

**Welcome to
The Foundation Stage Unit
South Ossett Infants' Academy
Vicar Lane
Ossett
West Yorkshire
WF5 OBE
Tel: 01924 274380**

Email Address:

**headteacher@southossett.wakefield.sch.uk
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Headteacher: Mrs Tina Shute

Foundation Stage Staff

Mrs Janet Frazer- Senior Leader and Teacher
Mrs Julia Lilley – Teacher- Monday, Tuesday, Wednesday
Mrs Jaclyn Freeman- Teacher- Thursday, Friday morning
Mrs Tina Hobson - HLTA, Practitioner
Mrs Carol Watt - Practitioner

Other Staff in School

Key Stage 1 Teachers Mrs Michelle Torr
 Miss Lorraine Broadhead Monday-Wednesday
 Mrs Kimberley O'Connor Wednesday –Friday

Key Stage 1 Practitioners Mrs Debra Orwin
 Mrs Angela Ryan

Senior Office Manager Mrs Gill Tabone
Caretaker Mr Paul Smales
Play Leader Mrs Katrina Newton

Dear Parents/Carers,

Soon your child will be starting school. We hope that this information will help you and your child prepare for this important step. Our highly qualified and experienced team will work closely with your child sharing first hand experiences, expertise and resources.

Starting in the Foundation Stage Unit

Before your child starts Lower Foundation we shall come to visit you and your child at home where we shall begin our journey together. This has not been possible during the COVID pandemic but we aim to resume this in the Spring Term. Then, you will be invited to the unit to spend some time with us, so that we can get to know each other and establish good working relationships.

You can help your child to settle more easily into the routines of the Unit if you can encourage them to be independent and be able to do the following things:

1. Respond to their name
2. Go to the toilet alone
3. Wash their hands
4. Put on their coat
5. Tidy toys away
6. Sit down and listen

We will always be on hand to offer support and encouragement.

Settling In

We want you and your child to feel safe, secure and happy at school. Only then can your child really enjoy and learn from the wealth of opportunities and experiences available to them.

We believe our Unit to be a friendly, welcoming place where families feel happy and safe.

We do not admit all the new children on the same day. The intake is staggered and this gives you, your child and the team the chance to get to know each other and to settle each child into the Unit as smoothly as possible.

When your child starts school, it may take a few weeks to settle in but do not worry we are always there to help and you can talk to us at any time.

Clothing and Belongings

Please ensure that all clothing and belongings are clearly labelled with your child's name.

School Uniform

School uniform is encouraged, with or without the school logo, but is optional. The school uniform is navy blue and there are sweatshirts, fleeces, tee shirts, cardigans and polo shirts available with the school logo. Joggers, pinafore dresses and skirts are also available.

It is available from [The Box](#)

[Seemore Shopping Parade](#)

[13 Towngate](#)

[Ossett](#)

[WF5 9BL](#)

[Tel 01924 263030](#)

Children need to wear sensible, well-fitting shoes for school. If boots or wellingtons are worn please try to remember to send a pair of indoor shoes for children to change into.

Jewellery

For the safety of our children jewellery should not be worn.

Hygiene

After visiting the toilet please encourage your child to flush it and wash their hands.

From time to time we do have outbreaks of headlice in school. Please check your child's hair regularly and inform us if your child has headlice.

School Attendance

Punctuality

This is the start of your child's learning journey; therefore, it is really important that they are on time and attend regularly.

This will help your child to settle happily and prepare them for full time schooling.

Absences

If your child is absent from school for any reason please inform the school on the first day; in person, by telephone or by email.

Governors prefer holidays to be taken in school holiday times and not during term time. Any requests for time off for holidays in term time should be made in writing to Mrs Shute. The headteacher, in line with government policy, can only authorise holidays in exceptional circumstances.

Bringing and Collecting Your Child

We work closely with parents and are acutely aware that many of you work and are unable to bring and collect your child from school. Please will you let us know who will usually be dropping off and picking up your child each day? If this arrangement changes there is a whiteboard, just inside the main door, where we can write down the change.

If arrangements have to change at the last minute then please phone school telling us who will be collecting your child.

The safety of your child is of paramount importance to us all and we will not let your child leave school with someone without your permission! If for any reason you have not been able to contact school with this information we shall phone you before dismissing your child.

Other Information

School Milk and Fruit

Milk and fruit are available free of charge for the part-time children and this may be accessed throughout their session. They also have their own named water bottle.

Medicines in School

We recommend that all medicines are administered at home, however if your child requires regular medication e.g. inhalers, then written permission must be given by the parent for this to be administered in school (please complete a form). All medication will need to be signed in and out of school each day.

First Aid

There is always a member of our team in the unit who has up to date Paediatric First Aid training. If your child has an open wound we will apply a plaster to stop cross infection. If necessary we will seek professional medical assistance. After treatment a practitioner will complete and sign an accident form and ask you to witness the form. We will both keep a copy.

Emergencies at School

In cases of serious accidents or illness we endeavour to contact parents/carers immediately - therefore it is essential that we have a telephone number that we can use if such an occasion arises. We also ask that parents keep us informed of changes to addresses and telephone numbers.

Library

We have a lending library of books, which we invite you to borrow and read with your child. These may be exchanged daily or less often if you wish.

Working Together with Parents as Partners

- We are embarking on your child's Learning Journey together and believe that, as parents, you will always be the ones who know your child best.
- We shall work in partnership with you and your child to establish a starting point for their learning in school.
- We will keep you informed of experiences, progress and achievements of your child.

- We will provide ideas for you to continue your child's learning at home via correspondence from school and dialogue, either face to face or telephone conversations.
- We work very closely with parents for the benefit of all the children in the Foundation Stage Unit. Any information you have about your child is gratefully received and will inform next steps for your child's learning.
- We love to know about your children's achievements at home, you can write these on 'Wow Stars' to share at school. These will be sent home, put on our parent app or extras can be found in the folder by the door. We celebrate these with your child in school and place them on our 'Wow Stars' board.

How Can You Help?

You are the most important person in your child's life. Children benefit tremendously if you share an interest in their education and support the work we do in The Foundation Stage Unit. The best way you can do that is by engaging in their play and encouraging your child to learn whilst they are playing and having fun.

Learning is Fun.

Writing

Encourage your child's early attempts at writing.

When you write your child's name please only use an upper case (capital) letter for the first letter e.g. Janet Frazer.

Encourage your child to write and ask them to tell you about it. The letter formation from our school's handwriting scheme is on the school website.

Reading

Being able to read does not just happen when your child starts school at three. It is a long process that started when your child was born. Parents have a crucial role in helping their children by:

- Talking and listening to them
- Telling stories
- Reading stories
- Learning Nursery Rhymes
- Using the library
- Help your child to recognise their own name

- Doing jigsaws and puzzles

Mathematical Skills

Again by having fun you can begin to develop these basic concepts in maths.

- Counting out loud with your child at every opportunity
- Play board games with your child
- Look at numbers in the environment - house numbers, bus numbers, numbers on birthday cards, on cars, in shop windows etc
- Play shop together with real money
- Recognise shapes they see around them
- Look at sizes when out shopping etc.

Colour Recognition

Recognising colours will help your child with activities such as painting using correct colours.

Social Skills

It is important that your child develops social skills such as sharing, taking turns, listening carefully and having good manners.

Moving into Upper Foundation Stage

Upper Foundation Stage is when children come to school full time. Parents **MUST** fill in an Admissions Preference Form prior to their child starting full time education. If your child is already attending an early year's class part-time in a Wakefield LEA school, you will receive a form automatically. Failure to do this will result in your child not being allocated a place in the first instance and may mean that you do not get them into the school of your choice.

School Meals

Here at South Ossett Infants' Academy we offer a family dining experience where staff and children enjoy a meal together. There are two sittings, Early Bird and Late Lunch. Foundation Stage children access Early Bird in the first instance. The meal is delivered to each table in tureens and two

children from class 2 serve the food. We encourage good manners and social interaction at this time. The food is provided by Dolce Catering and cooked off site. We encourage all children to have school lunches. We do feel that lunchtimes are a social event and hope that you will allow your child to join us in school meals.

Upper Foundation stage children are entitled to a free school meal each day.

School provides a water bottle and the children have access to water throughout the school day. They also need a draw- string bag (these are available from main school) with shorts and a tee-shirt for indoor PE. Sensible shoes are adequate during the winter for outdoor PE. As with school uniform please ensure all items are labelled with your child's name.

An Open Door

Our school has an "open door" policy and Mrs Shute and the team are always ready to help and discuss anything concerning your child's welfare and education.

There are lots of ways we hope to keep you involved in your child's education:

- Parents' Evenings and Consultation Days
- Walkabout – this is held once a term. It is a time to come into school, meet staff and governors, on an informal basis, and look at displays with your children
- Newsletters - these are sent out at least each half term keeping parents up to date with forthcoming events
- Informal meetings - these take place as and when we need them keeping you informed of changes in school and the curriculum we provide for your child

Discipline

At South Ossett Infants' Academy we have very high expectations based on a sense of responsibility and guiding our children into acceptable ways of behaviour. If there are any persistent behaviour problems in school then parents are invited to come into school and discuss the way forward. We have few school rules and those we do have are to ensure that everyone is happy and safe at all times.

Complaints

It is vital that we establish good working relationship between home and school. Occasionally there may be a misunderstanding or times when you feel unhappy about an aspect of your child's care or education at our school. We all strive to do our best at all times but if you do have a complaint or misunderstanding then please get in touch with Mrs Frazer as soon as possible. Having spoken to Mrs Frazer, if you are still concerned then please make an appointment to see Mrs Shute.

Janet Frazer

September 2022