



# EARLY YEARS FOUNDATION STAGE HANDBOOK

PRE-SCHOOL & RECEPTION



MILLFIELD  
PRE-PREP SCHOOL

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# WELCOME TO THE EYFS

The Early Years Foundation Stage covers children from birth to the end of the academic year in which a child has their fifth birthday. Therefore in the Pre-Prep it is applicable to Pre-School and Reception classes.

The 2014 Statutory Framework states that – ‘Each child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child’s experiences between birth and five have a major impact on their future life chances. A secure, safe and happy childhood is important. Good parenting and high quality early learning, together with the foundation children need to make most of their talents as they grow up.’

Four guiding principles shape practice in Early Years settings:

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through positive relationships.
- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and /or carers.
- Children develop and learn in different ways and at different rates.

All areas of learning and development are important and inter-connected. There are seven areas of learning. Three areas are particularly crucial for igniting children’s curiosity and enthusiasm for learning. These three prime areas are:

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

The specific areas are:

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



Many of the activities in both Pre-School and Reception are in response to the children's interests and areas are delivered through planned purposeful play with a balance of adult led and child initiated activities. In planning and guiding children's activities the EYFS staff will consider the different ways in which children learn and reflect these in their practice. Parents can see what is happening in each year group through displays, noticeboards, the Marvellous Me APP and take-home tasks.

### **Move to Learn - 10 Gems for the Brain**

During the EYFS the children will be introduced to a developmental exercise programme. The series of exercises will take place daily. The exercises are designed to support development. There is significant evidence to prove that these exercises aid the development of the fine motor control skills. The programme is fun for the children - fish face, crawling and rolling will all become part of your child's day!

### **Starting Pre-School**

Children may enter Pre-School the half term following their second birthday. We recommend that the minimum number of sessions attended is three for Pre-School and that during the final summer term the children attend some full-time sessions to prepare them for entry to Reception the following September, where they will attend for full days. We do not offer a staggered entry into Reception class.



# KEEPING PARENTS INFORMED OF CHILD'S DEVELOPMENT

We endeavour to build strong and positive relationships with the parents and carers of the children who attend our setting, enabling us to identify children's learning styles and to ensure a quick response to any area causing concern. We operate a Key Person system, where a named member of staff is assigned to each individual child and becomes the key point of contact with the children's parents/ carer.

Parents of children aged between two and two years six months, will be provided with a short, written summary of their child's development in the prime areas. The summary will highlight areas in which a child is progressing well, areas in which some additional support might be needed and areas where there may be a concern that a child may have a developmental delay. This summary is called the '2 Year Check' and we will invite parents in to share this information with them. Please bring with you your child's 'red book' so that we can place a copy of the report in it. The '2 Year Check' shares vital information between school, the parents and the child's health visitor. Your child's health visitor should be encouraged to review this document during your child's two year check.

An on-going profile of each child's development and achievements will be created throughout the EYFS and this will be completed by the end of the Reception Year. This is currently in the form of a computer-based application and we store the data on our data base. During the first few weeks of your child's time with us you will receive an email from ourselves and '2 build a profile' inviting you to share in some of the observations we have made on your child. This enables you to connect with this document and also to add any comments to their profile. These observations will be sent at the end of each term. Pupil profiles and records are available for parents to view at any time. Please speak to your child's key person to organise this.

At the end of the Pre-School Frog year you will also receive a short report giving an overview of your child's progress so far. This information will also become a 'School transfer document' and will be used to inform your child's Reception teacher. Where there is a period of more than two terms between the handover of your child's '2 Year Check' and the end of the Tadpole year there will also be a short report generated.

The EYFS profile will be completed for each Reception child at the end of the academic year and children will be assessed in accordance with the Early Learning Goals. This information will form the basis of the end of year report for parents and will also be passed on to Year 1 to enable the staff to be thoroughly informed about the children's achievements, learning styles and next steps. It is vital to us that parents share their children's milestones with us as this information is also used to help build the child's profile. Please feel free to share with us any information that you may feel will help to compile a bigger picture of your child's development. This can be in the form of recognising colours correctly or being able to climb the climbing frame independently. Where possible, photographs would help as we can upload these to the children's individual profiles as part of our evidence base.

We use the Marvellous Me App, in which to share pieces of artwork, writing, photographs or something of which they are especially proud. This is a home school link with regular contributions between staff and parents. Please feel free to Hi5 and/or email your child's Key Person if you have something to add. We will also share information regarding trips, accidents etc via this app so please check it regularly.

All EYFS parents will have the opportunity to meet staff informally before their child enters school. Parents will be invited to a question and answer session with staff during the first week of the autumn term. Reception parents will also be invited to parent's evenings in the autumn and summer term. Pre-School parents are invited to a parents evening in the spring term and are encouraged to speak to their child's Key Person at any time if they have any concerns.

# LEARNING SUPPORT

Should we ever have any concerns about your child's progress we will not hesitate to contact you for a discussion and we may ask for permission to refer them to our AEN teacher for some advice, additional investigation or support. We may also discuss the involvement of, or referral to, outside agencies and therapists such as speech and language. We aim to work with you in partnership if your child ever encounters any difficulties with their learning and development. This also applies to children with any disabilities, or English as an additional language, where we will work with outside agencies, the SENCO, specialists and parents to ensure that provision is appropriate and the child's needs are met.



# COMMUNICATION

## **Newsletters and other information**

The Millfield Prep weekly newsletter is published each Thursday and sent by email to every family. As well as containing important information, there are photographs and articles about activities and events in the Pre-Prep. Also, on display in different areas within the Pre-Prep, are notices which contain valuable information and reminders of our general focus and the colours and sounds we are covering. We will also use the Marvellous Me App. Please ensure that we have your up-to-date email address.

## **Parent Portal (My School Portal)**

My School Portal is an online system designed to streamline communications between you and the school by bringing information and services together. As a parent you will have instant and easy access to information about your child/ children, including:

- School Contacts
- School Timetable and Teaching Groups
- Public Exams - your child's exam entries, arrangements, timetable and results
- School Reports
- School Fees
- School Information, including important documents
- Electronic forms that can be completed and submitted to the School
- School Calendar, Fixtures and Results

All information is secure and accessible online via one username and password via mobile, tablet or desktop device. Pupil information is displayed on one dashboard and you will only see information that is relevant to your child/children.

### **How to get started on the secure Parent Portal area**

You will receive an email from the school inviting you to register. If you do not receive this information by the start of term then please call in at the Office or contact the Portal helpdesk either by [email portal@millfieldschool.com](mailto:portal@millfieldschool.com) or call the dedicated helpline on 01458 444584 weekdays between 9am and 5pm.

# ETHOS

### **The Golden Rules**

The Golden Rules are central to our ethos. They provide a focus for classroom Circle Time and assemblies. All staff use positive behaviour management to reinforce the Golden Rules. Every opportunity is taken to praise, thank and compliment the children who show that they are actively following the rules. It is really helpful if parents can support us by knowing the Golden Rules and using them at home wherever possible. To reinforce our Golden Rules each child has a Golden Day to further boost their self-esteem and will have certain privileges and the class/school will be responsible for ensuring the Golden Child has a really special day.

### **These are our Golden Rules:**

We are kind, honest and truthful

We are gentle

We listen to each other

We look after property

We are a good friend and play well

We work hard

# DROP OFF AND COLLECTION ARRANGEMENTS

The school day begins at 8.30am and we ask that children arrive in the Pre-Prep in plenty of time to give them the opportunity to settle, meet their friends and prepare for the day ahead. Staff will be in their classrooms from 8.20am onwards. You are welcome to drop your children directly in the classroom from this time. Working parents, or those with siblings from Year 3 upwards, are welcome to leave their children in Early Birds which is available from 8.00am-8.20am in the Pre-Prep Hall.

Parents must sign their children into Early Birds.

## **Collection arrangements**

Pre-School:

12.00pm, 1.30pm and 3.15pm - please collect children from the Rainbow Door.

Reception Class:

3.15pm please collect children from the main door unless otherwise stated.

The Pre-Prep office must be notified of any changes to normal collection arrangements and any late changes can be made by telephone. Children will not be released into the care of someone not known by staff unless by prior arrangement with parent/carer and we have been provided with a photograph of this person.

The Pre-Prep secretary leaves at 12.00pm therefore messages after 12.00pm should go to the main office on 01458 832446. Alternatively, an email can be sent to Mr Jory, Head of Pre-Prep on [jory.m@millfieldprep.com](mailto:jory.m@millfieldprep.com)

# PASTORAL

## After School Activities and After School Care

After school activities are available for Reception children. There are a wide variety of activities available from 3.15pm – 4.00pm. There are changes each term to enable the children to experience different opportunities. The children are required to stay with their chosen activity for the duration of the term. Information regarding activities will be available on the parent portal. Please note that children are only able to apply to ride the term after their 5th birthday and spaces are limited.

Crèche facilities are available for one child with older siblings taking part in the Pre-Prep activities programme from 3.15pm – 4.15pm for which the charge is waived. This should be booked with Mrs Berrow in the PP office. Other children may stay for crèche for which there is a charge, (please see fees notice.) Crèche children should be collected by 4.15pm.

There is the option for children in Pre-School to stay until 5.15pm in late club which includes a light tea and fruit or (for 3 year olds and above only) until 6.00pm for homework and supper club for both of which there is an additional charge. Late club children should be collected by 5.15pm from the Rainbow door and supper children at 6.00pm from the main reception. Please can parents ensure staff are aware who is picking up their child and that they are signed out of the session. For After School Care messages please phone the main reception on 01458 832446



## Missing/Lost Child Procedure

In the unlikely event of a child going missing on-site the procedure is as follows:

- Check absentee list/register in office
- Check with Pre-Prep Office/Medical Centre
- Explore all other reasons for absence - music lessons, speech and drama etc.
- Head of Pre-Prep and/or EYFS Co-ordinator to be informed of missing child by member of staff who was in charge of the missing/lost child, as soon as practically possible
- Form Teacher or TA to remain in area from which child has gone missing
- Year groups to stay with remaining members of staff
- A search should to be initiated of immediate area using other members of staff as appropriate, photograph of missing child should be circulated if available
- Check exits, toilet areas, hall, class room, outdoor area/equipment
- HOD/Pre-Prep Office/Medical Centre/Head or Deputy to be informed immediately child is found
- Head of Pre-Prep or EYFS Co-ordinator to contact parents of missing child and the Police no later than 1 hour after the reported absence and sooner if the circumstances give greater cause for concern

In the unlikely event of a child going missing outside the Pre-Prep (i.e. off-site) the procedure is as follows:

- As soon as a child goes missing a search will be started immediately
- Form Teacher or TA to remain in area from which child has gone missing
- A search should to be initiated of immediate area using other members of staff as appropriate, photograph of missing child should be circulated if available
- Check exits, common areas, toilet areas, outdoor area/equipment
- Staff at visit venue to be informed
- Police to be contacted promptly by Form Teacher or TA who was with the child, after thorough search, with details of where you are/next of kin of child/ description of child including age, sex, clothing, circumstances of disappearance/ length of time child has been missing/where they were last seen/who is looking for the child. Staff to continue search until advised otherwise by police
- Staff not involved in search to reassure remaining children and remain calm.
- Head of Pre-Prep or EYFS Co-ordinator to be contacted as soon as is practical to be informed of the situation
- Head of Pre-Prep or EYFS Co-ordinator to inform parents of missing child of the situation and explain the procedures that have been carried out so far by Pre-Prep Staff

- Risk assessment to be updated by HOD should an incident occur and the incident to be documented on incident form for H&S Officer

Please be reassured that this is an emergency only policy and a legal requirement. We do not regularly lose children!

### **Uncollected Child Procedure**

In the event that a child is not collected by an authorised adult at the end of a session/day, the Pre-Prep will put into practice agreed procedures. These will ensure the child is cared for by an experienced and qualified member of staff who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents/carers are therefore aware of our procedures so that if they are unavoidably delayed they will be reassured that their child will be properly cared for. Please inform us as soon as possible if you are going to be late collecting your child so that we can make the proper arrangements.

### **General information and Procedures**

- Parents provide us with their work, landline and mobile contact numbers
- They also provide us with contact details of other adults authorised by them to collect their child from school
- Parents provide us with details of any changes to collection arrangements and supply a photograph or description of adult if necessary
- Parents are required to inform the school office/afterschool care supervisor of any changes to the norm
- Parents are informed here that in the event of children not being collected by an authorised adult within one hour of the finish of after school care then staff can no longer supervise the child on school premises
- Records and messages are checked for information about changes
- Parents/carers are contacted at home
- If unsuccessful, any other authorised adults will be contacted
- The child does not leave the school premises with anyone other than parent or authorised person on file
- Following unsuccessful attempts to make contact if no one collects the child one hour after school care has ceased the Head of Pre-Prep or Pastoral Coordinator will contact children's social services care team or the duty officer, 0845 345 9122
- The child will remain with staff at Hollies House until the child is either safely collected by parent or by a social worker

- Social care services will aim to locate the parent
- Under no circumstances should staff go to look for a parent nor should they take the child home with them
- A full written report of the incident will be recorded in the child's file

## **Illness**

We advise seeking medical advice if your child has any illness. We are fortunate to have qualified medical staff on site that are able to deal with injuries more severe than scraped knees etc. Prescribed medicines will be administered by the Surgery and you are asked to deposit and collect them from there.

Pre-Prep staff will endeavour to take the child to surgery at the allotted time. Following an attack of sickness or diarrhoea it is important that your child does not return to school until 48 hours after the symptoms have ceased.

No medication of any sort (including cough sweets and travel tablets) should be left in the child's care. Inhalers will be stored out of children's reach in the child's classroom or surgery and will be administered by medical staff as necessary.

We occasionally have outbreaks of head lice; information is available from the school office on treatment.

All parents must complete, sign and return a pupil health form this will be given to you separately before your child starts or can be accessed via the Parent Portal. Parents are required to notify the Pre-Prep office of their child's absence daily please.

## **Care in the Sun**

During sunny weather all children will need to wear a named school sun hat when out at play or during outdoor activities. Children are encouraged to bring a named bottle of sunscreen which they can apply to exposed areas of skin. Staff are unable to apply sunscreen but are happy to monitor its application. We recommend that parents apply sunscreen to their child before they arrive at school each morning - some sunscreens can be purchased that has a 24 hour, long lasting effect. We will take appropriate precautions for all activities such as Sports Day, after-school activities and visits. At playtimes children will be encouraged to use the shaded areas and those children without hats will remain in the shaded areas for their safety.

# SAFEGUARDING AND CHILD PROTECTION

Please refer to the Millfield Preparatory School website for the Child Protection Policy. The Governor with responsibility for Safeguarding and Child Protection for Millfield Preparatory School is Mr. Tim Taylor and Mr Mike Jory is the Designated Safeguarding Lead for the EYFS.

Please note that parents should not use mobile phones on school premises and may only take photographs (using a standard camera) of their own children at school events with the Head's permission. No phones/mobile devices or cameras of any kind are permitted in the swimming pool area. No photographs containing other children should be placed on social media sites at any time. Please refer to our separate Mobile Devices policy.

## SNACKS AND LUNCHES

All children in the EYFS are given a healthy mid-morning snack. There is milk or water to drink and a variety of snacks including dried and fresh fruit, crudities, cheese, toast and crackers. We eat lunch in the Pre-Prep Dining Hall where the children are supervised throughout lunch by the EYFS staff who will sit alongside, encouraging them in social skills. We will encourage your child to eat a well-balanced meal as part of a healthy diet. Please let staff know when your child joins us if they have any particular likes or dislikes regarding their food and eating preferences. You can do this via the 'All About Me' booklet which you will be given at one of the taster sessions.



# SWIMMING AND FOREST SCHOOL

## Swimming

All EYFS children have the opportunity to swim weekly if they attend on a Thursday. Parents of children who are still in nappies are asked to supply one pair of swim nappies per session. School tracksuits should be worn on swimming days. Parents will have the opportunity to watch their children swim each term.



## Forest School

Forest School is a priceless experience for children and adults of all ages. It is a valuable tool for promoting self-confidence and self-esteem and supporting individual learning styles. Forest School sessions cover a wide range of skill development including exploration, construction, tool use, physical mobility, adaptability, craft and use of natural materials. We have access to a range of woodland, grassland and orchard areas within the school grounds. We have qualified Forest School leaders in both Pre-School and Reception and all the EYFS children will take part in a regular Forest School session. Appropriate warm and waterproof clothing is vital to make sure that this is an enjoyable activity for everyone – clothing can be purchased from the school shop and must be clearly named.

# TRIPS AND VISITS

Once the children are three years old we try to take them on as many trips as possible. These trips are very spontaneous and are based on children's individual interests and our termly themes. It is impossible to plan these trips too far in advance, so we will let you know as early as we can before we take the children off site. Our trips can vary from feeding the penguins at Longleat, to building sandcastles on the beach. We use school minibuses and all staff who drive have attended appropriate training.

To help us organise trips as quickly as possible we will send home a yearly permission slip at the start of the year. By signing this letter, you will be giving us permission to take your child off site and experience an even wider environment which will help to increase and develop their knowledge of the world. We will always ensure that you will receive a letter/email prior to us going on a trip to explain where and why we are going off site and to allow you to communicate any changes in medical details or contact information etc. However, any changes to personal details parents should inform the Pre-Prep Office as soon as possible as a matter of course.



# UNIFORM LIST

## Pre-School Tadpoles and Tiddlers

School tracksuit

Either navy shorts or tracksuit bottoms (depending on the weather)

School navy polo shirt and sweatshirt

Trainers

## Pre-School Frogs and Reception

### Autumn Term

#### Option 1

Navy cord trousers

Navy/white checked shirt

Navy or black shoes

Navy/grey socks

Navy v necked school jumper (crested)

Navy school crested coat

School striped bobble hat and scarf

Navy crested book bag

#### Option 2

Plaid pinafore

Navy cord trousers (optional) Checked  
Shirt (only with trousers)

White blouse (only with pinafore)

Navy or black shoes

Navy v necked school jumper (crested)

Navy tights or socks

Navy school crested coat

School striped bobble hat and scarf

Navy crested book bag

### Summer Term

#### Option 1

Navy shorts

Navy v necked school jumper (crested)

Navy/white checked shirt (short  
sleeves)

Navy/grey socks

Navy or black shoes

School navy sun cap

#### Option 2

Blue/white school dress

Navy v necked school jumper (crested)

White ankle socks

Navy or black shoes

School navy sun cap

### Extras

#### P.E kit to be worn swimming and

#### PE days

Millfield sweatshirt

Millfield tracksuit bottoms

Millfield shirt

Millfield shorts

White sports socks

Outdoor trainers

### **Swimming kit**

Plain navy swim trunks/swimsuit  
Swimming hat and goggles  
Named towel

Navy waterproofs, wellingtons, navy fleece, thick socks, gloves, school hat and scarf.

Please can they also have a spare set of clothes in case of an accident.

### **In Kit rucksack**

Outdoor clothing/Forest School kit – kept in school all year

All shoes need Velcro fastening – No boots, buckles, laces or open toed sandals please. It is essential that all clothing is clearly named with sew in labels.

# CONCERNS AND WHO TO TALK TO

### **Financial Queries**

Mr Jory, Head of Pre-Prep  
Mrs Shayler, Head of Millfield Prep  
Mrs Johnson, Financial Director

### **Academic Queries**

Form Tutor/Key Person  
Mrs Smith, EYFS Coordinator  
Mrs Denbee, Pre-Prep Deputy Head  
Mr Jory, Head of Pre-Prep  
Mr Close, Academic Deputy Head, Millfield Prep

### **Social/Friendship Issues**

Form Tutor/Key Person  
Mrs Smith, EYFS Coordinator  
Mrs Denbee, Pre-Prep Deputy Head  
Mr Jory, Head of Pre-Prep  
Mrs Hazell, Pastoral Deputy Head, Millfield Pre and Safeguarding Lead

## **Behaviour Concerns - School or Home**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

## **Personal or Family Issues**

Form Tutor/Key Person

Mrs Smith, EYFS Coordinator

Mrs Denbee, Pre-Prep Deputy Head

Mr Jory, Head of Pre-Prep

Mr Close, Academic Deputy Head, Millfield Prep

# **USEFUL CONTACTS**

**Mr Mike Jory - Head of Pre-Prep**

[jory.m@millfieldprep.com](mailto:jory.m@millfieldprep.com)

**Ms Amy Denbee - Pre-Prep Deputy Head**

[denbee.a@millfieldprep.com](mailto:denbee.a@millfieldprep.com)

**Mrs Lucy Smith - EYFS Coordinator and Reception teacher**

[smith.l@millfieldprep.com](mailto:smith.l@millfieldprep.com)

**Mrs Charlotte Cocks - Pre-School Lead**

[cocks.c@millfieldprep.com](mailto:cocks.c@millfieldprep.com)

**Miss Amy Bishop - EYFS Practitioner**

[bishop.a@millfieldprep.com](mailto:bishop.a@millfieldprep.com)

**Mrs Emma Lovelace - EYFS Practitioner**

[lovelace.e@millfieldprep.com](mailto:lovelace.e@millfieldprep.com)

**Mrs Emma Luxford - EYFS Practitioner**

[luxford.e@millfieldprep.com](mailto:luxford.e@millfieldprep.com)

**Mrs Zoe Wickham - EYFS Practitioner**

[wickham.z@millfieldprep.com](mailto:wickham.z@millfieldprep.com)

**Pre-Prep Office**

01458 847750, [preprep@millfieldprep.com](mailto:preprep@millfieldprep.com)

For Crèche and Late Club, please ring the main reception 01458 832446

**Please do not hesitate to contact us, should you have any further queries.**