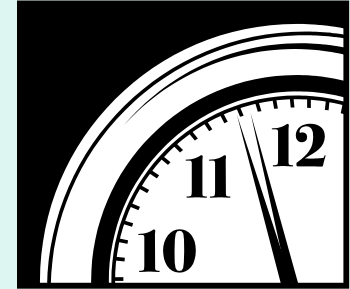
Your child will also need:

- A **named water bottle** for use throughout the day in the classroom. (Additional to their packed lunch drink)
- **Coat** – we will be going outside **every day**, even if the weather is a little bit wet.
- **Full change of spare clothes, including underwear in a named bag.**



Daily routines

School starts on Tuesday 26th of August.
School Day starts 8.30-8.45am and finishes at 3.10pm.



- Please make sure you arrive before 8.45am.
- At home time, please collect your child promptly from the F2 playground. The children will be led out by the class teacher and a teaching assistant. The children **must** wait until we have seen you before we let them walk over to you. Please be patient as there are lots of children to get safely to their parents/carers.
- **Permission to collect** – we will only let the child go with adults whom you have told the school will be collecting. (Permission to collect form)
- If you are late dropping of your child in the morning, you must **report to the school office**, so your child can be registered.

The start of the day

- It is important to explain to your child the routine at the start of the day.
- Establishing a good morning routine is important.
- Every morning your child should be able to independently:
 - Eat their breakfast.
 - Put on their school clothes.
 - Brush their teeth.
 - Brush their hair.
 - Get their school bag.
 - Put their shoes and coat on.
- Please make sure you arrive to school on time.

Morning routine



My



morning



routine



I can



eat



my



breakfast.



I can



put on



my



school uniform.



I can



brush my teeth.



I can



brush my hair.



I can



get



my



book bag.



I can



put on



my



shoes



and



my
























coat.

Saying goodbye in the morning

- It is important to say goodbye to your child every morning.
- When you say goodbye reassure your child that you will see them at the end of the school day.
- After saying goodbye please leave promptly. Your child may get upset if you stay after saying goodbye.
- Lots of children find saying goodbye to their grownups difficult. Some children may get upset and some children may not want to leave their grownups. That is okay. Class teachers and support staff will help your child to settle.

Our daily routine

 register +  carpet time	 learning  activities	 put it away	 assembly	 big  playground
 phonics	 learning  activities	 put it away	 toilet +  wash hands	 lunchtime
 learnful	 carpet time	 learning  activities	 story time	 home time

Talking about the school day.

Question you might ask...

- What was the best thing your teacher told you today?
- Who did you enjoy working/playing with today?
- What did you enjoy learning about today?
- What did you talk about at playtime? What games did you play?
- Who did you sit with at lunchtime?
- What did you have for lunch?

Bedtime Routine

Children of different ages require different amounts of sleep. Children between the age 3 to age 5 require 10 to 13 hours of sleep on a regular basis to keep them healthy.

The Bedroom

To help your child get a good night sleep, their bedroom should be:




- Comfortable temperature.
- Quiet and calm environment.
- Nightlight if your child is afraid of the dark.





Bedtime Routine



- A consistent bedtime routine.
- Electronic devices turned off at least one hour before bedtime.
- Quiet relaxing activity before bedtime.
- Baths can be helpful.
- The bedtime routine should last about 20-30 minutes.



Bedtime Routine



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My bedtime routine






 I can  put on  my  pyjamas.




 I can  brush my teeth.

 I can  go to the toilet.

 I can  go to bed.

 I can  have  a bedtime  story.

 I can  have  a hug  and  a kiss.

 I can  say  good night.

How can I help my child prepare for school?

At home, please practice with your child the following:

- Using the toilet and cleaning themselves independently.
- Rolling up their sleeves, washing and drying their hands independently.
- Blowing their nose independently.
- Undress and dress for PE independently.
- Putting on and taking off their coat independently.
- Putting on their gloves, scarf and hats independently.
- Pulling up and pulling down their coat zip independently.
- Hanging their coat on a coat peg independently.
- Open and close their water bottle independently.
- Open and close lunch boxes, crisp packets, etc independently.
- Use appropriate cutlery independently.



Starting Reception

Your child's journey to school starts at home

We understand that all children develop at their own pace, and that we're all learning from birth. When it's time to start school, some children will need more help than others.

There are key skills* that schools expect children to be learning before their first day. Practising these will make your child's journey to Reception positive as possible.

There's lots you can do at home to build your child's confidence and independence, helping them feel emotionally and practically prepared to start school.

*We are calling this document the 'Starting Reception' definition. Some people/organisations refer to this as 'school readiness'.



How can I help my child get ready?

- Your child will have lots of new activities and routines to get used to when they start school. There are some things they'll need to do more independently than they might have before.
- Research shows that a child's relationship with their parents is the most important factor in their development, and there's a lot you can do at home.
- When your child is at home with you or another caregiver, you can practise as a family with fun activities (we've included links at the end of this resource).
- Some of these skills take time to master, so it's good to introduce them gradually as part of your daily routine.




Find out more

For more information on how to help your child get ready for reception, and for information on supporting children with additional needs, scan the QR code or visit <https://startingreception.co.uk>.

Data Collection Sheet

- This form **must** be completed before your child can start Foundation.
- It contains important information about your child e.g., health issues, telephone numbers in case we need to contact you in an emergency.
- Please complete all 4 sides of the form.
- Please tell the school of any changes during the school year.

 Coleman Primary School
Data Collection Sheet

This data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the Article 6 and Article 9 of the GDPR, Education Act 1996 Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Not only does this data help us to operate as an Educational Establishment but it also helps us to keep your child safe and provide an education that is tailored to their needs. It is important that the information we hold is up to date. Please let us know as a matter of urgency if the information we hold about your child has changed.

For more detailed information about how we collect and use this information please refer to our Privacy Policy, Data Protection Policy and Retention Policy. These are available on the schools website or a copy can be requested from the school office.

CHILD'S DETAILS

Surname: _____ Forename: _____
 Middle Name: _____ Gender (Male/Female) _____
 Date of Birth: _____
 Home Address: _____
 Postcode: _____ Home Telephone: _____

Please note: There are two boxes for non-parental contact details on the following page. Please enter details in priority order for each of the four contact names indicating the order in which they should be contacted in an emergency.

PARENT/CARER – Contact Information Priority 1

Title and Surname: _____ Forename: _____
 Mobile: _____ Relationship to Pupil: _____
 Parental Responsibility: Yes / No _____ Email: _____
 Do you live at the same address as the child? Yes / No If not, please provide home address _____

As the person named above in Priority 1 I confirm that I have obtained consent from _____ and it is to add their details as a point of contact for the above named child.

Where parents live separately, it would be helpful if you could answer the question below:

Do you wish the other parent to be contacted? Yes / No / Only in an emergency (please delete as appropriate)

PARENT/CARER/OTHER – Contact Information Priority 2

Title and Surname: _____ Forename: _____
 Mobile: _____ Relationship to Pupil: _____
 Parental Responsibility: Yes / No _____
 Do you live at the same address as the child? Yes / No If not, please provide home address _____
 Postcode: _____

Non Parental Emergency Contact Information Priority 3

Title and Surname: _____ Forename: _____
 Home Address: _____
 Postcode: _____ Home Landline Contact No: _____
 Mobile: _____ Relationship to pupil: _____

Non Parental Emergency Contact Information Priority 4

Title and Surname: _____ Forename: _____
 Home Address: _____
 Postcode: _____ Home Landline Contact No: _____
 Mobile: _____ Relationship to pupil: _____

Non Parental Emergency Contact Information Priority 5

Title and Surname: _____ Forename: _____
 Home Address: _____
 Postcode: _____ Home Landline Contact No: _____
 Mobile: _____ Relationship to pupil: _____

Permission to Collect Form

- This form is used to help us know who should be collecting your child.
- Only the people on this form will be allowed to collect your child.
- Only people over the age of 16 years will be allowed to collect Reception children.
- You can add and remove people from this list if necessary.

Coleman Primary School Foundation Stage - Permission to Collect Form

Child's name	
D.O.B	
Class	
Named Adults	
Name	
Relationship to the child	
Home telephone number	
Mobile telephone number	
Name	
Relationship to the child	
Home telephone number	
Mobile telephone number	
Name	
Relationship to the child	
Home telephone number	
Mobile telephone number	
Name	
Relationship to the child	
Home telephone number	
Mobile telephone number	

I give permission for the people named on this form to collect my child from school. I will inform the school if the details change.

Parent/Carer signature:.....Date:.....

Early Years Pupil Premium

- Please complete if your family receives the benefits listed on the form.
- The school will receive additional funding from the Government to support your child's education.

Date stamp:

APPLICATION FOR FREE SCHOOL MEALS AND THE PUPIL PREMIUM

PLEASE WRITE CLEARLY IN CAPITAL LETTERS
Any inaccurate information may delay your child's entitlement to free school meals

OFFICE USE ONLY
 Completed:
 ECS outcome:
 Initials:

SECTION A – Your own details (Parent/Carer)

Your title: (Mr/Mrs/Miss/Ms/Other)			
Your first name:			
Your last name:			
Your date of birth: (dd/mm/yyyy)			
Your current home address:			
Your post code:		Phone:	
Your National Insurance Number:			
NASS Reference number: (Asylum seekers only)			
Relationship to the child(ren) below: Mother/Father/Other – please specify:			

SECTION B – Details of the children you are claiming for

Child's full name	Child's Date of birth			What is the name of the school that this child attends?	Does this child live with you?
	DD	MM	YYYY		
<i>e.g. Richard Hill</i>	23	06	2008	<i>Dovelands Primary School</i>	Yes

Declaration and Authorisation

I certify that the information given is correct to the best of my knowledge and belief. I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits and agree to inform the Free School Meals team immediately if my circumstances change.

I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law, including the Department for Education Eligibility Checking Service, to verify my initial, and ongoing, entitlement. I understand that you will hold my details on a computer database in accordance with the Data Protection Act 1998.

Signature _____

Date _____


Free school meals

All children in the Foundation Stage are entitled to a free hot school dinner. There are 4 options:

1. Meat - red plate
2. Halal - yellow plate
3. Vegetarian - green plate
4. Vegan - blue plate

If your child will have school hot dinner, they will need to have one every day.

If your child will have packed lunch, they will need to have one every day.

 **Coleman Primary School**
Gwendolen Road. Leicester. LE5 5FS
☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk
Headteacher: K. Wade

June 2023

Universal free school meals.

All children in foundation 2 are entitled to a Universal free hot school meal.
Please fill out the form below to tell us if you would like your child to have a hot school dinner or you would prefer to bring a packed lunch from home.

Thank you
Coleman primary school

I would like my child Class.....

Please circle.


To have a hot school meal

My child eats: Halal Vegetarian Meat Vegan

To bring a packed lunch

Term Time Absence

Please can we ask that when you sign this letter you write your child's name clearly underneath the signature so we can identify that all parents have signed this form. Thank you.



Coleman Primary School
Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: K. Wade

Dear Parent/ Carer

It is the policy of Coleman Primary School not to allow any term time absence. Should you take your child away during term time, you will need to complete a pink form (available at the office) to let us know where your child will be during the absence. The absence will be recorded as unauthorised and the Local Authority in conjunction with the Education Welfare Office will issue you a penalty fine of £120.00 per parent, per child to be paid within 28 days (reduced to £60.00 if paid within 21 days). If your child is absent for 10 days they may lose their school place.

Signed..... Date.....

Childs name..... Class.....

Non-prescription medication



Coleman Primary School
Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 📠 0116 273 3419 📧 office@coleman.leicester.sch.uk

Headteacher: K Wade

Dear Parent/Carer,

Re: USE OF NON-PRESCRIPTION MEDICINES IN SCHOOL

From time to time, children become ill during the school day with headaches, earaches etc. The school will call parent/carer to inform them and if we feel this is something that can be managed by administering paracetamol to aid them through the school day and support their attendance we will offer this, checking that they have not had any medication within the previous 4 hours. We will administer calpol to your child based on their age and the recommended dose on the packaging.

We will never administer any medication without calling and gaining verbal consent.

If you know your child is unwell but feel they could manage to be in school with paracetamol being administered through the day you can give paracetamol in at school office and complete a form with the times required for the medicine to be administered.

Yours sincerely,
Mrs K Wade
Head Teacher

I give/do not give permission for my child class.....
to be given paracetamol if called by the school office.

Signed Parent/Guardian

Acceptable use of the school's ICT facilities



Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers

Name of pupil:

When using the school's ICT facilities and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date: