

Lady Margaret Primary School



Where children come FIRST

Early Years Foundation Stage (EYFS) Policy

Approved by: Full Governing Body

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1. Aims

This policy aims to ensure:

- That children access a broad and balanced curriculum that gives them the broad range of knowledge and skills needed for good progress through school and life
- Quality and consistency in teaching and learning so that every child makes good progress and no child gets left behind
- A close working partnership between staff and parents and/or carers
- Every child is included and supported through equality of opportunity and anti-discriminatory practice

2. Legislation

This policy is based on requirements set out in the [statutory framework for the Early Years Foundation Stage \(EYFS\) that applies from September 2021](#).

We also make use of the non-statutory guidance provided in the 'Birth to 5 Matters' document to support and inform our EYFS provision.

<https://www.birthto5matters.org.uk/wp-content/uploads/2021/04/Birthto5Matters-download.pdf>

3. Structure of the EYFS

Lady Margaret Primary School offers Nursery provision for up to 78 3-4 year olds. The maximum number of children that can attend a session is 39.

Children can attend nursery from the start of the term following their 3rd birthday. Admissions are managed by the school.

Children in nursery should attend for a minimum of 15 hours each week; 3 hours each day as either a morning (8:30-11:30am) or afternoon (12:30-3:30pm) session. We do not offer 15 hours over less than 5 days.

Children can also attend for 30 hours each week: this can be funded through the government 30 hours scheme, or can be privately funded. We suggest that children attend for the full provision everyday, but part time 30 hour provision can be arranged if circumstances require this and there is space.

The school will consider providing a funded 30 hour place for children with social care involvement or where the family are facing significant issues.

The cost of an additional 3 hour session is: £13.50 per session. If the child is staying for lunch then the cost is £15.50 per session. This equates £77.50 per week.

If a child is accessing 30 hour provision and is staying at nursery for lunch, then there is additional fee charged to cover supervision over the lunch period.

Lunch time supervision fee: £2.00 per day/ £10.00 per week.

30 hours provision is subject to spaces being available.

The cost of the food at lunch is NOT included in this fee. Parents can either provide a packed lunch or can pay for a hot lunch with the school meal provider.

For full terms and conditions regarding nursery admissions and 30 hour places; please refer to Appendix 2.

There is currently no provision for nursery children in the before school club or after school club; however, this is reviewed regularly so parents should inform the school if this is something they require and it would be considered.

Parents should apply for a Reception place for their child in the autumn before they are due to start. Admissions are managed by Ealing Council.

Parents can apply to defer their child's Reception start date and the school will support this where there is a strong reason to do so. The school may also suggest deferment to parents where they believe that the child would benefit from an additional year in nursery. If the school suggests deferment, then the child will receive a funded 30 hour place for their additional year in nursery.

Children starting Reception will attend for around 2 weeks on a shortened day to support their transition. Staggered start dates are given to new Reception starters.

4. Curriculum

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

4.1 Planning

Staff plan activities and experiences for children that enable children to develop and learn effectively. In order to do this, staff working with the youngest children in our Nursery are expected to focus strongly on the 3 prime areas.

In Reception, a strong focus remains on the prime areas and in addition, the specific areas of Literacy and Numeracy.

Staff also take into account the individual needs, interests, and stage of development of each child in their care, and use this information to plan a challenging and enjoyable experience. Where a child may have a special educational need or disability, staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.

In planning and guiding children's activities, staff reflect on the different ways that children learn and include these in their practice.

4.2 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.

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.

All children in the EYFS will have the opportunity to access learning in the outdoor area every day.

We refer to the resources available at all times, including the actions and support of staff as 'continuous provision'. The indoor 'table' activities and outdoor planned activities are referred to as 'enhanced provision'.

Carpet sessions are also referred to as 'taught sessions'.

In Nursery, a typical week will have taught sessions daily of rhymes, phonics, story time, and Dough Disco.

They will also have maths, circle time and PE sessions each week.

In Reception, children have daily phonics, maths and core text/ writing and fine motor skills/ handwriting sessions. They have one taught session per week of circle time/ PSE(PSHE), Understanding of the World, RE, Music, Computing and PE. Art and DT are taught once per half term. Children access daily activities that support all areas of learning and develop the learning introduced in the taught sessions through enhanced provision.

To ensure that children are prepared for the learning they will do in KS1, children are taught key vocabulary and concepts as part of their taught sessions and this is reinforced in both continuous and enhanced provision.

Children will receive discrete lessons in PE (Reception and Nursery) and in Music and Computing (Reception only)

The school uses the Little Wandle Phonics Scheme.

Children in Reception attend Forest School regularly. This takes place off site, on King George's field adjacent to Durdan's Park School.

5. Assessment

At Lady Margaret Primary School, ongoing assessment is an integral part of the learning and development processes. Staff observe pupils to identify their level of achievement, interests and learning styles. These observations are used to shape future planning. Staff also take into account observations shared by parents and/or carers.

In Nursery, children will be assessed using the within the first half term to establish a baseline and to inform planning and provision. This will then updated termly to track progress and identify where extra support may be needed. This is in addition to the ongoing assessment that takes place on a daily basis to inform the next steps for each child.

All children have a Learning Journey in which evidence of significant learning is kept. Whilst we recognise that this is not a statutory requirement, the Learning Journey provides a starting point for dialogue with children about their learning, a visual aid to support communication with parents and a useful measure of progress and achievement to assist practitioners with assessment. Please refer to the EYFS handbook for more details.

Within the first 6 weeks that a child **starts reception**, staff will administer the Reception Baseline Assessment (RBA).

At the **end of the EYFS**, in the summer term of Reception, staff complete the EYFS profile for each child. Pupils are assessed against the 17 early learning goals, indicating whether they are:

- Meeting expected levels of development
- Not yet reaching expected levels ('emerging')

The profile reflects ongoing observations, and discussions with parents and/or carers. The results of the profile are shared with parents and/or carers for their child.

The profile is moderated internally (referring to the Birth to 5 matters guidance and to exemplification materials supplied by the DFE) and in partnership with other local schools, to ensure consistent assessment judgements. EYFS profile data is submitted to the local authority and shared with parents.

For an overview of assessment in the EYFS, refer to the ***EYFS overview of assessment document***.

6. Working with parents

We recognise that children learn and develop well when there is a strong partnership between staff and parents and/or carers.

Parents and/or carers are kept up to date with their child's progress and development. The progress check and EYFS profile helps to provide parents and/or carers with a well-rounded picture of their child's knowledge, understanding and abilities.

Each child is assigned a key person who helps to ensure that their learning and care is tailored to meet their needs. The key person supports parents and/or carers in guiding their child's development at home. The key person also helps families to engage with more specialist support, if appropriate.

In Nursery, the key person will be either the class teacher; or one of the Nursery Nurses.

In Reception, the key person will be the class teacher.

Each term, parents will receive a written update on their child and also a 1:1 parent meeting with their child's key worker. All parents will meet their child's class teacher during the first two weeks of starting school. Other 1:1 meetings during the year will take place either during a designated parent's evening OR alongside an 'open' session in school when parents are invited into the setting to observe and participate in learning activities alongside their child. When in person visits are not possible, then telephone or remote video meetings will take place.

During the summer term, the written report will be longer. For children in Reception, the outcomes from the end of year profile assessment will be shared with parents.

Parents are expected to have a working email address and to be able to access the key online platforms/programs that the school use to share online working. In addition, parents should be prepared to use Teams for any online meetings or teaching. Upon entry to the EYFS staff will ask parents about their access to the internet and the devices they use to do this so that support can be given where necessary.

7. Safeguarding and welfare procedures

We promote good oral health, as well as good health in general, in the early years by providing activities that explore:

- The importance of brushing your teeth and the effects of sugar on the teeth
- Healthy and unhealthy food and lifestyle choices
- How to stay clean and healthy
- The NSPCC 'PANTS' rule

In addition, we follow the Ealing PSHE scheme of work which guides taught sessions, circle times and continuous and enhanced provision.

We follow [statutory guidance](#) for safety around supervised tooth brushing.

The rest of our safeguarding and welfare procedures are outlined in our safeguarding policy.

8. Monitoring arrangements

This policy will be reviewed and approved by the Assistant Head for Lower School (currently Mrs Hodgkinson) every 2 years.

At every review, the policy will be shared with the governing board.

Appendix 1. List of statutory policies and procedures for the EYFS

Statutory policy or procedure for the EYFS	Where can it be found?
Safeguarding policy and procedures	See child protection and safeguarding policy
Procedure for responding to illness	See health and safety policy
Administering medicines policy	See supporting pupils with medical conditions policy
Emergency evacuation procedure	See health and safety policy
Procedure for checking the identity of visitors	See child protection and safeguarding policy
Procedures for a parent failing to collect a child and for missing children	See child protection and safeguarding policy
Procedure for dealing with concerns and complaints	See complaints policy

Appendix 2: Nursery Admission and Charging arrangements

Nursery Admissions

We are a very popular nursery and parents are advised to apply as early as possible to avoid disappointment.

Nursery admissions are managed by Lady Margaret Primary School.

Applications can be made using the Application form available from the school office.

Applications can be made at any time; children will attend nursery from the start of the term following their 3rd birthday.

If the child is born between 1st – 31st December, they can start in January, once they are 3.

If the child is born between 1st January and 31st March, they can start at the beginning of the Summer term dates vary from year to year), once they are 3.

Once we have received your application, we will confirm your child has a place by the following dates:

September admissions: confirmed by mid-May

January admissions: confirmed by mid-October

April admissions: confirmed by mid-February

If when you apply, we are already full, we will inform you of this immediately and place you on the waiting list.

Children will only be admitted to nursery at the start of each half term to maintain consistency of provision for the child joining and the children already attending nursery.

Children with a confirmed place will be invited to a stay and play session with their parent during nursery hours.

Following this session, the school will confirm the session that the child will be placed into; either morning (8:30 – 11:30am) or afternoon (12:30-3:30pm).

Whilst we try to place children in the session preferred by the parent, we cannot always guarantee this and where demand for a specific session exceeds the places available, we will prioritise children with additional needs/social care involvement and parents who are either working or studying and can provide proof of this.

In the event of applications exceeding the spaces available, the spaces will be allocated using the following criteria.

- 1) Children with additional needs or social care involvement
- 2) Children with other siblings in the school
- 3) Children due to join Reception at LMPS who have not yet attended a nursery setting
- 4) All other children, in order of date of application.

On your child's first day, they will attend for 1 hour with a parent. On the next day, they will attend for the full session.

If your child requires longer settling period, this will be arranged with the class teacher.

Nursery charging arrangements

Children attending for 5 sessions per week, either morning or afternoon, do not need to pay fees. Children attending on a 15 hour basis, must attend for a minimum of either 5 mornings or 5 afternoon sessions.

We will request voluntary payments for some of the enrichment activities that we run; these do not usually exceed £10.00 per year per nursery child. Whilst these payments are voluntary, if we do not receive enough money, then the activities may need to be cancelled.

If you wish your child to attend for 30 hours, then you have two funding options. For both options, a contract will be provided which you will need to sign. This will outline the full terms and conditions of attending for additional hours.

Option 1: 30 hour funding provided by the government for working parents (if eligible)

<https://www.gov.uk/30-hours-free-childcare>

You need to apply for an eligibility code during the term BEFORE your child starts nursery. We will require a valid code prior your child's admissions date so that we can complete the necessary checks.

Your eligibility depends on:

- if you are working
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

Please note, you will need to reconfirm your eligibility every 3 months by logging in to your childcare account <https://www.gov.uk/sign-in-childcare-account> you should receive a reminder from HMRC to do this by a text and or email 4 weeks before your reconfirmation deadline. If you do not reconfirm your eligibility, your code will be invalid and you may need to pay for the additional 15

hours as per the payment terms outlined below. **Unfortunately without a valid code, your child will no longer be able to attend their additional sessions.**

If you choose option 1, you will need to pay for childcare over the lunch time period, which is **not** covered by the 30 hour funding.

This is charged at £2:00 per day. Meals are not included in this; you will need to either provide a packed lunch or pay for hot meals through the school meal provider, please see the school website for information on how to pay.

Payments for the lunchtime period including any meals must be made in **advance** and no refund is given for days when the child does not attend. **This includes holidays that are taken during termtime.**

Option 2: Self-funded 30 hours

Pay for the additional hours.

The cost per session, including lunchtime period is £15.50.

This is a weekly cost of £77.50.

This includes the childcare over the lunchtime period but does not include food; parents need to either provide a packed lunch or pay for hot meals through the school meal provider.

Payment must be made in **advance** and no refund is given for days when the child does not attend. **This includes holidays that are taken during term time.**

We may be able to accommodate partial full day sessions; but this will depend on the capacity at the time. We are unable to change attendance patterns from week to week, parents must decide on the pattern of attendance for the duration of at least 1 term. Requests to change / add sessions will always be considered, but may not be possible. Changes to sessions will only be made at the end of a term unless there are extenuating circumstances.

Payment terms

Deposits

The amount of deposit depends on your option choice.

Option 1: Lunchtime childcare for 30 hour government funded places.

4 weeks deposit: £40.00

Option 2: Self-funded additional nursery sessions

4 weeks deposit: £310.00

Payments

Payments must be made monthly in advance, you will be issued with an invoice, which must be paid via the school's online payment system, ParentPay. All outstanding payments must be settled by the end of each calendar month. If payment has not been received within one month of the date of the invoice then the child's chargeable sessions at nursery will be terminated.