



Welcome to  
Lower School



## **WELCOME**

Early childhood is the foundation on which children build the rest of their lives. At Eversfield we greatly value the importance that the Early Years Foundation Stage (EYFS) plays in laying secure foundations for future learning and development.

Each year at Eversfield is continuous in its approach to the curriculum and the development and encouragement of the pupils' independence and confidence. We strive for happy children and satisfied parents as well as high academic achievement. Pupils work and play in a disciplined, yet caring, structured environment. We look forward to a happy partnership between home and school throughout your child's time in Lower School.

## **SCHOOL CODE**

All Eversfield children are expected to behave responsibly and to show:

**C**ompassion  
**A**spiration  
**R**espect  
**E**ndeavour

## **CONTACT WITH STAFF**

We operate an open door policy in order to answer immediate questions and address queries and concerns as they arise. The Lower School staff are available at the beginning and end of each day as well as by appointment. Mr Yates and Mrs Phillips are available by appointment through the office.

Parents' evenings take place during the Michaelmas and Lent terms, and a full report on your child's academic and personal progress is issued in the Summer term. Towards the end of the Summer term we also hold induction meetings for parents where information about the school year ahead is shared and parents are given the opportunity to see their child's new classroom.

### Reception (only)

Each pupil has a planner which is used to record their reading and any prep they may have. You may also use the planner to send a note to your child's teacher.

### **Seesaw**

In school we use Seesaw in a variety of ways, including recording children's learning and as an assessment tool. At home you will be able to:

- See your child's prep (Reception)
- See some of your child's work – you are encouraged to make a positive comment on these should you wish to
- Receive information from teaching staff – this may be in the form of a Note (to which you can reply) or an Announcement – so please keep an eye out for these

Parents should download the Seesaw class app onto their phones/ devices at home to ensure that communication is optimised.

## **UNIFORM**

All our uniform is available from Clive Mark in Sheldon. Please see separate booklet for uniform lists available via the Parents tab under Current Parent Login on the website.

### **Name Tapes**

Please name each item of uniform clearly, in a place where your child can read it.

### **Cold Weather**

Gloves/mittens, a maroon fleece hat, school scarf and a spare pair of socks are most useful.

### **Pump Bag**

In Kindergarten and Nursery this is used to store a spare set of clothing and is kept in school; in Reception it is used for your child's PE kit.

### **Accessories**

Please note that all hair accessories must be maroon, black or brown and long hair must be securely fastened away from the face. Only plain, stud earrings are allowed and no other fashion jewellery. Nail varnish is not allowed at school.

## **DAILY ROUTINE**

### **Arrival**

All Lower School pupils should arrive at school via the Manor Road gate. Between 08.00 and 08.30 pupils can be supervised in the Nursery. There is a charge for this provision (Early Birds). Early Birds should be brought to the Nursery cloakroom door (field side).

Pupils not attending Early Birds should be dropped off at 08.30. Kindergarten and Nursery pupils should be brought to the Nursery cloakroom door (field side); Reception children can be dropped off at the entrance to North playground or at the Drop Off zone. Any child arriving after 08.50 will be marked as late.

Staff will encourage your child to find their own coat peg and hang up their personal belongings.

### **Break time**

#### Nursery and Kindergarten

Pupils are provided with fruit and water.

#### Reception

Pupils may bring in a healthy snack, such as a piece of fruit, from home in a named container. Children should not bring snacks that are high in sugar and salt, such as crisps, waffles and chocolate-covered cereal bars. Please ensure that all snacks are nut-free. Pupils are encouraged to bring their own water bottles.

## **Lunch**

The weekly menu is available on the website – we recommend that you look at this with your child each week. We are able to cater for special dietary requirements; please notify the school office in writing and they will assist you.

### Kindergarten and Nursery

Pupils going home at 12.00 or 13.00 will be dismissed to you at the Nursery cloakroom door (field side). Pupils arriving for the afternoon session should also come to this door. Please access via the Manor Road gate. Only parents regularly collecting or dropping off will be given fingerprint access to the gate at these times. Please contact the school office during the first week of term to arrange this.

## **End of day**

Manor Road gates will open at 15.25.

### Kindergarten and Nursery

Pupils who are leaving at 15.30 will be dismissed to you at the Nursery door.

### Reception

Pupils who are leaving at 15.30 will be dismissed to you on the North playground.

If your child is to be collected by anyone other than their parent please let the class teacher know via the planner (Reception) or a note in the book bag (Kindergarten and Nursery) or via the office if this is a late change.

## **Late Supervision**

Lower School pupils are able to go to Late Supervision from 15.30 until 17.30; this includes a light tea and is charged accordingly.

## **Clubs/ Prep**

### Reception only

Each term a variety of clubs will be on offer. Information on clubs (including charges) can be found on the parent portal before the end of the previous term. If your child stays for a club they will be taken to the North playground for collection at the end of the session or they can go to Late Supervision until 17.30.

## **PREPARING YOUR CHILD**

Parents are a child's first teacher and you can help us to make the most of your child's time in school by encouraging them to do the following at home:

- ✓ Helping to tidy away toys and activities
- ✓ Share toys and be prepared to take turns
- ✓ Use the toilet independently and flush it
- ✓ Wash and dry their hands
- ✓ Use a knife and fork
- ✓ Take off and put on their own coats, jumpers and shoes

- ✓ Use a tissue
- ✓ Fasten their buttons
- ✓ Fasten the zip on their coat
- ✓ Tie their tie (Reception)

### Kindergarten and Nursery

In order to help your child settle in to Eversfield please talk to them about the structure of the day.

In addition to the above it may be useful to discuss with them that during the day they will participate in a wide range of activities such as: mathematics, language and literacy, cooking and outdoor activities. Alongside the focused activities led by staff, are a range of independent activities and opportunities for child-initiated play, including: sand, water, painting, the reading corner and imaginary play.

These activities will continue after lunch and all pupils will have a story read to them at the end of the day.

## **READING**

### Kindergarten and Nursery

Your child will bring home a weekly library book to share with you. This is intended to be a relaxed and enjoyable experience for you to share with your child.

### Reception

When your child is ready they will bring home a reading book. Your child should be familiar and confident with the book that has been issued. If this is not the case please let us know. At Eversfield we use a wide range of commercially available reading schemes. This offers lateral extension as well as vertical progression through the reading ages, which is necessary for reading reinforcement and the consolidation of reading comprehension.

## **PREP**

Reception children will receive the following homework (prep):

- Michaelmas term: daily reading/ phonics/ name writing cards
- Lent term: daily reading/ phonics/ Seesaw activities
- Summer term; daily reading/ Seesaw maths & phonics

## **CURRICULUM**

In Lower School we follow the EYFS curriculum. There are seven areas of learning and development that shape the educational provision in the EYFS. All areas of learning and development are important and inter-connected. For more information on the curriculum please refer to the DfE's *What to Expect in the Early Years Foundation Stage: a guide for parents* document which can be found via the Parents tab under Current Parent Login on our website.

Our Curriculum Design sets out the topics to be taught to all year groups throughout the year as well as the learning objectives for each subject. It is also available via the Parents tab under Current Parent Login on the website. Please note it is a working document so is subject to change.

## **MEDICINES**

If medicine needs to be brought into school in order to complete a course of treatment it is essential that:

- ✓ It is handed over to the school nurse/class teacher/TLSA by the parent.
- ✓ The parent completes a medication consent form.
- ✓ The medication is clearly labelled with the child's name.

## **ABSENCES**

Parents should avoid taking their child out of school during term time. Absence from school is disruptive to your child's learning. Holidays during term time will not be authorised.

Requests to be absent from school should be made by completing an Absence Request form, which is available from the school office or downloadable from the website under the Parents tab via Current Parent Login. Extended periods of absence need to be discussed with the Headmaster prior to making arrangements.

In the event of an unexpected absence, please notify us at the earliest opportunity by ringing or emailing the school office from 08.00.

Please advise us as soon as possible if your child has any infectious disease.

If you need to collect or drop off your child during the school day this should be done via the school office.

## **POLICIES**

All statutory policies are downloadable from the school's website by clicking on the Parents tab – Policies. Other policies, including ISEND, Curriculum, Educational Visits & Activities, Health and Safety, Medical and First Aid, can be made available on request.

## LEADERSHIP TEAM



**Mr R A Yates**  
Headmaster



**Mrs H Phillips**  
Deputy Head/  
LS Phase Leader



**Miss H Murphy**  
Director of  
Teaching &  
Learning/ MS  
Phase Leader



**Mr M Sliney**  
Director of Co-  
Curricular  
Activities/ US  
Phase Leader



**Mrs S Sliney**  
Director of  
Pastoral Care /  
Designated  
Safeguarding Lead



**Mr P Robbins**  
Director of  
Assessment



**Mrs C Field**  
Learning Support  
Coordinator



**Mrs J Webb**  
Headmaster's PA/  
Director of  
Administration

## CONTACT INFORMATION

Phone: 0121 705 0354 (08.00-17.45)

*This line becomes an answerphone between 17.45 – 08.00.*

Email: [office@eversfield.co.uk](mailto:office@eversfield.co.uk)

Website: [www.eversfield.co.uk](http://www.eversfield.co.uk)

Twitter: @eversfield647

Facebook: @EversfieldPrep