

EARLY YEARS FOUNDATION STAGE PARENTAL HANDBOOK 2011 / 2012



Rossall

www.rossallschool.org.uk

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1. A Brief History of Rossall

Rossall is one of the UK's top co-educational boarding and day schools located on the picturesque coastland of North West England in Fleetwood, Lancashire. Rossall was founded in 1844 in the former Rossall Hall as an Anglican boarding school through the exertions of the Rev. St. Vincent Beechey. It was founded "with the object of giving to the sons of clergymen and others an education similar to that of the great public schools, but without the great cost of Eton or Harrow, and embracing also a more general course of instruction in modern literature and science."

The new school prospered and by the end of the 1860s, some fine buildings, including two chapels and an imposing Archway complex, provided accommodation for 350 boys. Academic results were excellent and Rossall also established the first school Volunteer Corps in 1860. 1,617 Old Rossallians fought in the war of 1914 - 1918 and during the 1920s the School enjoyed a period of great prosperity, building for itself one of the most impressive of school Dining Halls. The number of pupils climbed to well over 500 but fell during the 1930s when a serious economic depression affected the whole of Britain, and especially Lancashire. The Second World War of 1939 - 1945 enforced a whole school evacuation to Cumberland, but the School re-established itself back at the Fleetwood campus during the 1950s and 1960s.

Although girls had occasionally been admitted to the Rossall Sixth Form since 1971 and to the Junior School since 1976, Rossall effectively became a co-educational school in the September term of 1977 when eleven day girls joined the Senior School.

The 1990s saw Rossall adopting a more global perspective with the opening of a dedicated International Study Centre in 1995 followed by the introduction of the International Baccalaureate Diploma at Sixth Form in 1998.

The School's original ivy-clad historic buildings remain clustered around a collegiate-style quadrangle with the Sumner Library at its centre. Accommodation has been sensitively modernised in recent years and the extensive campus now includes an impressive range of facilities within a safe yet stimulating environment.

The modern, purpose-built Nursery premises are situated in a quiet spot on the main Rossall campus with plenty of space - both inside and out - for our nursery-age children to play, learn and grow. From September 2010 Rossall Junior, Infants and Nursery School is fully authorised to teach the IB Primary Years Programme.

2. Mission Statement

We believe at Rossall Nursery

“Play is never trivial, it is serious and deeply significant, it is Child’s work”

Young children need....

Care:

- Care, love, comfort, security, safety and limits
- To be valued, to develop a positive self-concept
- To have consistent and familiar patterns in their daily life

Adults:

- To interact with familiar adults who stimulate, support, guide and extend young children’s learning

To Communicate:

- To develop warm and caring relationships with adults and friends
- To communicate and extend ideas, feelings and experiences in verbal and non-verbal ways

Time:

- Time to follow their ideas
- Time to return, to repeat and to consolidate experiences
- Time to be quiet, to be alone
- Time to concentrate for long periods
- Time to reflect
- Time and help to resolve to come

Continuity:

- All the adults involved in the life of young children to share and communicate their knowledge and expertise, their concerns and expectations with each other
- Smooth transition and continuity of experiences throughout their Nursery life

Stimulating experiences:

- Opportunities
- To be challenged
- To be creative
- To be imaginative
- To explore the familiar and the new

Space:

- Space to be active
- Space to be energetic
- Space to be explore
- Space to create personal worlds
- Space to reflect

To enjoy themselves.

To have fun.

3. Philosophy and Ethos:

The philosophy and ethos of Rossall Nursery School is based upon certain principles. All children who attend are entitled to a curriculum that provides:

- A secure, welcoming, friendly environment where each child feels valued and experiences the joy of learning which is the foundation on which children build the rest of their lives.
- An extension and supplement to the child's early experiences gained at home, seeing parents as partners, who are involved in the education of their children.
- A broad, balanced, differentiated curriculum which advances each child's social, moral, emotional, physical and intellectual development and has equal opportunities for all regardless of age, sex or religion.
- Teaching that stimulates and builds upon a child's curiosity. Building upon relevant first hand experiences that are carefully planned to encourage children to investigate, predict, imagine and create. To allow them opportunities to direct their own learning, make choices and learn by doing through play activities.
- Opportunities for children to develop self-confidence, self-esteem, independence and a respect for the rights of others.
- Opportunities for children to develop their physical capabilities in both fine and gross motor skills.
- Opportunities for children to develop a sense of personal and social responsibility towards themselves and others.
- Opportunities for children to play and talk with their peers and adults. The relationships which children establish are of central importance to their development.
- Opportunities to develop freedom and discipline through which group membership may evolve.
- Assessments to ensure equal opportunities for all and the early identification of special needs so that all individual needs are catered for.
- Opportunities for information to be passed to parents and appropriate information to the Reception class teacher or the feeder primary school.
- Liaison between the local community and relevant services.
- To support the development of the staff's professional skills.

We work towards the best possible outcomes for our families by working in partnership with other agencies including health visitors, the early year's advisory teacher team, adult training colleges and speech therapists.

4. EYFS Learning Partnership

Within this setting we will endeavour to:

- Encourage your child to do his/her best at all times
- Create a safe yet stimulating environment to promote effective learning
- Encourage the children to care for their surroundings and have respect for others they meet
- Offer a broad range of activities and experiences in line with the EYFS curriculum.

To support this partnership we expect parents to:

- Make sure their child arrives on time and is collected promptly at the end of the session.
- Support the setting in upholding high standards of behaviour
- Keep us fully informed of any difficulties or problems their child may be experiencing.

We also expect the children to:

- Take good care of equipment, books and the environment
- Be friendly, helpful polite and courteous towards others
- Have a positive attitude towards new experiences and learning
- Be truthful and show respect towards the needs of others.

5. Contact details

Please note the country and area code for the school is 00 44 1253

Headmistress of Juniors, Infants & Nursery

email: Mrs K M Lee 774222
k.lee@rossall.org.uk

Secretary to Headmistress

email: Mrs J A Morris 774222
j.morris@rossall.org.uk

Nursery Manager

email: Mrs A Murray 774228
a.murray@rossall.org.uk

Registrar email: Mrs Metcalfe 774260
m.metcalfe@rossall.org.uk

Accounts: email: Miss K Allen 774233
k.allen@rossall.org.uk

Medical Centre Email: Sister Pook & Sister Kane 774287
medical@rossall.org.uk

Registry: email: Mrs M A Metcalfe 774260
m.metcalfe@rossall.org.uk

email: Mrs J Barkhuizen 774273
j.barkhuizen@rossall.org.uk

RosShop Miss J Oldfield 774252
rossshop@rossall.org.uk

School Address

Rossall School
Broadway
Fleetwood
FY7 8JW

6. EYFS Members of staff

Mrs V Senior EYFS Co-ordinator & Reception Teacher

Mrs A Murray Nursery Manager

| | |
|-----------------|-------------------------------------------------------|
| Miss N Webber | Senior Nursery Assistant/Cover Supervisor |
| Mrs M Butler | Part-time Nursery Assistant |
| Miss L Bryer | Nursery Assistant |
| Mrs C Davies | Part-time Nursery Assistant & KS1 Classroom Assistant |
| Miss A-M Wright | Nursery Assistant |
| Mrs C Smith | Rascals Co-ordinator |

7. Admissions Policy

Foundation Stage education is a partnership between the family and the school. We are committed to working in partnership with parents to provide a secure, stimulating environment where children are encouraged to learn through planned, purposeful activities. Activities encourage children to have fun, socialise and learn through direct involvement by exploring, experimenting and trying out their ideas without fear of failing.

It is important that you provide us with information about who has legal contact with your child and who has parental responsibility. We ask that you keep us fully updated of any changes to this information.

Admission to Nursery

Children start nursery from the age of two years by completing a registration/acceptance form, which is returned along with a copy of your child's birth certificate and two passport sized photographs. This will then secure your place at nursery. When we have received all the paperwork the nursery manager will contact you to arrange a taster day and a possible start date.

When your child starts nursery each parent is asked to complete an initial parent liaison booklet. This is an important first step in us getting to know your child. Please keep us updated with any changes.

We ask that each child does a minimum of three sessions. We strive to accommodate you with the days required but this is dependent on numbers. You may increase your child's nursery sessions, but it does depend on space available. This may be an add hoc day that you require for personal reasons. Please see the nursery manager for the relevant forms. We ask for one month's notice for permanent changes to sessions.

One month's written notice is required for withdrawal from the nursery.

We hope that you and your child will be very happy with us at the nursery. If at any time you have any problems, concerns or queries, please do not hesitate to talk to any member of staff. Appointments are not always necessary as our door is always open.

Admission to the Reception class

Children are admitted to our Reception Class in the September following their fourth birthday. If places are available pupils can be admitted throughout the year. Children are invited for taster sessions before they start and are asked to complete an acceptance form. Most children come from our Nursery and have a

smooth transition into Reception. The Nursery children have regular contact with the Reception Class teacher, take part in Infant assemblies and join some of the Infant playtimes in the Summer term.

8. Routine

Nursery Daily Routine

8.00am Free choice – The children are offered a free choice of play all day from a wide range of activities available in the classroom.

9.00am Circle time – This is a quiet time where the children sing songs, listen to stories and rhymes and talk about things of interest. The children may bring in items of interest from home to show the other children.

9.15am -12.15pm Focused activities – This is a special activity each morning in connection with a theme in which the children participate on a 1:1 basis with an adult. The daily activity is followed by tidy up time where the children are encouraged to help!

10.00am Snack time – A selection of fruit is available to choose from and a drink of fresh milk or water. The older children are encouraged to help prepare snacks and pour their own drinks. Please ensure staff are aware of any special dietary requirements.

10.30 -11.00am Outdoor play – The children have several play choices similar to those available indoors but with the enhancement of larger equipment, such as tricycles, climbing frames, slides etc...

12.15pm Lunchtime – We all sit down together in the Hall where a hot meal is provided for the children. The children are encouraged to try all foods and the adults help to develop good table manners.

1.00pm Outdoor play

1.30pm – 5.15pm Focused activities and/or timetabled activities such as physical education, soft play, music or library.

3.30pm Outdoor play

4.00pm Snack time - The children are provided with a light snack and a drink.

5.15pm Circle time

Sessions

Rossall Nursery caters for a maximum of ninety four children, with no more than twenty four children being under the age of two. Your child will be allocated to a specific group. In all groups a maximum of sixteen children may attend each session. In order for your child to receive the maximum benefit from our structured activities we ask that you do a minimum of three sessions.

Mornings: 8:00am to 1:15pm including lunch
Afternoons: 1:00pm to 6:00pm with pick up from 5:00pm

Rossall Reception class caters for a maximum of sixteen full-time children. The day starts at 8.50am and ends at 3.15pm.

Group organisation:

Each group has the same opportunities to engage in first hand experiences which are planned to work towards the Early Learning Goals in the Early Years Foundation Stage Curriculum. Staff constantly assess and monitor progress to ensure that the children have a wide, balanced curriculum to meet their needs, interests and develop their skills in all the areas of learning and stages of development. This constant assessment will also help us to ensure your child is placed in the correct group.

We operate under strict staffing ratios. For two year olds there will be one adult for every four children. For three and four year olds there will be one adult for every eight children. Each group will always have a minimum of two members of staff regardless of the number of children.

Each child is allocated a key person. The Nursery groups are organised and run by a Nursery Supervisor with the support of a Nursery Assistant. Children attending reception classes are part of the Early Years Foundation Stage and are taught by a qualified early years teacher. Your child's Nursery Supervisor or class teacher is your initial point of contact for any concerns or issues you may wish to raise.

A typical Reception day

8.50am Reading – The children read individually to the class teacher every day.

9.15am Numeracy –The session starts with practical games and activities, which is followed by a more focused task.

10.20am Snack - A selection of fruit or biscuits are available to choose from and a drink of fresh milk or water. Please ensure staff are aware of any special dietary requirements.

10.30 – 11.00am Outdoor play – The children have several play choices similar to those available indoors but with the enhancement of larger equipment, such as a boat, train etc... The reception have access to both Infant and Nursery playgrounds.

11.00am Literacy – This session may include phonics, handwriting, creative writing and shared reading.

12.15pm Lunchtime – We all sit down together in the Hall where a hot meal is provided for the children. The children are encouraged to try all foods and the adults help to develop good table manners.

1.00pm Outdoor play

1.35pm Afternoon activities – These may include a PYP Unit of Inquiry, PE, Swimming, Dance etc...

3.00pm Storytime

3.15pm End of day

Coming to and going from school

Children must be brought and collected by a responsible adult, over 16 years old. Except where there is a reasonable excuse, we require written permission from the parents where children are to be picked up by another adult. In each nursery classroom we have an 'All About Me' display wall and we ask for a picture of the family, which includes any person who may at any time collect your child.

If you do not let us know or we do not know the person, then we will not let your child leave school and will contact the first person on their emergency contact form if we cannot get in touch with you. If your child is not collected we will contact you or your named emergency contact. A member of staff will stay with your child until they are collected.

The front door has a keypad lock and will be closed at all times. Please ring the bell for attention.

At the beginning of the session the children should be taken to their classrooms where they are welcomed by the staff. This helps us to provide a secure and welcoming environment for the children. Registration takes place at 8.50am for the morning session and 1:35pm for the afternoon session.

If your child is going to be late for school or will be picked up early we kindly ask that you let us know prior to the day, so we can inform you where we will be in case we are not in the classroom. Please inform us in writing of any intended holidays or phone us if your child is ill, so we know not to expect your child that day or week.

9. Curriculum

The Early Years Foundation Stage and the IB Primary Year Programme

In our Early Years Foundation Stage, the curriculum is carefully planned to work towards the Early Years Foundation Stage Curriculum and the International Baccalaureate Primary Years Programme.

Activities and experiences for the two to five year olds are planned within the areas of learning as specified in the Early Years Foundation Stage Curriculum.

The six areas of learning are:

- Communication, Language and Literacy.
- Problem Solving, Reasoning and Numeracy.
- Knowledge and Understanding of the World.
- Creative Development.
- Personal, Social and Emotional Development.
- Physical Development.

Meeting individual needs of all children lies at the heart of the Early Years Foundation Stage Curriculum. We deliver personalised learning, development and care, to help all children to get the best possible start in life.

All children are encouraged to participate in a wide range of activities to extend and build upon their existing skills, interests and knowledge through themes that are meaningful and interesting to the children. It is also important that the children have fun, enjoy coming to nursery and gain a thirst for learning.

In addition, the Early Years Foundation Curriculum is planned in conjunction with the Primary Years Programme for the three to five year olds. It focuses on the total growth of the developing child, encompassing social, physical, emotional and cultural needs in addition to academic development. This is taught through six transdisciplinary themes which provide a relevant, engaging, challenging and significant educational framework for all children.

The themes are:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

A guide to handwriting:

At Rossall School we aim to teach simple but flowing letters that move directly on to a flexible joined-up. For this you need exit strokes but no fiddly bits like entry strokes or loops. They will slow down writing. Letters are only part of the story. They are what you write. How you write, in terms of such matters as writing posture and penhold, is just as important. They in turn influence what you write.

Handwriting is a motor skill so you need to get important things right at the start. Children need first to understand the conventions of our writing system. They are:

- Direction: writing goes from left to right (sometimes a problem for left-handers)
- Movement: the correct point of entry and direction of the strokes of the letters.
- Height differentials: ascending and descending letters give words an instantly recognisable shape.
- The two sets of letters: Capital letters and small letters.
- Spacing: both between words and letters.

Getting ready to write:

Children develop graphic and hand skill at different rates, unrelated to intelligence. Everything about handwriting automates and becomes a habit that is difficult to alter, from letter formation to posture or penhold.

- How children sit depends on appropriate desk and chair height. Where they learn to place their paper (to the side of the hand that writes) ensures that they can see what they are doing without bending over their work. A variety of writing implements allows pupils to find what suits their hand and writing best.
- Size of writing varies from child to child. The correct formation of each letter is more important.
- Penhold is complex. There cannot be exact rules, but it is important that the penhold should not be painful, not slow the writer down,
- or limit the full range of strokes.

Please remember when encouraging your child to write their own name, the first letter only is a capital, all the rest are lower case, for example, **A**lison, **J**ack etc...

Assessment

Informal:

Throughout your child's time in the Foundation Stage, your child's class teacher will complete regular observations, to inform future planning. They will also note any significant achievements or incidents.

Formal:

Occasionally more formal assessments are completed to assess more specific skills, usually during more focused activities.

In addition, your child's class teacher will complete on-going assessments with identified skills to provide information for your child's progress through the developmental stages within the Early Years Foundation Stage Curriculum.

In nursery we also complete a 'Learning Journey' on each child. This file builds into a unique record of your child's time at the nursery and includes:

- Observation forms.
- Photographs.
- Certificates of achievement.
- Formal Assessments.
- Initial Parent Liaison Booklets.
- A selection of your child's early creative masterpieces.

Baseline tests are administered at the start of Reception. The Early Years Foundation Stage profile is the summative assessment completed at the end of the Early Years Foundation Stage. Parents may discuss the profile at Parents Evening and request a copy.

All parents may have access to their child's records at anytime. Please ask your child's key person.

Lending library

All pre-school and Reception aged children have access to the library on a weekly basis. With the help of their class teacher they are able to select a book for a period of one week. Nursery children may also select an educational game to take home, which requires a parent or carer to sign out.

We also operate a story bag home loan scheme for the children and a library for parents and carers. Please ask a member of staff for more information.

How you can help your child

- Talk to your child and listen to what he or she has to say.
- Talk about starting nursery or school, how exciting it will be with lots of new things to do, and lots more friends to make.
- Involve your child in everyday activities e.g. shopping – talk about what you are buying etc.
- Encourage them to go to the toilet independently (flushing the toilet and washing their hands). Please liaise with your child's teacher about toilet training.
- Read a bedtime story and sing traditional nursery rhymes and songs. Join the local library.
- Watch television with your child and encourage him or her to talk with you about the programme.
- To get used to being with others, could your child spend a short time now and then with another member of the family?

- Eat alongside your child and encourage appropriate table manners e.g. using a knife and fork.
- Allow your child to use scissors, pencils, glue etc. (supervised of course). See separate sheet for specific guidance on handwriting.
- Take your child on visits and trips.
- Encourage them to tidy toys away when they have finished playing with them.

The Speech and Language Therapy service and local Sure Start Children's centres recommend that children should not have a dummy or bottle beyond their first birthday. Prolonged use can lead to problems with dental health, communication, tongue control and speech.

10. Extra curricular activities

Ballet with Lorraine Hill - available weekly to all pre-school and Reception aged children for an additional charge.

Jo Jingles with Joanne Bradley-Johnson – available to all Nursery children for an additional charge of £40 for 10 sessions.

Swimming with Beverley Baines – available weekly to all Reception children. Lessons are held in Rossall School pool. There is no additional charge.

Rascals with Christine Smith – available daily for all Reception children from 3.15pm till 5.30pm. Places must be booked in advance and costs are £2 until 4pm and £6 for the whole session.

Clubs with the Infant staff – available for all Reception children, who may choose to attend one club per week. The clubs run from 3.15pm till 4pm on Mondays, Wednesdays and Thursdays. Recent clubs have been Sewing, Board games and puzzles and drawing and painting. There is no additional charge.

We also offer:

Messy days once a month

Music and movement sessions

Soft-play equipment

A Paddling Pool for hot sunny days!

Physical Education lessons (for pre-school and Reception only)

French (for pre-school and Reception only)

Music lessons with a qualified music teacher (for pre-school and Reception only)

Access to laptops, an interactive whiteboard and a computer suite.

A Nursery or Infant Nativity

A safe and secure outdoor play area

A 'Secret Garden'

A traffic free campus for bike rides and walks around school

Day trips and outings (for pre-school and Reception only)

11. The School Rules

We encourage all pupils to be proud of Rossall and to respect all who are a part of it. Over 30 different countries are represented and they all have one goal; to achieve success! We expect all pupils to treat everyone they encounter

courteously, work hard, value fair play on the sports field and promote artistic endeavour.

Rossall bases its code of behaviour on four general principles. It expects all its pupils and staff to share these.

We believe in giving our best effort in all things at all times and fulfilling our commitments.

We believe in trying to be a positive influence in all we do and encouraging others to do the same.

We believe in being courteous, considerate and respectful to others.

We believe in taking pride in ourselves, in our ideals and our environment.

12. General Information

Absence from school

If a child is unable to attend school because of illness parents are asked to inform the Nursery on 01253 774 228 or phone the Junior reception on 01253 774222. Outside normal office hours an answer phone is available for message to be left.

Academic Reports/Grade Cards

An academic report will be produced at the end of the Michaelmas and Summer term, complimented by a Grade Card at the end of the Lent term. During the term written work will be set and marked to produce meaningful subject assessments.

Dates for the distribution of reports will be published in the calendar. Usually this is scheduled for one week before the end of term, allowing time for issues relating to comments written on the report to be addressed before the break.

Schedule for 2011 – 12

| | | |
|------------|-------------|-----------------------------------|
| Michaelmas | Full report | Thursday 1 st December |
| Lent | Grade Card | Thursday 29 th March |
| Summer | Full report | Friday 29 th June |

The primary objective of the reporting system is to inform parents about how their son or daughter is progressing academically but it is hoped that the report will also be read by the pupils.

Achievements

At Rossall the staff use positive reinforcement to maintain high standards of behaviour and achievements. If your child has achieved something special at school they may receive certificates or stickers.

The certificates or stickers can celebrate a wide range of children's achievements, such as: being kind, sharing, completing an activity, joining in with discussion or listening carefully. Each child is different and we recognise this when we choose them for certificates and stickers.

The staff will monitor who has received certificates and stickers to ensure that everyone has a chance to celebrate their learning.

Administration of medicines

We have two registered school nurses on site during term times and most of our staff hold a paediatric first aid certificate. During the school day the School Nurse is available for emergency care. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible.

Our school doctor has provided us with advice on incubation times for common childhood infections and a copy of this is available for parents. If your child has sickness or diarrhoea we ask that you keep them off nursery for at least 48 hours or until symptoms clear. Your child should not attend nursery if they are not well enough to participate in all activities.

If your child has been prescribed antibiotics and needs a dose during the day, you must obtain a 'Medication Form' from a member of staff and complete it. This will be administered by your child's class teacher at the time and the dosage written down. The medicine must be given to your child's class teacher to be locked away or refrigerated as required. We will make every effort to follow parental instructions but reserve the right to refuse a request to administer medicines whilst a child is in our care.

Parents are to inform their child's teacher about any illnesses or conditions and must let staff know of when, how much and why a child has had medication before attending nursery. If your child falls ill at school, we may administer Calpol to your child, after seeking verbal permission from either parent. If no improvement is seen over the next hour we will ask you to collect your child from school.

Although not common, we do have sometimes have children with head lice. This occurs more often on children with clean hair. We will always endeavour to inform you, when incidents occur so you can be vigilant. We require you to treat your child as soon as head lice or their eggs are found, to prevent further spread to other children.

Accidents may never happen, but just in case your child becomes ill or has an accident, it is important to give us an emergency contact number, this means that if we cannot contact you, you have given permission for a designated person that your child knows to act on your behalf.

If your child has a minor accident we will inform you when you collect your child from school and ask you to sign our accident book.

Behaviour Management

At Rossall we are committed to providing a caring, friendly and safe environment for all of our pupils. We believe that everyone has the right to go about their daily business in the safe knowledge that they will not be interfered with by anybody else.

We expect a high standard of behaviour from all our children irrespective of their age and regularly put forward clear guidelines as to what is right and wrong. Examples of good behaviour will be praised by the staff and drawn to the attention of others. Unacceptable behaviour will be dealt with immediately and the incident will be recorded.

The school regards bullying as extremely serious and we have firm guidelines on how to deal with it. We promote good citizenship, where it is made clear that bullying is a form of anti-social behaviour. It is WRONG and will not be tolerated. Our reaction to reported incidents will depend much upon detailed circumstances. Students and parents need to have the confidence that any communication with staff with regard to bullying will be dealt with sensitivity and seriously.

Cars and Parking – Dropping Off/Picking Up

For the express purpose of making the campus safe for pupils, some as young as 2, we have in recent years made strident attempts to reduce the amount of traffic on campus. Further measures have been undertaken recently, specifically to ensure the safety of children playing in front of the Junior School. Traffic flow, car parking and drop-off points have been clearly marked.

For Health and Safety reasons, car should be parked in the designated parking areas, not on the main drive or around the area of the Museum Theatre. Be aware, there is a speed restriction of 10 mph on the School campus.

Cleaning Advice

Despite all the precautions we take, spills and splashes sometimes happen. Below is advice which has proved to be satisfactory:

Stains – paint, water based ink

- Allow the stains to dry.
- Brush off as much as you can, then rub a liquid detergent into the stained area.
- Gently scrub with a small brush.
- Wash the garment as normal.

Stains – white glue, cromar paint

- Tackle stains while still wet, if possible.
- Put paper behind to stop stain transferring through fabric.
- Flood the stained area with water and gently brush the stain away.
- Keep the stained area damp at all times.
- Apply a liquid detergent, then wash.

Complaints Procedure (Parents)

We welcome comments and suggestions from parents, and take seriously complaints and concerns may they arise.

Your first port of call for any academic matter should be with the class teacher. More serious matters should be addressed to the Headmistress.

Serious complaints or those not dealt with satisfactorily above should be addressed to the Headmaster.

Please contact Reception on 01253 774201, should the need arise, and full details of the complaints procedure will be sent to you by email or post.

The School recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the young people in our care.

Contacting Junior, Infant and Nursery School

The main point of contact for parents and guardians is the Junior Reception where the secretary, Mrs Morris, will pass on messages and make appointments. Regular contact with the class teacher on an informal basis is encouraged through letters or notes in the Juniors diary. When raising general matters during the day, parents should be aware of the main break (11.00am – 11.25am) and lunchtimes (12.30pm – 1.30pm), will make contact with the teacher more likely.

Any particular issues or concerns can be discussed with Mrs Lee either by arranging an appointment or telephone via Mrs Morris.

Council

The Council is the name Rossall gives to its governing body.

The School Council is the ultimate controlling body for Rossall and has legal responsibility for the following areas:

- Finance and general purposes
- Curriculum and pastoral care
- Human resources
- Policy, quality and marketing
- Property and estates
- Disciplinary appeals
- Nominations if applicable

Criminal Record Bureau

All school employees with access to the pupils are checked through the Criminal Record Bureau. The Government agency runs checks for potential criminal actions in the past that may prejudice a person working with children. There are two levels of clearance, 'Enhanced' for academic and boarding house staff, and 'Standard' for all other employees. All academic staff and boarding staff are checked before arrival and domestic staff as quickly as possible on taking up their posts.

Day Pupils

As many as 60% of our pupils are from the Fylde. They add enormously to the school and benefit in turn from the large number of staff who remain at school after hours to arrange games, activities and academic studies.

Dress

Pupils at Rossall should be immaculate in their dress. This means full uniform or Rossall sports as appropriate, is to be worn throughout the school day, dependant upon which activity you have been involved in. Full Clothing Lists are available from the Registrar, RosShop and our website

Financial Matters

i. Fees

The fees are set by the Council one academic year at a time. They are payable on the first day of each term. The Council reserves the right in exceptional circumstances to alter fees during the academic year if events warrant such a step.

ii Scholarships and Bursaries

Any scholarship or bursary awarded to any pupil may be withdrawn or varied if, in the opinion of the Headmaster, the aims and objectives of that bursary are not being met and the right is reserved to require the payment of full fees

for that pupil in the event of the pupil being withdrawn or removed without notice. Bursaries are reviewed annually. Scholarships are normally awarded for a phase of education and reviewed annually within that context.

iii. Notice or Fees in Lieu

A full term's notice must be given, or fees paid in lieu, before a pupil is withdrawn, removed or changed status (e.g. day to boarding). Notice must be received by the Headmaster.

Fire Practices

The School recognises the seriousness of fire protection measures. In conjunction with advice from the Fire Service it has carried out an extensive/comprehensive Fire Risk Assessment. Fire Practices are held on a regular basis and clear procedures adopted and adhered to. Fire safety instructions are posted in every department. The fire control panel is situated in Reception. The Health and Safety Co-ordinator, is responsible for all aspects of fire safety. The School carries out regular fire procedures and evacuations.

Illness or Injury

A child who becomes ill or injured during the School day will be sent to the School Medical Centre where there is a qualified Nursing Sister on duty. She will assess the seriousness of the incident and either sends the child back to class, or ring parents to have the child collected. Please do not send your child to school if he or she is ill and has a temperature.

Inspection and Regulation

Rossall School is subject to statutory regulation. The School was inspected under the National Care Standards Commission (now the Commission for Social Care Inspection) in 2007 and the Independent School Inspectorate in February 2004. More recently the school was inspected by Ofsted in November 2009. The reports are available on the websites of both organisations (www.csci.org.uk and www.isinspect.org.uk). A précis of the ISI report is available on request from the School. Telephone numbers for Ofsted and the ISI are available in the Complaints Procedure for Parents.

Insurance and Medical Cover

Parents are offered, at a modest subscription collectable with fees, membership of Holmwood's permanent injury or disability insurance, membership of BUPA and DENPLAN medical schemes. Parents are reminded they are responsible for insuring their children's property and that the school can accept no liability for private property brought to Rossall by pupils. If a pupil comes to school with expensive personal equipment, e.g. musical instruments, tennis racquets, cricket bats or hockey sticks, parents should ensure that these items are covered on their own insurance policies as pupils' belongings are not covered by the School's insurance.

Jewellery

Jewellery should not be worn in School, as it can be dangerous. If your child has pierced ears, only stud earrings must be worn. ALL jewellery and earrings must be removed before any physical activity.

Lost Property

It is essential that all items of clothing and personal possessions are clearly marked with pupils' names so that they can be returned if misplaced. Misplaced valuables are taken to the Staff Room for safe keeping.

Lunches

All pupils stay on school premises during the lunch hour and take the lunch provided by the School. A wide range of menu options is available, including a full salad bar and vegetarian alternative. Please consult the School website for details. If your child has special dietary requirements or allergies, please inform the School in writing.

Medical Matters

The School's Doctor is Dr Paul Carpenter of the Broadway Medical Centre, Fleetwood. He or a partner has a daily surgery prior to morning school for registered patients. The Medical Centre is located at the back of Porritt Hall adjacent to the entrance to Lugard Boys' House and is staffed by a Registered General Nurse working within defined standards of practice. The School Nurse is therefore bound by certain codes of conduct including maintaining a pupil's right to confidentiality regardless of age. There are currently two nurses who work complementary routines; they are Mrs Karen Pook and Mrs Lyn Kane.

i. Medical Questionnaire

It is essential that the medical questionnaire be returned before admission to the School with NHS numbers and immunisation records that are up to date and filled in. For those pupils with Special Educational Needs, please submit a copy of relevant documentation to Mr. Rund, the Learning Support teacher. Boarders must register with the School Doctor. Parents of new boarding pupils are requested by the School Doctor to see that their child has been given anti-tetanus injections before joining the school in September, and to return the inoculation consent form.

ii. Day Pupils

During the school day Nurse is available to day pupils for emergency care. Routine medical care cannot be arranged. Parents will be contacted if their child falls ill at school so they may be taken home as soon as possible. Day pupils who need to take medicine while at school must inform the Nurse; this excludes inhalers for asthma, which should be carried by a pupil at all times.

iii. Medical Centre Routine

| | | |
|---------------|-------------------|------------------------------------------------------------------------------------------|
| Opening Times | Monday to Friday: | 8:15am to 5:15pm |
| | Saturday: | 3 hours, times change in accordance with sports fixtures. Houses are notified each week. |
| Surgery Times | Monday to Friday: | 8:30am to 9:00am for those requiring a Doctor |
| | 08:15am to 5:15pm | for those requiring routine attention |

Newsletter

The "Rossall Reporter" is circulated each Friday during term time to those who are in school and Nursery parents whose children are on part-time arrangements will receive theirs at the earliest opportunity later in the week. The newsletter is also available on the school website www.rossall.co.uk.

Information is published relating to news about pupil successes, activities, sports results, amended or additional calendar dates and generally creates an opportunity for informal contact between the School and overseas parents.

Outside Agencies

The School supports a multi-disciplinary approach to maximise the educational provision for all pupils. Many agencies and support services are able to help

identify and assess pupils' needs and to provide support for those pupils. Such agencies and support services include a wide variety of specialist teachers and other professionals. Once a strategy for procuring support has been agreed all parties should be kept well informed of developments as is appropriate.

Our first concern is your child's welfare. Therefore, there may be occasions when we have to consult other agencies, even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be discussed with you after we have followed the procedures set out in the Rossall School Child Protection Policy Document.

Parents' Evenings

Parents' evenings are held in Michaelmas, Lent and Summer just before each half term.

Teachers will inform you on the progress your child is making and how settled they are within the nursery or reception routine. It is also an opportunity to look around the classroom and at any activity books your child may have.

These are primarily to discuss academic and pastoral matters between teacher and parent. Parents are welcome to bring their child to these occasions. Parents' Evenings are normally held in the Infant Hall from 4.00pm.

Photographs

We occasionally take photographs of your child; these are generally for school displays, the weekly newsletter, local newspapers or our website. Please inform us if there are any reasons or occasions when you do not wish photos of your child to be used.

RosShop

The RosShop provides the majority of uniform for all parts of the School, along with sportswear and equipment. It is situated by the School archway and is open Monday to Friday 9 am – 5 pm in term time and 10 am – 4 pm in the holidays. To avoid the rush at the beginning of an academic year, it would be advisable to visit the RosShop during the summer holiday.

Stationery is available at the RosShop during its opening hours.

Payment can be either by cash or put on the pupil's account, which is presented each half-term.

Security

The premises and outside play area are secure and children are not able to leave them unsupervised. All visitors must sign into the 'visitor's book' and wear a clearly visible visitors badge.

Children are supervised at all times. In the event of a child being lost, the child's class teacher will immediately contact their line manager, who will then notify security and main school reception. A search party will then be organised immediately. If the child is not found parents will be contacted and the police informed.

Staff must ensure they follow correct procedures for the safe conduct of any outings provided. Appropriate risk assessment documents should be completed

beforehand. If a child becomes lost on an outing, the group leader will organise a search party and inform school.

Smoking, Alcohol and Drugs Issues

At Rossall School we have a no smoking policy to protect the children's health. We would appreciate your support in this matter and respect that you refrain from smoking within the school grounds and inside the buildings.

If on arrival to collect a child from the school, the parent is found to be in an unfit state, the Nursery Manager or Head of Infant and Nursery must be informed. If the manager or head takes the decision not to allow the child to go home, the parent must be informed of the reason why and the emergency contact will be asked to collect the child. Great sensitivity must be given to all involved, especially the child.

Any member of staff coming into work in an unfit state will be sent home immediately and subject to disciplinary action upon their return.

Special Needs

Pupils who are thought to have Special Educational Needs are identified and assessed as early and thoroughly as is possible and necessary. Referral can come from many sources, e.g.

- class teacher request;
- parental request;
- DHA or GP request;
- following diagnostic tests.

Early identification, assessment and provision for any SEN child is very important for the following reasons:

- it can minimise the difficulties that can be encountered when intervention and provision occur;
- it can maximise the likely positive response of the child;
- it can allow for a temporary learning difficulty to be overcome and for future learning to be unaffected;
- if the child's learning difficulty proves less transient when addressed by the School alone, the external agencies can be brought in earlier and very likely with more success.

Pupils will receive support in the classroom and a small number may be withdrawn for short periods for more individual help. We ensure that our pupils' Special Educational Needs are known to other schools to which they may transfer.

Toys

We realise that during the first few weeks, a toy brought from home can help your child settle into nursery. After this initial period, please discourage your child from bringing toys from home. Often toys can get broken or even lost, and this can greatly upset you and your child.

Uniform

All children must wear the school uniform. The uniform has been chosen to suit the practical needs of the children.

Children's clothing should be clearly marked with the child's name.

During cold weather ensure your child is sent to school in a warm and easy to manage coat with hat, gloves/mittens and scarf. We do go out to play in wet weather so, please ensure that your child's coat is waterproof with a hood and that they have wellington boots. All in one waterproofs are available at the Rossall shop. During the warm Summer months we ask that you provide a sunhat and a high factor sun cream for your child.

We ask that all nursery parents provide a bag of spare clothes for accidents. If your child is in pull-ups we ask that you also provide spare pull-ups, wipes and nappy bags.

Fresh filtered water is always available for the children. However, if you wish to send in a water bottle for your own child you may do so. It must be named and taken home daily to be washed.

Please ensure that all items are clearly named!

13. Policies

EYFS Policies

All the policies listed below may be found on the school website or can be sent by email or as hard copies upon request from the Junior Reception.

- Administration of Medication
- Equality of opportunity: Inclusion
- First Aid
- Illness and Exclusion
- Safeguarding Children: Child Protection Policy and Pupil Welfare
- Safeguarding Children: Confidentiality and client access to records
- Safeguarding Children: Missing Children

Senior School Policies

In addition, to comply with Legal Requirements, ISI Reporting Standards and OFSTED Standards for Boarding Schools, the junior and senior school policies may be found on the school website or can be sent by email or as hard copies upon request from the main school Reception.

- Curriculum Policy
- PSHE Scheme of Work
- PSHE Policy
- SRE Policy

- Child Protection Policy
- Policy for Pupils on Confidentiality
- Anti-Bullying Policy
- Behaviour Policy
- Pupil Supervision Policy
- Restraint Policy
- Policy for the use of ICT, Mobile Phones and other Electronic devices
- Taking, Storing and Using Images of Children
- Catering and Food Hygiene Policy

- Spiritual, Moral, Social and Cultural Development Policy
- Admissions Policy

- Equal Opportunities Policy
- Drugs, Alcohol and Tobacco Policy
- Disability Policy
- SEN and Learning Difficulties Policy
- Accessibility Policy
- Accessibility Plan

- Record Keeping Policy
- Reports and References policy
- Data Protection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Fire Safety Policy
- Fire Risk Policy
- Fire Procedures
- Swimming Pool Safety
- Educational Visits Policy
- Missing Child Policy
- First Aid Policy
- Infection Control Policy
- Pandemic Policy
- Medical Questionnaire Policy

- Complaints Policy for Parents
- Complaints Policy for Pupils