

Monkleigh Foundation Unit



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Welcome to the Monkleigh Family

Welcome to our Foundation Stage Unit at Monkleigh Primary. We are a small unit catering for children from 2 to 5 years of age.

We pride ourselves in providing a very nurturing and supportive environment and developing and celebrating each child's unique interests and abilities.

We are very passionate about working with children and their families and cannot wait to develop a positive partnership with your family. We have an open-door policy. Our friendly staff are always approachable and accessible if you need to speak to them.

We have three groups of children within our Foundation Stage. Our Butterflies are our Reception aged children who attend school full time. Our Caterpillars are our Nursery aged children who attend for selected sessions during the week - they are aged 3 and 4. Our Sunflowers are our children who are two years old, like the Caterpillars, they too attend selected sessions over the week.

Our Fantastic Team:

	Mrs Emptage (FSU Lead and Class Teacher) Key worker for Butterflies BEd Hons Primary (Science) with QTS 21 years of experience teaching Nursery through to Year 6 Paediatric First Aid Certificate		Mrs Hinchliffe (Class Teacher) Key worker for Butterflies BA Hons in Early Years and Education with QTS 21 years of experience teaching Nursery through to Year 3 Paediatric First Aid Certificate
	Mrs Baker Key worker for Caterpillars Level 6 BA Hons foundation degree in Early Childhood Studies. PGCE with QTS in Early Years Level 3 safeguarding officer. Paediatric First Aid Certificate		Nikki Key worker for Sunflowers Level 3 diploma in Early years. Paediatric First Aid Certificate
	Mrs Beer Key worker for Butterflies BA Early Years (Distinction) Experience as an Early Years Practitioner and Year 1 Teaching Assistant Paediatric First Aid Certificate		Julie Key worker for Sunflowers and Caterpillars Business and Finance Diploma and experience working in the private sector. Experience as a 1:1 Teaching Assistant and an Early Years Teaching Assistant. Paediatric First Aid Certificate

	Alice Level 3 diploma in pre-school practice. Caterpillar Keyworker Trained in Social Stories and Lego therapy. 6 years experience of working as an Early Years Practitioner. Self Employed Children's Entertainer. Paediatric First Aid Certificate		Miss Turner Level 3 qualified in Children's Care, Learning & Development. 14 years experience in early years from ages 0 - 7 years and as a KS1 Teaching Assistant
	Miss Mayne Level 3 diploma in Early Years Caterpillar Keyworker Experience of working with SEND children and as a 1:1 support Teaching Assistant. Experience working in school settings and private nurseries. Paediatric First Aid Certificate		Anela Degree in Early Childhood Studies. Keyworker for Caterpillars Experience of working with SEND children and as a 1:1 support Teaching Assistant. 10 years experience working across EYFS and KS1

All staff at the Foundation Stage Unit at Monkleigh hold a First Aid qualification - including Paediatric First Aid. We have experience in providing care for children with severe allergies and will confidently ensure we are meeting the needs of all of the children in our care.

Our Ethos

We are committed to developing the 'Whole Unique Child' through a challenging, engaging and inspiring and ambitious curriculum and environment.

We play, learn and form positive relationships alongside the children. It is essential that we provide the children with excellent learning role models. Developing, supporting and encouraging children to ensure that they are strong, independent, confident and immersed in their learning drives us.

Communication and Language is a real priority for all of the children in our setting. During every experience, interaction and conversation we introduce and develop challenging vocabulary and develop and foster a love for language, books, stories, songs and rhymes.

We use each child's next steps to shape learning experiences and to challenge and extend their thinking. We listen to what the children want to learn and provide experiences and opportunities for this. It is our number one goal that our children feel safe and valued as this will enable them to become confident and curious learners. It is our intent that the children who enter our EYFS develop physically, verbally, cognitively and emotionally whilst embedding a positive attitude to school and learning. We believe that all children deserve to be valued as

an individual and we are passionate in supporting all children to develop their resilience, capabilities, confidence and self-esteem to enable them to achieve their full, unique potential.

At Monkleigh Primary School, we strongly believe that the beginning of our children's educational journey ignites the flame for learning and is imperative in "transforming lives, transforming communities".

Parent feedback

"My Child has loved the FSU right from her very first day. She has settled really well and made lots of new friends. The staff are friendly, helpful and communication is great. I enjoy seeing photos of all the children's different activities that they have been doing. My child's learning is coming along brilliantly and I am confident that her individual needs are being supported"

'The children love all the teachers! They are so caring and nurturing whilst being honest with any issues we can help with at home'

'Everything is working well! Superb friendly team of staff that genuinely care about children's welfare and progress. The learning opportunities are of a high standard and the learning environment has been developed well.'

"My little boy is a new child since starting at Monkleigh, he runs in without even saying goodbye. It is amazing! Communication is great and all staff do their very best to make sure my child's needs are met."

"Monkleigh FSU is so wonderful. Our daughter has been attending for a year now and her development within that time has been incredible. The nursery really focuses on all the senses and she often has experiences at school we simply couldn't do at home. Planting and gardening, cookery, exploring, P.E., den-building and sand and so much more! They manage to make learning so much fun and each topic has well thought-through activities that she absolutely loves. Regular updates and informal meetings, including reports have been unexpected but so appreciated. Our daughter loves all her friends, being outside so much, and of course, the amazing staff that make it all possible. Nothing is too much trouble and the environment is simply magical! I'd highly recommend Monkleigh FSU'

My son used to be absolutely terrified of other children so I was really apprehensive about him starting nursery, but all of his teachers have done such a wonderful job helping him to settle in and he loves it! The whole school has such a lovely family feel to it and the teachers are all so amazing at ensuring every child's needs are met. We're so grateful to have found Monkleigh and can't recommend them enough. Thank you! ♥

I would really recommend the FSU, it has a lovely feel - just like one big family which is just what I wanted for my little girl starting her school journey 😊

Fantastic school, x loves it and the staff have been very helpful and supportive. Would definitely recommend!

Our Curriculum

We have a strong and ambitious curriculum based on curriculum goals for all areas of learning. Our curriculum clearly outlines what we want the children to know and do by the end of their Nursery journey and Reception year. It is progressive and builds carefully on prior learning. This enables the children to make links between their learning and to build on their prior knowledge and understanding. Our curriculum is ambitious and carefully planned with the next step to Year 1 in mind. This ensures our children's readiness for starting in Year 1.

Please refer to the Monkleigh FSU Curriculum Goals for Nursery and Reception on our FSU Page on the School Website. Our early years setting follows the curriculum as outlined in the latest version of the EYFS statutory framework that applies from September 2021.

The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. However, 3 areas known as the prime areas are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Delivering the Curriculum

Children in our setting will experience whole group, small group and individual teaching.

Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.

Staff play and learn alongside the children. They provide the children with excellent learning role models. Developing, supporting and encouraging to ensure that they are confident and engaged in their learning drives everyone in the unit. Staff use each child's next steps to shape learning experiences and to challenge and extend their thinking. Staff listen to what the children want to learn and provide experiences and opportunities for this. The number one goal is that our children feel safe and valued as this will enable them to become confident and curious learners.

As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for more formal learning, ready for year 1.

For more information regarding the curriculum, please read the 'What to expect when a parent's guide to the EYFS' which can be found on the Devon.gov.uk website.

Characteristics of effective learning

This is a key element to the Foundation Stage for our provision and finding and providing ways in which our children learn best. The three areas for this are:

- Active learning- The way children engage with their activity. Are they persistent? Are they evaluating and problem solving their ideas? Are they concentrating?

- Playing and exploring- This is about the way children take control of their learning, are they willing to have a go? What activities are they drawn to? What materials and resources do they access to extend their learning.
- Creating and thinking critically- This is focused on the way a child chooses to do things and the way they solve problems and put their ideas to the test.

This is all considered within the provision we provide for all of our children.

Our planning

Our planning is based around children's interests whilst skilfully linking this with our ambitious and challenging curriculum. We strongly promote a child's confidence and independence to engage in their own activities to enable them to learn through their play. Our provision is set up to encourage exploration and provide challenge for all of our little learners. Our topic webs outline the main learning for the Nursery and Reception children. We then create a half termly overview which includes our words of the week and the key texts that we will be reading - this is all available on the website.

Read Write Inc Programme

We use Read Write Inc to teach phonics and reading literacy. It is a literacy programme which helps all children learn to read fluently and at speed so they can focus on developing their skills in comprehension, vocabulary and spelling. When the children are in nursery, they focus on listening skills and discriminating sounds and songs and stories. In the summer term they will begin to follow the RWI programme.



A Typical day for the Butterflies and Caterpillars

	Caterpillars	Butterflies
9:00	Yoga/Wake and Shake Register and Days of the Week Song	
9:05 - 10:00	Early Language and Phonics Activities and Explore and Learn	Read Write Inc
10:00 - 10:10	Snack and Curriculum Input	
10:10 - 11:20	Explore and Learn in the Continuous Provision (Indoors and Outdoors) Challenge Activities,	
11:20 - 11:30	Collect and Return tidy time	
11:30 - 11:45	Song time/Song of the Week/handwashing	Review of Learning/Seesaw/Song of the Week

11:45 - 12:00	Whole FSU get together for stories, songs and Fred Games (Home time for some caterpillars)	
12:00 - 1:00	Lunchtime in FSU	
1:00 - 1:30	Maths	Maths
1:30 - 2:45	Continuous Provision (Indoors and Outdoors, Music, PE, busy fingers, Forest School	
2:45 - 3:00	Collect and Return	
3:00 - 3:30	Home time at 3pm	Story and Home time at 3:30

Children are welcome to attend our Sunflowers provision the half term after their second birthday. Sessions for Two-Year Olds are available every day between 8:00am and 4:30pm. Their mornings start with a settle, story and sensory activities in their dedicated space before integrating into the FSU provision over the course of the morning.

Caterpillars and Butterflies have their main PE lesson on a Monday and can come to school in their PE kit on this day. Children in Butterflies have Forest School on a Thursday. Children in Caterpillars have Forest School on Tuesdays and Thursdays. Children in Butterflies attend whole school assembly on a Friday afternoon.

A fruit Snack is provided by the school and we welcome parents' kind donations of fruit, crackers, breadsticks or rice cakes.

Parent involvement

We are very passionate about working within a partnership with our parents. We want you to be involved with your child's learning as this is the best way for a child to thrive.

We have different members of staff in place to be your child's key worker. The role of a key worker is to be the main practitioner responsible for meeting your child's emotional needs and working closely with you to help aid their development. Communication in the first instance will be to your child's key worker however all staff are always on hand to talk to you and help you with any questions. All of our staff are warm, approachable and friendly and are happy to discuss any queries or questions you have regarding our provision or your child.

We provide a range of parent meetings - for information about learning and supporting your child's learning and open afternoons, in addition to the more formal Parent's Evenings.

Friends of Monkleigh School (FOMS)

Every parent or carer of a child at Monkleigh School is automatically a Friend of Monkleigh School. FOMS are a hard-working team who fundraise throughout the year to provide

excellent resources and experiences for all of the children at Monkleigh. Please visit their page Friends of Monkleigh School on Facebook to become a member of the group.

Class Dojo

We use the Class Dojo app. This is a school communication platform that teachers, students and families have access to, to build a close-knit partnership by sharing what is happening at home and in the provision by sharing videos, photos and messages. This is a great way for parents to see what their child is learning about through play.

Supporting SEN and Disabled children

We are fully committed to providing inclusive care here at Monkleigh. We have disabled access to most of the school and run several inclusion programmes to support a child's individual learning to ensure we are able to cater for their needs.

Admissions for Caterpillars:

We take children from 2 years old. Children who start at the age of two will access our Sunflowers Room. Children who start Nursery as a 'Rising 3' will access Sunflowers and Caterpillars. It is our policy that all children attend at least 2 sessions per week over different days to ensure a successful and positive settling in experience.

Please see our Admissions Policy for further information. We charge a non-refundable administration and registration fee of £25. This enables us to provide excellent support which will guide parents through all aspects of the admissions process to ensure a smooth start in school. On arrival at school, your child will also receive a Monkleigh School water bottle.

If parents want to buy additional hours on top of the 15 funded hours or the extended entitlement, they can do this during any of our opening times. We sell 3-hour/6 hour long sessions at a normal hourly rate of £6.00 (3 year old - from the start of the term following their 3rd birthday) & £7.00 (2 year olds & 3 year olds during the term in which they have their 3rd birthday).

Although lots of our children in our Nursery Class move into our Reception Class, Children attending our Nursery Class at Monkleigh do not automatically qualify to attend the Reception Class. Admissions to Reception Classes are handled by Devon County Council Admissions and are based on a separate policy. We always warmly welcome applications to our Reception Class and visits to come and see our FSU.

Notice Period for Sunflowers and Caterpillars:

We claim for a notice period of up to 4 weeks - this is for funded and chargeable hours. Prior to admission, all parents are required to sign a contract agreeing to this notice period.

Where a parent has decided to leave a funded place, we can claim up to a maximum of 4 weeks (28 days) funding from the last day of attendance or the date the parent gave notice (whichever is earlier). No distinction is made between times that are open or closed.

For example: a parent gives notice to a term time provider on the 31st March. The 4 week notice period would therefore end on the 28th April. The provider is closed for 2 weeks (Easter holidays) during the notice period and therefore only 2 weeks of funding can be claimed.

If the parent leaves Monkleigh School without giving notice, we may claim funding in accordance with the paragraphs above. Should the parent choose to attend another provider before the notice period ends, the parent will be responsible for any costs at the new provider for the remainder of the notice period.

Where a child claims funding from us and moves to another local authority, the notice period will be honoured.

Admissions for Butterflies

All children who would like to attend Monkleigh Primary School for their Reception year (Butterflies) need to apply via Devon Admissions - even if they have been attending the unit as a Caterpillar.

Details for how to apply, including online login information will be sent to you in the November before your child is due to start full time school. Applications need to be submitted before 15th January of the year that your child will start full time school. Please refer to **The Step by Step Guide to Normal School Admissions** published by Devon County Council.

Parentmail:

Parentmail is an app which connects schools and parents efficiently and reliably using modern technology. The Parentmail app is used for sharing information, invoices and ordering school dinners. Any additional charges will be sent to parents via the Parentmail app. Invoices **must be paid in advance of each half term.**

Caterpillars are welcome to have a school dinner at a charge of £2.50 All of our delicious school dinners are freshly cooked on site. Children in Sunflowers who attend between 8:00am-9:00am will have breakfast provided as part of the hourly rate. Children in Sunflowers who attend between 12:00pm - 1:00pm will have lunch provided as part of their hourly rate. Parents will need to book lunches for their children from the beginning of the term after their third birthday.

For Caterpillars we run two sessions each day these are:

09:00-12:00

09:00-15:00

We do offer a breakfast club service from 8.00am Monday-Friday

There is also an after-school provision which runs:

15:00-16:30 Monday to Friday. This takes place within FSU

For Sunflowers we run sessions every day, it is possible to choose from:

8:00am-1:00pm 8:00am - 12:00pm 9:00am - 12:00pm 9:00am - 1:00pm
8:00am - 3:00pm 8:00am - 3:30pm 8:00am - 4:30pm 9:00am - 3:00pm
9:00am - 3:30pm 9:00am - 4:30pm

Settling in

We offer settling in stay and play visits the term before a child is due to start with us. In addition to the stay and play session there will also be an information meeting for parents. We can be flexible with catering for your child's settling in needs and will work with you to find the best way for this to happen. We want every child's time at Monkleigh to be happy and positive.

School Uniform

School uniform is required for all children in Monkleigh FSU. It can be purchased from School Threads <https://schoolthreads.org/>

Our Rationale for School Uniform:

Children wearing uniform from the beginning of their journey as a Sunflower has numerous positive benefits. The decision for all children in FSU has been carefully thought through, with the children's needs, as always, at the heart of the decisions.

Wearing a uniform provides a sense of belonging and identity, children develop an understanding that they attend Monkleigh School, they take pride in their appearance.

All children have a sense of collective identity as they are dressed in the same way, this promotes teamwork and the understanding that they are a class.

Uniform ensures that children are wearing safe and practical clothes for safely navigating the outside areas, Forest School - e.g. no strings, headbands etc that could get caught - safety is paramount.

Research suggests that it is positive for all children to have a routine. They are developing their understanding of the days of the week and what happens on those days - e.g. PE kit on a Monday = PE, PE kit for Forest School. It also signifies that they will be going to school that day.

Many of our children attend two settings, the uniform enables the children to understand which setting they are attending on that day.

Uniform is cost effective and easy to source and pre-loved uniform is always available - this means that children's own clothes are not getting marked or stained.

The colour uniform for Sunflowers and Caterpillars is red, the Butterflies are green.

Sunflowers and Caterpillars: Red sweatshirt or cardigan with logo. white polo shirt - plain or with logo. Black or grey comfortable trousers, shorts, skirts or pinafore dresses - suitable for independent toileting (leggings, jogging bottoms, trousers with elasticated waist)

Children can wear comfortable and sensible shoes - please select shoes that enable your child to put on and take off their shoes independently.

PE Kit: Red sweatshirt, red polo shirt or Red PE T shirt with logo and black leggings shorts or jogging bottoms.

Butterflies: Grey/Black shorts, trousers, skirts, pinafores - leggings can be worn under skirts and dresses as tights but not as trousers.

White(polo) shirt, plain or with logo (Logo polo shirts are available from School Threads)
Green sweatshirts or cardigan with logo

Children in Butterflies are expected to wear sensible black school shoes

PE Kit: Red Hoody with logo on and child's initials for P.E (available from School Threads) Red P.E T shirt with logo, black P.E shorts with logo (or plain if preferred) Skorts/Shorts are now also available from School Threads. Red Football socks (long).

We also stock nearly new uniform which we have on sale at open afternoons, transition days, parent meetings and at the school summer fete. Please see a member of the FSU team to enquire about nearly new uniform.

Caterpillars



Butterflies



What to bring

All children within our unit require the following things every day:

- Drinks bottle
- Waterproof clothing

- Wellington boots
- Changes of clothing
- Weather appropriate clothing and accessories
- Book bag - a green book bag for Caterpillars and Butterflies as this can then be used throughout the school - Please make sure that Caterpillars have a book bag.
- PE kit
- Pull ups, baby wipes and nappy bags, if required.

We are very hands on with our learning and will be outside no matter the weather. Different weather brings new and exciting learning opportunities.

Please make sure all belongings are named

Food and Nutrition

In school, we follow the DfE early Years Foundation Stage Nutrition Guidance. All food must be prepared in a certain way to prevent choking. Please adhere to the following the DfE Guidance when preparing food for your child to bring into school.

All food served to children must be prepared in a way to prevent choking. The Food Standards Agency has 2 posters on how to prepare food safely to avoid choking - please refer to the posters which are linked on our FSU webpage.

Parents and/or carers should be encouraged to:

- Ensure the food is suitable for their child's individual developmental needs and prepared in a way to prevent choking.
- For perishable items that should be kept cool, pack food in insulated sealed bags. If ice packs are unavailable, the '4-hour rule' can be applied. This rule allows food to be stored outside of chilled conditions for up to 4 hours, but this should only be done once during the entire storage.
- Clearly label their child's name on the lunch bag and detail the contents.
- Pack foods that can safely be kept at room temperature if there is no refrigerated area for storing food brought from home. The Food Standards Agency provides 28 advice on Listeria which has examples of ready-to-eat foods that should be eaten within 4 hours of removing them from the fridge.

Attendance

Sessions are booked on a half termly basis; any changes in hours can only be made at the start of a new half term.

Missed sessions for Caterpillars will still be charged if parents are paying unless we are provided with 4 weeks written notice. Any time off from the school must ask for the Head teacher's permission in advance.

Payments must be made in advance. Failure to pay fees may result in your child's sessions being withdrawn.

Parents must notify the school if there are any change in their circumstances, particularly if this will affect funding or your child's attendance in any way.

Parents must inform the school office directly if their child is unable to attend their session by 8.30am of that day.

Collection

We will only let children be collected by those we know and have been told about prior to pick up, parents must give written consent. We will hold children with us until we have spoken to parents if the above has not occurred.

If a parent fails to collect a child, the following procedure will be followed:

1. Supervising adult to wait with the child for ten minutes.
2. Make telephone calls to all contacts for the child to ask someone to arrange collection.
3. After 30 mins contact Social Services to inform them that a child has not been collected from school.

Change of details:

Parents/carers are required to inform school immediately if any information given on the enrolment form changes. This includes a change of address, contact number, GP and importantly update of emergency contacts and who you authorise to collect your child.

Medical:

Parents are requested to inform the school of any food allergies or medical conditions. Parents must provide written details of the condition/severity and must continue to keep the school up to date of any changes of the allergy or condition. A health plan may need to be put in place for your child to attend. We also ask parents to provide school with copies of any medical correspondence or appointments.

Immediately inform preschool if your child is suffering from any contagious disease. For the benefit of the other children in preschool, you must NOT allow your child to attend.

We do have a 'Am I well enough for school?' guideline which we request parents to follow to ensure the children are happy and healthy to learn.

If your child has been prescribed any antibiotics we ask them NOT to return to school 24 hours from commencement of their first dose in case of a reaction. Medication can then be administered after this period of time by a member of staff once a permission form has been filled out.

Permissions and contact forms:

A number of forms accompany this starter pack. We require all forms to be returned before your child's start date.

Policies

All of our policies can be accessed from our school website.

Procedure for if a child goes missing at school:

1. Alert all adults and provide a detailed description of the child and the last place they were seen. Check all doors and access points to the school are closed and locked.
2. Send adults to check the local area, classrooms, sheds etc.

Contact the police to inform them that there is a child missing.

Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. They inspect services providing education and skills for learners of all ages. If you believe that you need to contact Ofsted please visit

<https://www.gov.uk/government/organisations/ofsted>

Any more questions or queries please email

FSUadmissions@monkleigh-primary.devon.sch.uk or

admin@monkleigh-primary.devon.sch.uk

Or to speak to one of us please call: 01805 623269