



Weobley Early Years

# Weobley Primary School

## Early Years

Head of School: Mr Stephen Warrell  
Reception Class Teacher: Mrs Lydia Hailey  
Nursery Teacher: Miss Sarah Humphries  
NNEB Nursery Nurse Mrs Christine Hill  
Early Years Assistants Miss Trish Bufton

Telephone: 01544 318273  
E-mail: [admin@weobley-pri.hereford.sch.uk](mailto:admin@weobley-pri.hereford.sch.uk)  
Website: [www.weobleyprimary.co.uk](http://www.weobleyprimary.co.uk)





## Welcome to Weobley Early Years

We hope that this booklet will help you to understand our vision for the Early Years at Weobley Primary School and also answer any questions you may have about your child's Early Years experiences.

We believe that every child is *unique* and at Weobley we are committed to providing a child centred education based on children's individual needs and interests. Children respond with passion and commitment when their interests and curiosities are used to plan their own path of learning. By providing an extensive environment, a wide range of high quality resources and carefully considered adult intervention we hope to establish firm foundations for each child's learning journey through school.



We are committed to putting children at the centre of their learning and recognise the importance of providing opportunities for active, hands on experiences for young children.





The Early Years comprises of two age groups made up from 3-4 year olds (Nursery) and 4-5 year olds (Reception).

The Children have access to two classrooms with a dedicated toilet area, an enclosed courtyard and an extensive outdoor environment that includes a safe pond area and large field. They are cared for by two qualified Teachers, an NNEB Nursery Nurse and two Early Years Assistants

The Nursery aged children are entitled to attend a maximum of five funded morning sessions from 9.00am to 12.00am. We admit children in the term following their third birthday. If you would like your child to stay for lunch and enjoy the social skills of eating together with their friends, then for a small charge of £1.00 per day they can join our 'lunch time club' and be collected at 1.00pm.

There is also an independently run 'Stay and Play Club' for Nursery aged children running from 1.00pm to 3.15 pm every school day. There is a charge for this facility.

The Reception aged children are entitled to a full days education and are admitted in the September following their fourth birthday.

For further details on entry into the Early Years please speak to the school office.





## The School Day

### Morning (9.00am- 12.00pm)

The school day starts at 9.00am. Children in the Early Years enter the school building via their own entrance (access via the central lych-gate and around to the right of the school building). The children will have a designated peg in the cloakroom area as well as an individual drawer for their belongings. It is very important for the benefit of the children that they arrive on time to start their day.

### Assembly

All Reception children, will take part in the Golden Assembly on a Friday when awards are given for achievement.

### Snack time

As part of our healthy eating policy the children will be provided with a drink and a snack. They will be offered either milk or water and a choice of fresh fruit each morning.

(Please note: All children under five are entitled to free milk. When your child is over this age, should you wish them to continue to have milk you can do so for a small fee)

It is not necessary to bring any extra food into school unless your child is staying for lunch. We would be grateful if you could inform us if your child has any special dietary needs or allergies.

Fresh water will be available to the children at all times throughout the day. A labelled water bottle will be provided to every Reception child at the beginning of term which will be sent home periodically for washing. Additional bottles can be purchased from the school office for a small charge.



### Lunchtime/ Home time (Nursery aged children)

The morning session ends at 12.00 pm for the Nursery aged children. Parents may collect their children from the side entrance at this time. If, however, your child is staying for 'lunch club' they will need to be picked up at 1.00pm or if they also attend 'Stay and Play club' pick up time is at 3.15pm.

Reception aged children may have either a packed lunch or a cooked lunch in the main hall . Please note that all children in the Reception Class are entitled to free school meals under the Government initiative. Please see the menu included in the pack for details of the meals on offer every day.

We actively promote a healthy eating policy and are part of the Healthy Schools campaign. We encourage children to choose healthy snacks wherever possible and highlight the importance of a balanced diet.

### Afternoon Session 1.00pm- 3.20pm (Reception Class children)

#### Home time

The school day ends at 3.20pm and children may be collected from the junior playground at this time.

#### Collecting Children

Initially, we will ask you to provide information of people who are likely to collect your child from school other than yourself. If there is to be a change to this routine we would be grateful if you could let us know as soon as possible, preferably in writing.

## Clothing



The school uniform comprises of a pair of black or grey trousers or skirt and black shoes, a royal blue sweatshirt and a white polo shirt. For PE, children will require a pair of plain dark shorts, a plain white round neck T-shirt and a pair of gym shoes for outdoor games.

As part of our welcome pack we provide all Reception children with a PE Bag and a PE t.-Shirt. Sweatshirts are available for you to purchase from the school office. We also use Tesco's on line uniform service. This enables parents to purchase a large variety of uniform items. Visit [www.tesco.com](http://www.tesco.com) Please ensure that all of the children's clothing is clearly named to aid a speedy return of any misplaced items.

## Book Bags and Reading Diaries

All the children in Reception Class will be issued with a book bag as part of the welcome pack. This will allow them to take story books home to share. We have a wide selection of books available and actively encourage the children's interest in books and stories. Reception aged children will also be issued with reading diaries and books to bring home and further advice about how you can help and support your child will be included inside the diaries.

## Absences

Schools are not able to grant any leave of absence except in exceptional circumstances. All applications for leave must be made in writing together with the appropriate form which is available from the school office. Decisions are then made at the discretion of the Head of School. We would be grateful, if you are a parent of a Nursery aged child, you could also inform us if you intend to take your child out of Nursery for an extended period.

## Reporting illness

If your child is ill please inform the school office before 9.15am by telephone. Reception aged children require a letter on their return to explain their absence. If your child is taken ill during the day we will contact you on the emergency contact numbers you provide.

We would be grateful if you could ensure that all emergency numbers are up to date so that we can reach you in the shortest time possible.



## School Closures

Occasionally it is necessary to close the school due to unforeseen circumstances such as extreme weather. In this situation we will make every effort to inform you prior to the school day using our text messaging system. Alternatively you can find up to date details of school closures via the Herefordshire Council and school's websites.

## Car Parking

There is no on site parking for parents. You may park in the road outside the school. Please be mindful of the residents and the double yellow lines as the police do patrol the area. We ask that you do not park in the turning circle as this is a dropping off point only in order to allow for the free flow of traffic including the school buses which serve both the Primary and High School.

## Wrap around care

Breakfast club is available everyday from 8.00am onwards. The children are able to have breakfast and join supervised activities until school begins. The cost for the session including breakfast is £3.25 per child . For further details please speak to the school office.

## School Website

The school has a website which includes information on the school as well as important diary dates and upcoming events. The site can be accessed at [www.weobleyprimary.co.uk](http://www.weobleyprimary.co.uk)

## School Newsletter

We produce a school newsletter that is issued to all the children. This contains news and diary dates to keep you informed of what is happening in school. We will also try to keep you informed of specific events happening in the Early Years through letters that will be placed in the children's bags. Please ensure you check these as regularly as possible in order to keep up to date with news and events.



### The Outdoor Environment/Forest Schools

The outdoor environment plays a key role in the children's experiences in the Early Years. We believe in the importance and value of experiences encountered in the outdoors that help children to gain a broad knowledge and understanding of the world around them and encourages curiosity and interest. We are fortunate to have access to a large enclosed wooded area for our Forest Schools sessions and an outdoor space on site that includes a playing field, pond area as well as access to an enclosed courtyard. The children will be spending a lot of their time outdoors as part of their learning journeys, so we ask if you could provide a pair of wellingtons and a suitable overcoat. These may be left on children's pegs in the cloakroom.

### PSA — Parent Staff Association

The PSA group plays an important role in the life of the school and their work is very much valued and appreciated by all. The school has benefited through their fund raising efforts from a variety of new equipment. The PSA would welcome any parent willing to participate in any of the events that take place during the school year such as the Christmas Fayre and the Summer Fete. We also welcome help in other areas such as assisting in classrooms, in the library or with sports, especially if you have a particular talent or skill that the children could benefit from. All help is very gratefully received and is a good way of contributing to the life of the school as well as meeting other parents. If you would like to help in any way please speak to a member of staff in the school office.



## Preparing your child for the Early Years

At the end of each Summer term we also hold taster sessions where your child can come and experience time in the Early Years before they start officially. These sessions are a good way of familiarising the children with the setting and helping them to settle and make new friends. If your child is starting after the school year has begun then you are also very welcome to join us for a session (this can be arranged through the school office)

It would also be of benefit to your child if they can manage some of these tasks independently

- **Dress and undress themselves**—which includes being able to put coats on and take them off and manage shoes (ones with velcro fastenings are particularly good). The children will be taking part in PE when they will need to change into their PE kits. It is of great help if the children are used to managing their own clothes.
- **Use the toilet independently** — clothing plays an important part in this as it should be easy for the child to pull up and down. It is important to include flushing the toilet and washing hands as part of the toileting routine . Also, it would helpful to explain to your child how to let their Teachers know if they need to go to the toilet.





- **Recognise their own possessions—**

Naming your children's belongings will help your child to recognise and look after their own things. This also helps us to return lost items to their rightful owners. We encourage the children to be as independent as possible and being responsible for their own belongings is an important part of this.

- **Manage their own lunch—** Although the children are supervised during their lunchtimes it is important that they are able to unpack and start their own lunches independently. Ideally, please provide lunchboxes and containers that are easy to open as well as food items with easily manageable packaging, as this helps children gain confidence and independence and helps them settle more quickly.

We very much look forward to your child joining us at Weobley. Our commitment is to make every child's first experiences in Weobley Early Years positive and happy ones. If you have any specific concerns about how your child may settle then please do not hesitate to speak to our Head of School Mr Warrell, or Mrs Hailey and Miss Humphries in the Early Years classes and we will be happy to help.



## The School Office

The team in the school office are happy to help with any queries you may have. They can be contacted either by:

Telephone: 01544 318273

E-mail: [admin@weobley-pri.hereford.sch.uk](mailto:admin@weobley-pri.hereford.sch.uk)

Or in the office by entering the building through the main entrance of the school.

We hope that this booklet answers many of the questions you may have about your child entering Weobley Early Years. If there is any other information that you require then please speak to any member of the Early Years Team or the School Office.

Thank you

The Early Years Team

