



# Yeadon Westfield Infant School Early Years Handbook



# WELCOME TO NURSERY & RECEPTION

We would like to welcome you and your child to our Nursery and Reception classes. We hope the time you spend with us will be both happy and valuable.

This booklet contains information that we hope you will find interesting and helpful. We look forward to building a good relationship with you and your child.

We aim to:-

- Create an environment that is safe, warm and welcoming so that children and their parents will feel respected and at ease.
- Carefully plan the environment to suit the needs of the children within the setting, providing an environment indoors and outdoors that is stimulating and appropriate to the enhancement of each child's development socially, emotionally, intellectually and physically.
- Develop relationships between staff and children that supports interaction of a high level in order to assess, develop and extend each child's capabilities in all areas of learning.
- Encourage in each child the development of self-motivation independence and confidence through provision of resources and attitude of staff.
- Plan the development of skills, knowledge and concepts to provide a broad and balanced curriculum that is appropriate for the needs of three and four year olds.
- Encourage an ethos whereby children are given the time and opportunity to experiment, discover, consolidate and respect.

## SCHOOL CONTACT DETAILS

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449

[www.westfieldinfants.co.uk](http://www.westfieldinfants.co.uk)  
Head teacher: Ms D Lowry ☺  
E-mail: [head@westfieldinfants.co.uk](mailto:head@westfieldinfants.co.uk)  
School Office: [admin@westfieldinfants.co.uk](mailto:admin@westfieldinfants.co.uk)



# PEOPLE WHO WORK IN EARLY YEARS



**Headteacher**  
Ms Lowry



**Teacher**  
Mrs Shaw



**Teacher**  
Miss Holmes



**Teaching Assistant**  
Mrs Waterworth



**Teaching Assistant**  
Mrs Thacker



**Cover Supervisor**  
Mrs Southam



**HLTA**  
Mrs Gilligan

# THE SCHOOL DAY

**Nursery Morning Session: 8.45am – 12pm**

**Nursery Afternoon Session: 12pm – 3.15pm**

**Reception Day: 8.45am – 3.15pm**

## Arrival

Nursery and Reception doors will be opened by a member of staff at 8.40am.

Please say goodbye to your child at the door and staff will then help your child organise themselves by putting their bag and coat away.



## Departure

At the end of a session/ the day we will open the doors and hand your children over to you at the door. No child is allowed to go until their responsible adult is there. Your patience is appreciated at this busy time as the children's safety is our first priority. If someone different is picking up your child or you think you are going to be late, please contact the school office on 0113 2505449.



## Absences

If your child is going to be absent for any reason, please contact the school office on 0113 2505449 or email [admin@westfieldinfants.co.uk](mailto:admin@westfieldinfants.co.uk).

## CONTACT DETAILS

It is essential that you inform the school office of any changes in telephone numbers and addresses as soon as possible to ensure that we can contact you in an emergency or if your child becomes unwell.



# TAPESTRY LEARNING JOURNEY



When your child starts Nursery or Reception you will be given a login to Tapestry where you will be able to view and contribute to your child's learning journey.

## PARENT AND CARER INVOLVEMENT

We believe that education is a partnership and we value the things that you and your child have been involved in at home. When your child joins Nursery or Reception we hope that you will feel welcome and join us on Open Days to share your child's learning. At the start of the day you may chat informally to members of staff or alternatively make an appointment to see the teacher after school. You will be invited twice a year (November and March) for a Parent Consultation appointment.

If you have any skills or an occupation relating to our topics please let us know. You may be a valuable learning resource.

## CHILDREN OF THE WEEK

Mrs Shaw is the Nursery teacher and oversees the education of all children in Nursery. Once a half term your child will be a 'child of the week'. During this week the Nursery staff will observe, assess and set next steps for your child's learning and these observations will be visible on the tapestry app. You will receive shorter snapshots of their learning/favourite activities through the rest of the half term.

## SNACK

A piece of fruit or vegetable is provided free of charge to all children in Nursery and Reception. Milk is provided free of charge for all children under 5. We will require £8 payment for the term after your child turns 5 if they want to continue to have milk. If your child has any allergies please inform us immediately.



# LUNCHTIMES

If your child attends Nursery all day, or an afternoon session (12 noon to 3.15pm) they will be having lunch with us. The Nursery children have their lunch in Nursery and are supported by a member of the Nursery and Lunchtime staff. Reception children have lunch in the main hall. When your child starts Nursery and Reception we would prefer that they choose a hot school dinner.

Our school dinners are planned and cooked by our own kitchen staff on the premises using fresh, local produce, providing a nutritionally balanced meal. The children are encouraged to try new things but are not forced to eat things they do not like. There is an option to mix and match packed lunches and school dinners providing that you follow a regular meal pattern. For example your child could choose roast dinners on Tuesdays and Thursdays and bring a packed lunch on Monday, Wednesday and Friday. Alternatively your child may bring a packed lunch everyday.

The cost of the school dinner is £2 per meal for Nursery children. Payment is due at the beginning of your child's week. Our preferred method of payment is School Spider. Details of how to do this and login details will be provided when your child starts Nursery. If you need to pay cash, please bring it to the office to obtain a receipt. Cheques should be made payable to Leeds City Council.

All state-funded infant school children (i.e. those in Reception, Year 1 and Year 2) are currently entitled to receive a free school lunch every day under the Universal Infant Free School Meals scheme.

# MEDICATION

Please note that due to health and safety recommendations, your child must not bring medicine or tablets into school.

If your child is on permanent medication please discuss this with us so the necessary arrangements can be made. If your child suffers from asthma, please provide a spare inhaler to be kept in school if necessary and an Asthma Plan.



For short term courses of medicine such as antibiotics you are welcome to come into school and administer them yourself. However if the medication has been prescribed by the doctor to be taken four times a day, then a parent/carers may come into school and complete a form giving authorisation for the medication to be administered by a member of staff. The form can be found in the Letters & Forms section of our school website.

# CLOTHING

## NURSERY

It would be helpful if Nursery children could wear clothes they find easy to put on and take off themselves as we do encourage them to go to the toilet independently. Tracksuit bottoms or leggings would be ideal. T-shirts and jumpers with the school logo are available from the following website. <https://myclothing.com/yeaton-westfield-infant-school/7018.school>. Children's footwear must be safe for climbing, balancing and running as these are all part of the day.

## RECEPTION

For Reception children, our uniform consists of a combination of red, white, black and grey.

- Black or Grey Trousers/Shorts/Skirt/Pinafore
- White shirt or polo shirt
- Red Jumper/Cardigan
- School uniform embroidered with our logo is available from My Clothing and can be purchased from P.C. Sports who are located on Yeaton High Street.
- Black Trainers with Velcro (not school shoes) as children do the daily mile.

On PE days, children should come to school dressed in their PE kit:-

- black shorts
- a plain white school t-shirt

For outdoor PE children need black leggings or jogging bottoms. The children will also need a red school hoodie or zip jacket. These are available on from [my clothing](https://myclothing.com)



Please clearly label all your child's clothes, shoes and bags with their name. We provide aprons but a lot of activities are messy and young children need a lot of practice before they become skilled enough to control media such as glue, paint, play dough, clay etc.

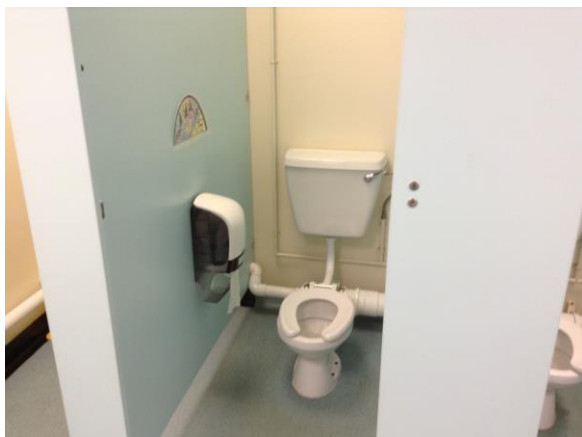
## NURSERY AND RECEPTION

Our learning takes place indoors and outdoors. On cold or snowy days it is essential that children bring coats, warm jumpers, extra socks etc. It would be useful if children could have an all in one waterproof suit and wellington boots for wet days.

On warmer days children must be suitably covered for protection from the sun. Sun protection cream, sun hats and cool clothing are essential for safety.

# TOILETING

Mastering toileting is an important step in your child's personal development and self-esteem which we hope your child will have achieved by the time they start Nursery and Reception. If you need advice on how to toilet train you should contact your health visitor. Staff will help support your child through toilet training should you need it.



NURSERY TOILETS



RECEPTION TOILETS

# EARLY YEARS CURRICULUM

We follow the government's Early Years Foundation Stage (EYFS) framework. This is the stage of development that your child is in from birth until the end of Reception. Our overall aim is to provide a safe and stimulating environment where children feel happy and supported in their learning so that they can succeed and fulfil their potential.

We allow our children to learn through experience and we plan and resource a challenging environment where children's play can be supported and extended by skilled professionals.

The Early Years Foundation is an important stage in which we lay the foundation for the National Curriculum. We provide a broad and balanced curriculum promoting the seven areas of a child's development:-

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

All areas of learning are equally important and interconnected.

For each half term we plan activities around the framework taking into account your child's throughout the year. We send a plan home at the start of each half term telling you about our new activities and how you can help your child.

There is also a Newsletter which is emailed every Wednesday to inform you about other school activities.



# EARLY YEARS FOUNDATION STAGE FRAMEWORK

## The areas of learning and development

- **Communication and language development** involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.
- **Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.
- **Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.
- **Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.
- **Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure.
- **Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.
- **Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

# EXPLORING OUR EARLY YEARS ENVIRONMENT

You will see the setting is split into areas to help promote all areas of learning. Below are the areas of continuous provision that are on offer to your child on a daily basis. Further resources may be added to an area of provision to promote a specific learning outcome, develop a theme or support a child's interest or need. Nursery and Reception have similar areas which are tailored to the learning of each year group.

## Home Corner

We always have a home area with a play kitchen as this provides an ideal opportunity for children to re-enact familiar experiences. This is crucial to their learning about themselves and each other. This area is key in promoting children's personal, social and emotional development and language for communication and thinking.



## Construction Area/Small World

We have a large construction area with lots of equipment to encourage children to build their own resources to support their play. We also have a wide range of construction sets such as Lego and Mobilo. This enables children to use their imagination, tell stories with their creations and co-operate with their peers.



## The Creative Area – design and technology, painting, drawing and writing

This area develops children's imaginative and investigative skills. (They learn to persevere if things don't quite go to plan.) They develop a wide range of skills using different tools and techniques. It is an important area in building children's self-confidence and independence.



### **Book Area and Listening Centre**

We have a quiet corner where children can share books with their friends or adults. Story time develops listening and concentration skills and stimulates an interest in books. Their memory is developed as they retell stories from pictures, providing the foundation for reading.



### **Mathematics Area**

Maths happens throughout the setting but we have a special area for mathematical resources for example number jigsaws, games, books, shapes etc. where children can become absorbed in mathematical activities. These activities and resources help to promote problem solving and early numeracy skills such as number recognition, counting, colour and shape recognition.



### **Investigation Tray**

Children explore and investigate on a regular basis and we also have an investigation tray that has activities. Through this area they will ask their own questions as well as develop a thirst for new and exciting knowledge.



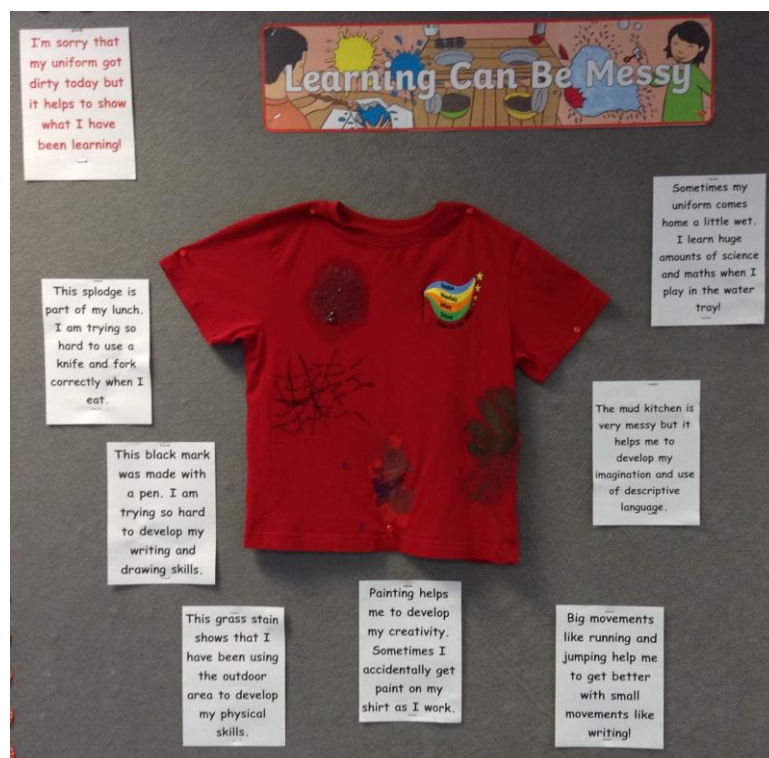
### **Information Communication Technology (ICT)**

ICT is used throughout the setting to support all areas of learning. We have a computer area where we provide the children with suitable programs enabling them to work in ways which makes learning fun. Other equipment includes an interactive whiteboard, CD player, programmable toys and remote control toys.

### **Baking**

We regularly bake or cook with children. Experiences and skills involved are hygiene awareness, mixing, counting, weighing, measuring, texture, sharing and cleaning up afterwards. Although the best part is eating the end results.

# RECEPTION CLASSROOM



# SHARED AREAS

## Outdoor Area

Our outdoor area is very important part of our Early Years. We provide a range of activities outside for the children and allow them to be outside at every opportunity. Anything that can be done inside can be done outside and much, much more.



## Music and Sound Area

We have a range of instruments for the children to play. Music is a key element of children's creative development. We also have large and small group music sessions where the children sing a wide range of nursery rhymes and songs often accompanied by Instruments.

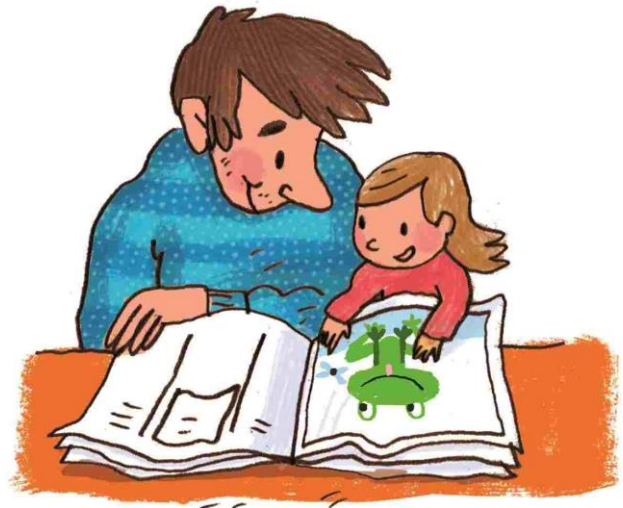


# HELPING YOUR CHILD AT HOME

There are lots of things you can do at home to encourage your child's development. Here are a few suggestions....

## Talking

Reading and writing float on a sea of talk. Talking, listening and thinking are the most important skills your child will need throughout their time at school. Talk to your child at every opportunity and encourage them to listen to what you are saying. Encourage them to ask questions and also prompt your child's thinking by asking them questions about things.



## Reading

Looking at books together encourages language development and the development of social and concentration skills. Talk about what is happening in the pictures and encourage your child to guess what might happen next. Point to the words as you read them and emphasise reading from left to right. As their confidence in reading develops allow them to join in and eventually ask them to read the whole book.



## Cut and stick

Using scissors and glue encourages the development of their fine motor skills. These are essential for pencil holding and writing skills. When children are cutting around pictures they are also looking at shapes – another pre-reading skill.

## Number games

Counting games develop social skills such as turn taking, talking and sharing. They develop concentration and also encourage counting and number recognition, addition and subtraction.



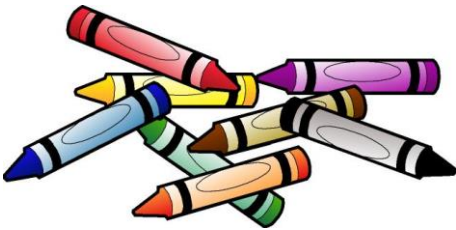


### **Jigsaws**

Jigsaws help children to look for and recognise different colours and shapes. This is a good pre-reading skill as children have to recognize different letter shapes and words.

### **Bead and button threading**

This type of activity develops fine motor control and can also encourage counting and recognizing different colours and shapes.



### **Colouring pictures**

Colouring pictures encourages your child to hold and use pens/crayons correctly and develop control when using them.

### **Dressing up clothes**

These help children to practise dressing and undressing as well as stimulating imagination. They also encourage the development of social skills when playing with other children.

