



LONG CLOSE SCHOOL

Pre-School Welcome Booklet

How to get your child ready for Pre-school

Encourage your child to have a go!

- Develop self-help skills by encouraging your child to take off and put on their own jumper and coat. Support your child in doing up zips, buttons and poppers; we understand that these can be tricky so make it fun by dressing up toys in old clothes. Encourage your child to take their shoes and socks on and off. Don't wait till the first day - give them time to practice.
- Support your child in getting to the toilet in time, wiping themselves, flushing the toilet and washing their hands. If your child is wearing nappies we will work with you and your child to support them during toilet training (see our Early Years' Handbook). Sometimes children are so involved in play that accidents do happen. Please talk to your child about what to do if an accident happens, reassuring them and telling them to tell an adult.
- Encourage your child to blow their nose themselves, bin the tissue and washing their hands. If reinforced at home and school this will become the norm and your child will develop a healthy routine.
- Encourage your child to use a knife and fork or a spoon to eat their meals. Sit with them for meal times and eat your meal. Support your child to be independent eating.

Teach your child to communicate their needs

- Talk to your child without distractions from the TV, radio or tablet. Talk about shared experiences that you have enjoyed such as visits, shopping trips, or things you have seen.
- Sing songs and rhymes together to develop their vocabulary.
- Recognise and talk through your child's feelings and different emotions, this will help them to understand and communicate how they are feeling with staff.
- It is important for children to listen and follow instructions at nursery, these can be enhanced at home by playing games such as snap and giving simple instructions e.g. hang your coat up and wash your hands.

Feeling safe and secure in the new environment

- Talk to your child about the routine and the staff in the Pre-School
- Your child will have a peg with their photo and name on for their coat, therefore it would be helpful for your child to begin to recognise their own name. To reinforce this you could put a name card on the fridge or play a treasure hunt game; finding name cards around the house.

Be healthy, active, friendly and helpful

- Establish a good sleep routine for your child.
- Talk about the importance of healthy eating and discuss the weekly menu with your child (this can be found on the school website).
- Go on outings (farm, zoo, aquariums, garden centres, shops, park, cinema, activity centres). Talk about what you see, hear, smell, touch, taste.

- Visit the library regularly. Find books that relate to places you have been or things you have been talking about with your child. Look for a notice board for activities on in your local area.
- Give children responsibilities around the house and special jobs to do. For example; emptying the washing machine and talking about how the clothes are all wet and heavy before hanging them out to dry together. Laying the table for dinner; counting out the cutlery and plates. Making the beds together and even washing up! However tedious all these jobs are to us, your child will love joining in and being involved!
- Arrange play dates with other parents and their children. Encouraging sharing, socialising and turn taking.
- Encourage children to talk to different people you know to develop their confidence and vocabulary.

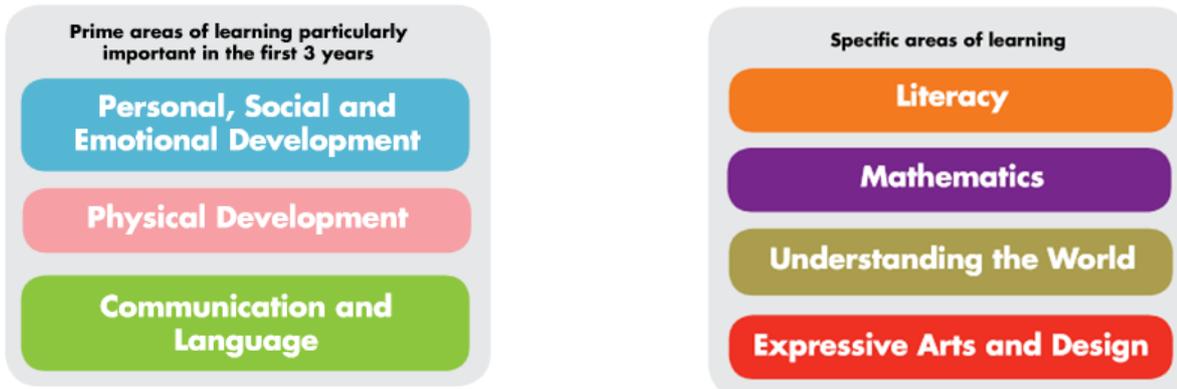
Holiday activities

- Gardening; allow your children to get messy to dig and explore outdoors. Plant seeds and observe growth over time.
- Paint the fence with water in the sunshine and watch as it dries!
- Keep a diary over the holidays to show everyone what you have been doing; adding photos and anecdotes.
- Save boxes and plastic cartons and make models, encouraging your child to use tools independently such as scissors, masking tape and a hole punch.
- Share books with your child and encourage them to explain what is happening from looking at the illustrations.
- Make play dough; this is a fantastic activity that can really help strengthen your child's small hand muscles that are used for writing.
- Practise holding scissors and develop cutting skills by cutting magazines and catalogues.
- Complete puzzles and talk about the picture afterwards.
- Encourage your child to mark make using pencils, crayons paints and even chinks in your garden. Ask them to tell you about their pictures.
- Singing songs for counting and rhyming or simply making up your own funny songs!
- Dancing to music and making up some of your own moves!
- Go for a picnic! Encourage your child to help you prepare for a picnic; making the sandwiches, collecting the fruit and cartons of juice together.
- Point out shapes, numbers, signs and letters in the environment is an easy way to reinforce how they are used in everyday life. By highlighting signs around the park, shops and roads your child will become increasingly aware of how grown-ups use them.
- Play simple games with your child, indoor board games or outdoor ball games will encourage sharing and turn taking.

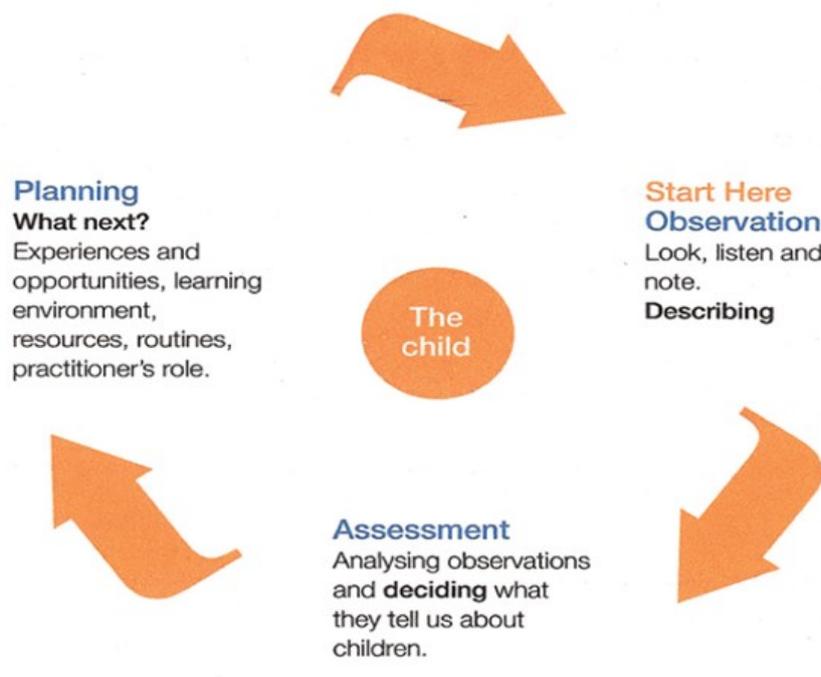
***Most importantly.....
play, play, play, play, play, play, play!***

How do we support your child's learning and development?

At Long Close we follow the Development Matters in the Early Years Foundation Stage Framework. Your Child's Development is split into seven areas of Learning– three Prime areas and four Specific areas:



We use a planning cycle to assess, plan, and evaluate next steps for your child. Your child will be allocated a key person who will support your child in all areas of their development.



It's important that you let us know what child's interests are at home as we can incorporate these into our planning.

Your child's first days

On your child's first day, please bring them straight over to the Pre-school Class where they will be greeted by the staff team. During the first two weeks, please take your child into the classroom and support them to settle in by finding their own peg, drawer and emptying their belongings from their book bag. After two weeks, we would like the children to be independent in these morning tasks.

During your child's transition day, the Pre-school room leader will create your account on Tapestry and ask that you complete the 'All About me' form. This will enable us to have a clear picture of your child's likes, dislikes and interests. If your child is moving from Long Close Nursery, please update this form.

What do bring with your child

Your child will need to come dressed in the full Long Close School Pre-school uniform (see the uniform list for full details).

They will need to bring

- Long Close School Pre-school coat/raincoat dependent on weather (see uniform list)
- Long Close School Pre-school book bag
- Long Close School Pre-school drawstring bag
- Water bottle
- Wellington boots
- PE shoes/trainers
- Spare set of uniform (if your child has toileting accidents)
- If toileting please bring changes of underwear and uniform
- If in nappies please bring nappies and baby wipes
- Long Close School sun hat (dependent on weather)

Key Persons and your child

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is responsible. Along with the room leader your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, she/he will help your child to settle and throughout your child's time at the setting, she/he will help your child to benefit from the setting's activities. Your child's key worker will be assigned at the end of the second week in the setting.

The Pre-School Day

The daily routine

The following is our Pre-School daily routine. Occasionally this can change due to opportunities that arise for the children to take part in.

8.00-8:30 Morning Club

Please be aware that you do need to book onto the morning club each term to be guaranteed a place and that we do not provide breakfast.

8.30 Session Arrival and Registration

8:40 Circle Time

This is when we will share news, photos, stories and introduce new topics)

9.15 Free-Flow Play

During this time your child will explore the indoor and outdoor environment and participate in adult guided activities)

11.00 Small Group Time with Read Write Inc Phonics

11.45 Session Finishes

11:45-12:15 Lunch Time

12.15 Afternoon Session Begins/ Free-Flow Play

During this time your child will explore the indoor and outdoor environment and participate in adult guided activities)

14.45 Tidy-up Time

15.00 Circle Time

15.30 Home Time

15:30-18:00 After School Care

Please be aware that you do need to book into the After School Care each term to be guaranteed a place.

The weekly timetable

During the week the Pre-school children participate in PE, Spanish and music lessons, a ballet lesson and Scrumby's gym session. You will be informed of the timetable during the first week of the autumn term.

Communication

At Long Close School we feel that good communication between the home and the setting is essential for the children's well being.

We communicate in the following ways:

- School Communication emails
- School Newsletter (this is published weekly)
- Facebook (We have a 'Long Close School Early Years' page)
- Communication Books

For more information on the above communications, please refer to the Early Years' Handbook.

We also communicate with you using:-

Tapestry

This is an online Learning Journal which is personal to your child. It is used to record photo's observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

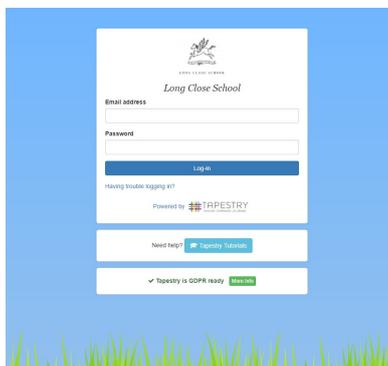
Tapestry is hosted in the UK on secure servers. You will have secure access (via email and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us. For instructions on how to sign in, please go to the next page.

Firefly

This is a Virtual Learning Environment. In the Early Years we use this to provide information about the activities that happen in each Nursery Room and Reception Class. This will include photos, videos and information on how you can support your child's development at home. This will regularly be updated by communicating what play, activities and learning has been happening during the Nursery/Reception day. **We also give you key information about upcoming events, assemblies, topics and home sharing.** For instructions on how to log in, please go to page 8.

Tapestry

At Long Close School we use an online learning journal system called 'Tapestry'. At the end of your child's first week in the setting, you will be invited in to talk to your child's room leader about how they have settled. During this meeting, we will create an account for you to activate and complete the 'All about me' page.



Once you have set a password and pin for your account you will be able to view your child's learning journal.

Your child's key person will upload observations of your child. These observations will describe what your child has been doing and the area of learning and developmental stage in which the observation covers. It also shows the characteristics of how your child is learning and highlights your child's involvement and well-being.

To use Tapestry go to <https://evlj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section. Log in using your email address and the password. We strongly recommend you change your password on your first visit.

Changing your Tapestry settings

On the Computer, at the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preference'. Choose this option and you will be presented with a screen giving you the option to change your email address and password. You also have the option to receive an email whenever a new observation is added to your child's Learning Journey—just tick or untick the relevant box if you would like to change this setting.

On iPhone or iPad, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

Viewing your child's Learning Journal

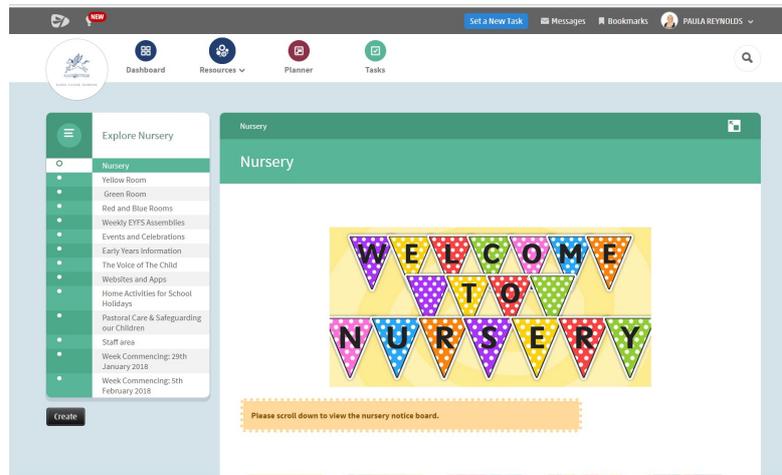
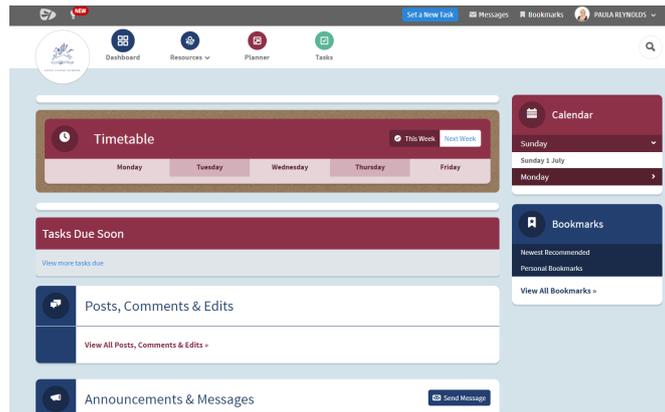
Once logged in you will see your child's observations on your home screen in a list. Selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to—we would love to receive your comments!

Adding an entry to your child's Learning Journey

Choose the 'Add observation' option (or the 'plus' icon on your iPhone or iPad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

Firefly

When your child starts in Early Years, you will receive a username and a password to sign up to your child's Firefly account. These accounts are set up by the central Cognita IT office and can take up to a month. During this time the Room Leader will use the communication book to share important information with you.



To use Firefly, go to <https://lcs.fireflycloud.net> on your computer. From the drop down menu at the top, select Resources. From the next menu choose EYFS then Nursery. To ensure your child does not miss out on important events, it is important that you check for new announcements on a regular basis. At present there is not a Firefly app for mobile devices.



The Pre-school uniform

All uniform must be purchased from Billings and Edmonds, 132 High Street, Eton, Windsor, SL4 6AR
www.billingsandedmonds.co.uk. Items can now be delivered to the school office for collection.

Girls Winter Uniform



Girls Summer Uniform



Boys Winter Uniform



Boys Summer Uniform



Boys and Girls Uniform



In addition to the above, the following are part of the uniform but may be purchased elsewhere:

Boys wear navy blue socks all year

Girls wear blue socks with winter uniform and white socks with summer uniform

Black Shoes with Velcro fastenings

Water bottle

Trainers for PE and Scrummy's (to be kept in Pre-school)

Wellington boots (to be kept in Pre-school)

Please ensure all items are clearly labelled with your child's name.

And finally ...

- Please name ALL your child's clothes! It's important that all their clothes are named including vests, pants and even socks!
- Please send photographs of your child with their family before they start their time at Pre-school so we can prepare our family boards. You can email a photo to Mrs Reynolds at paula.reynolds@cognita.com
- We love to hear about what your child's interests are at home so we can incorporate their interests in the Pre-school environment.
- Please upload your any photos of special occasions, achievements, and family outings onto Tapestry. Your child will discuss these with their friends during circle time.
- If you have any concerns or questions about anything please do not hesitate to ask email paula.reynolds@cognita.com