

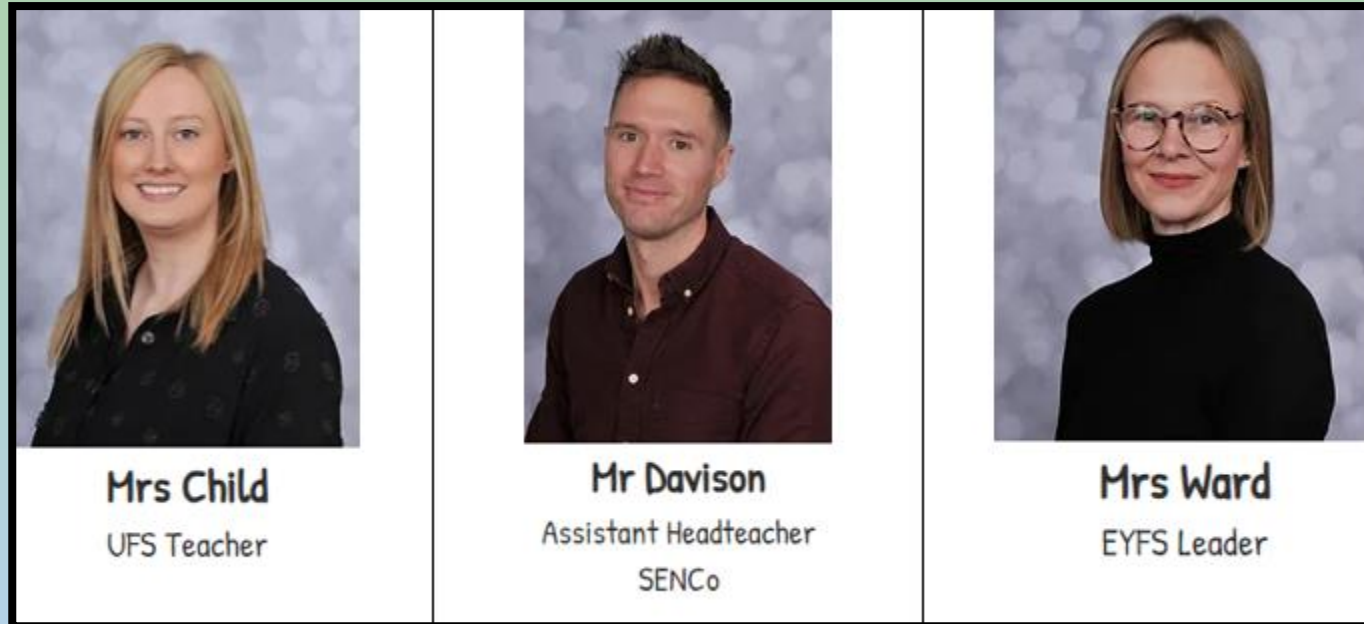


Welcome to Dane Royd Junior & Infant School

Upper Foundation
Transition Event 2025/26

Headteacher: Miss Kelly

Meet the teachers:



Timetable & routines:

- Classroom doors will open at **8:40am** each morning and lessons begin at **8:50am**.
- Please make sure your child arrives on time so that no lost learning occurs.
- The external gate will be locked at **9am** prompt, so any children arriving after this time must report to the main school office.
- Children should enter through their respective door and be collected from the same door at **3:20pm**.
- Please note the external gate will remain locked until **3:15pm**.

Typical daily structure:

AM

- Morning work
- Morning register
- Lunch selection
- Morning exercise
- Assembly
- Read Write Inc Phonics (30-45 mins)
- Structured learning opportunities in free-flow (choosing time)
- Topic input (20 mins)

PM

- Afternoon register
- Afternoon exercise
- Maths input (20 mins)
- Structured learning opportunities in free-flow (choosing time)
- RWI Handwriting (15 mins)
- Repeated Read (15 mins)
- Preparation for home

Useful Information:

Payments

- In school we aim to be cashless, where possible, and the majority of payments are made electronically via ParentPay. This will include payments for educational visits, tickets, and school events for example.
- Consent for educational visits are also done electronically.

Useful Information:

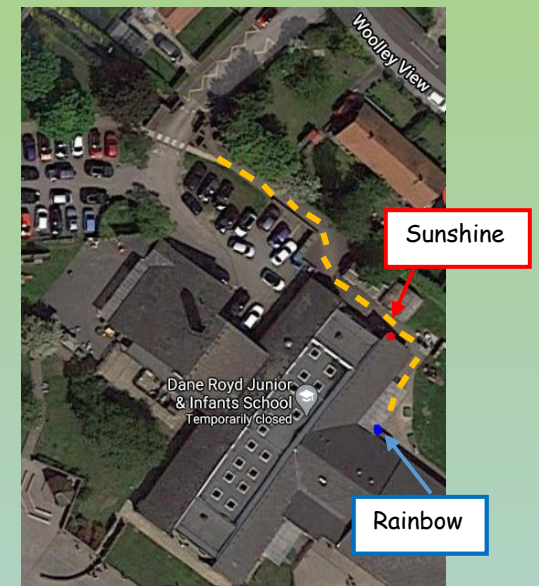
Absence

- In cases of **illness**, please report absences before 9:30am to the school office via telephone on (01924) 242917.
- Notification of any **medical appointment** should be shared in advance with school if they are to take place during school hours.
- Holidays **will not** be authorised inline with local authority policy.
- **PENALTY NOTICES WILL BE ISSUED FOR Term time leave:** Penalty Notice Fines will be issued for Term Time Leave of **5** or more consecutive days **10 sessions** of unauthorised absence in a **10 week** period
- A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10 week period. (School Week's)

Useful Information:



Collection & drop-off



- Walking to school is excellent exercise but if you must drive please be mindful of our neighbours and park at a safe distance.
- Parents must **NOT** use the staff car-park at any time.
- Please use the zebra crossing to cross the staff car-park and follow the footpath around the side of the building to the green gate.
- As you enter through the green gate, Sunshine door is the 2nd door on your right, adjacent to the arc while Rainbow door is located around the corner.

Useful Information:

Before & After-school provision

We have provision on site for before and after school care for children of working parents. This is open from 7:30am – 6:00pm daily in a dedicated space for the facility. Hot breakfast is provided in the morning and children staying until later in the day may bring a pack-up to eat in the afternoon session. This provision is run by trained school staff and provides a wealth of activities to keep the children entertained. Bookings are made online via Magic Bookings. Please speak to school office to discuss your requirements and rates or visit the school website for further details:

<https://www.daneroyd.com/extended-schools>

Useful Information:

Uniform

All children are required to wear school uniform.

- **grey trousers, shorts, culottes, pinafore or skirt**
- **white polo-shirt**
- **bottle green jumper or cardigan**
- **green and white checked summer dress can also be worn in warmer months.**

Children should wear **black school shoes** and Velcro fastenings are advised. Girls should not wear dainty slip-on footwear, shoes must have ankle straps for safety purposes. Jewelry is not permitted, with the exception of small ear studs which should be removed on PE days.

PLEASE LABEL ALL UNIFORM



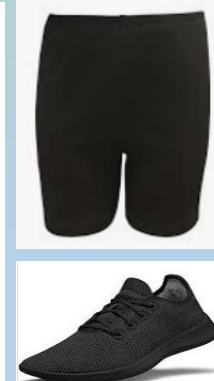
Useful Information:

P.E Kit

Children should come to school dressed in their PE kit on a Friday.

P.E kit comprises of plain:

- White round-neck t-shirt
- Black jogging bottoms
- Black shorts (summer)
- Black trainers
- Black zipped jacket



PLEASE LABEL ALL UNIFORM

Useful Information:

Appropriate outdoor wear



In Upper Foundation we explore, investigate and get creative with our learning both indoors and out. We provide aprons for painting and waterproofs for wet-play but it is likely that some clothing will become marked or dirty throughout explorations, we ask parents to understand and support us in this style of learning.

Since we utilise our outdoor area all year round, we ask that warm coats are provided in cold weather along with hats, scarfs and gloves.

Wellies are required to stay in school.



During summer months, please apply sun-cream to your child in the morning BEFORE they arrive at school so that they are protected upon entering the classroom.

Sun-cream and a sunhat are required to stay in school

PLEASE LABEL ALL UNIFORM

Self-help skills:

Dressing



In UFS we strive to build independence and encourage the children to put on and take off their own coat & shoes. We find that children cope better with Velcro fastenings as opposed to shoelaces.



Staff will be on hand to assist but we will always encourage children to independently fasten/unfasten buttons and zips where possible. Practicing these skills at home can help support your child with independence.

Toileting



Your child should be able to go to the toilet independently and in doing so; should deal with their own clothes, wipe themselves, flush the toilet and wash their own hands. Occasionally accidents do happen, we are prepared for this and have a supply of spare clothes, which we would ask you to wash and return to class.

Intimate care plans can be put in place for children who need more support with toileting, please speak to a member of staff if you feel this is necessary.

Milk & Snack:

The school provides a water bottle for your child. It should be taken home each day, cleaned, refilled and returned to school. Fresh drinking water is freely available during every session and will be topped up throughout the day by staff to facilitate this.



As part of a national School Fruit & Vegetable scheme, all children in Upper Foundation are entitled to receive one free piece of fruit/vegetable each day. Please note, we are provided with seasonal produce and at least 2 options for the children to select from. We respectfully ask that you do not send your own snacks into school for your child. It is important that you make the school team aware of any food allergies so that we can ensure the safety of all children.



Whilst under the age of 5, your child is also eligible for a carton of free school milk per day. This is supplied as part of a government directive. This will continue until the Friday before their fifth birthday.

If you wish to continue to provide milk to your child at this point, this is payable to an external source, details of which can be acquired from the [Cool Milk](#) website.

Lunchtime:

Lunchtime runs from 11:45-1pm in Upper Foundation as we appreciate younger children take a little longer to eat their dinner!

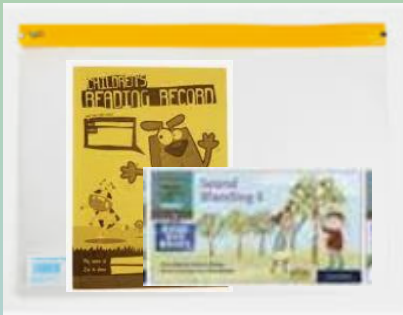
We plan for children to be taken to and from the hall by their dinner supervisor and be seated amongst their peers as and when guidance allows. We strongly encourage children to take up the Universal Free School meals however children may bring a packed lunch that meets the healthy eating requirements specified in our policy.

Our meal provider is **Caterlink** and parents are able to view the menus online and pre-select your child's meal option in advance from the comfort of your own home, via ParentPay.

Children requiring a special diet due to an allergy are individually catered for. Please request an allergy form from the office if you think your child may need a special diet.



Reading folders:



Your child will be given a plastic zip-file in which they will keep their reading book, any reading activities to consolidate at home and their reading record.

Listening to your child read is crucial for their development, be sure to make some time to hear them read and make a note in their record to share their progress, struggles and achievements.

This will come home every Friday and must be returned to school every Tuesday.



In addition to a phonics stage appropriate book that is sent home, we also invite children to be part of our school library service. This enables children to select a book for pleasure to loan out for the week and share at home. Every child is given a library tote bag to store their book in.

This will come home every Friday and must be returned to school every Tuesday.

Communication:

We encourage parents to share information with teaching staff regarding your child's learning and change in routines or home circumstances. We have an 'open-door' approach. Feel free to ask questions and discuss your child at the start of the day should a member of staff be available, alternatively you may request a telephone or face-to-face meeting to be arranged with the teacher at a mutually convenient time.

We believe regular communication is essential in reporting the progress and achievements of children as well as sharing news and important events. For this reason, we have many channels of communication, these include:

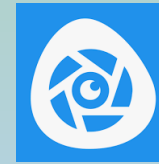
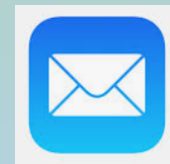
- **Email** - EYFSLead@Daneroyd.com
- **Twitter** - @DaneRoydUFS and @DaneRoydSchool
- **Website** –

<https://www.daneroyd.com/upperfoundation> (class page)

<https://www.daneroyd.com/eyfs> (curriculum page)

<https://www.daneroyd.com/earlyyears> (key stage page)

- **ParentPay** - Half termly curriculum booklets, knowledge organisers and optional homework are sent electronically along with termly Key Stage Newsletters and other relevant information.
- **Evidence Me** - observation-sharing between home and school over the duration of the academic year via Parent Share.



Safety & welfare:

- Please make sure you keep us informed of any medical conditions/allergies your child may have.
 - If your child requires medication during the school day, we have a consent form that must be filled in. All medications are stored in the school office and should be dropped off & collected from here.
 - If your child is prescribed an inhaler, we have an asthma plan that must be filled in. All inhalers (and spacers) are kept in a labelled box within the classroom, out of reach from children. These should stay in school.
- Please let us know in advance if someone different is coming to collect your child from school. We will not allow a child to go home with anyone other than the parent unless previously agreed. You should inform the office by telephone if you are running late to pick-up so that we can make arrangements for your child to be supervised safely.
- Please inform school of any Legal access arrangements.
- Before the school day begins, parents should wait with their children outside the classroom and supervise them closely. **Please ensure that your children and/or their siblings are not using any equipment found in our outdoor space outside of school hours to avoid accidents or damage to our resources. Similarly, at the end of the school day, do not allow your children to run on the grass or play on the monkey bars.**

Safety & welfare: (...continued)



- Parents/carers must **NOT** use cameras and mobile telephones on the premises.
- Children must not bring telephones to school.
- Please do **NOT** bring toys from home into school. Keep them at home where they are safe!



- **NO** animals are allowed on the school site.
- Any illness should be reported to the school office before 9.30am. A decision will be jointly made as to whether your child is fit to attend, can be supported through the day with medication or needs to stay off school. School will advise you of any health exclusion periods.



- Can we also remind you that our school and grounds, in line with the HM Government Smoke Free Law, are no smoking areas. This includes cigarettes, e-cigarettes and vaping equipment.

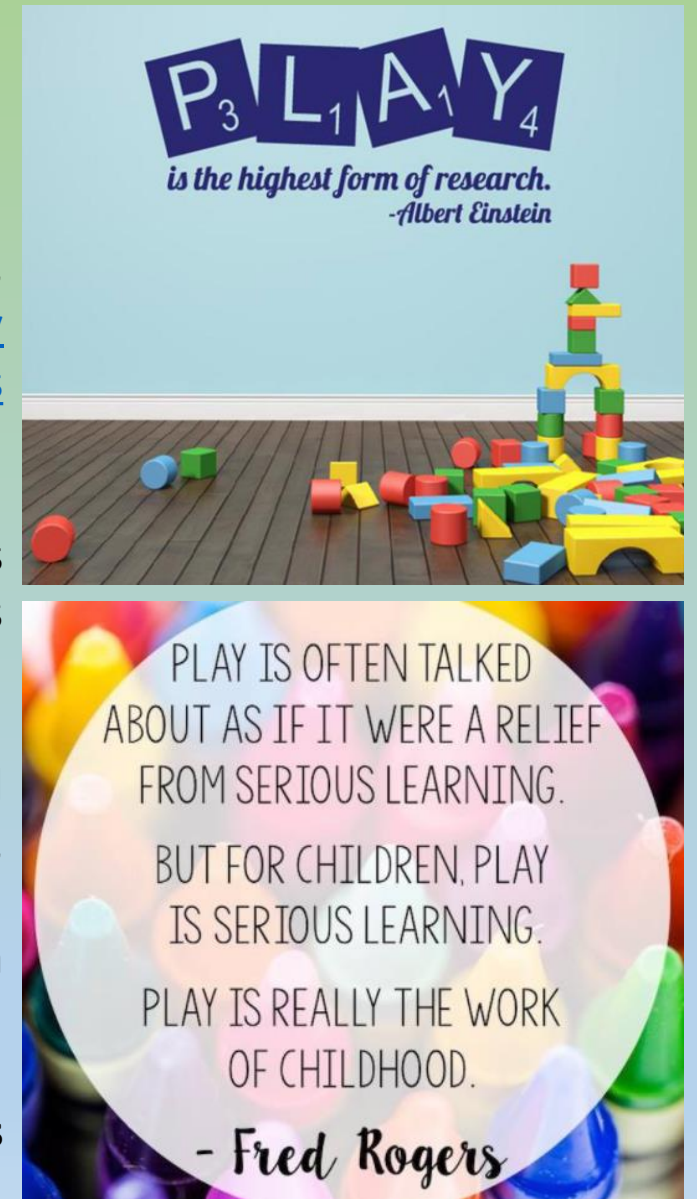
Learning & development:

Provision for children's learning and development is facilitated through a balanced, planned curriculum underpinned by the Department for Education's [Statutory Framework for the Early Years Foundation Stage](#) and [Development Matters](#) document (Non-Statutory Curriculum Guidance).

The Early Years Foundation Stage is the period of education from birth to 5. It is called a Foundation Stage because the learning involved in the EYFS prepares children for the National Curriculum in Key Stage 1.

During the Early Years Foundation Stage, these areas of learning will be introduced in ways that are suitable for young children, most often through planned, purposeful play. Play is the key to the way children learn. We want all children in Upper Foundation to have enjoyable and satisfying experiences, which will create a solid basis for later learning in school and beyond.

Curriculum events are held in school for parents. We will share dates of events with you via the ParentPay app.



Assessment & monitoring:

The activities provided in Upper Foundation are carefully planned and resourced to provide experiences which are enjoyable, educational and match the level of development and learning style of each child, we plan themes and topics relating to these each half-term. Through regular assessment we can respond to each child's individual needs and develop new plans to ensure every child makes progress.

At the start of the Reception Year, Upper Foundation Stage children will complete a Reception Baseline Assessment.

We encourage you to use a digital platform called Evidence Me to share your learning experiences from home in order to truly document your child's learning and development (please see separate letter).

At the end of the Reception Year, Upper Foundation Stage children are assessed on their achievements of the 'Early Learning Goals'. The results of this assessment will be reported to parents, Year 1 teachers and to the Local Authority.

More information about these will also be communicated at our Curriculum event if you wish to attend.

Behaviour:

We pride ourselves on the **high standard of behaviour** in our school and this includes our youngest children. We have high expectations of the pupils and of ourselves. The pastoral care of the children in Upper Foundation is the concern of all staff, teaching and non-teaching. Rules are kept to a minimum and are related to the safety and welfare of the children and adults in school.



UFS Promises

- We will look and listen when someone is speaking
- We will use kind words and have good manners
- We will put up our hand to speak on the carpet.
- We will follow instructions from an adult to stay safe.
- We will share toys and look after school equipment.
- We will be helpful and keep our classroom tidy.
 - We will have safe hands and feet.
 - We will move sensibly inside school.
 - Outside we can run and play.

Reading for Pleasure

Reading for pleasure - the kind of reading that children and adults choose to do in their own time for their own purposes - is important. It contributes to our world knowledge, imagination and well-being, in addition to developing children's literacy. The will to read influences the skill (and vice-versa).

As a school, we value the importance of reading for pleasure, and we believe that the more that we know about the children's reading interests and preferences, the better equipped we will be to develop our reading environments and in turn create a community of lifelong readers.

We are asking for all children to create a mood board to illustrate their own reading practices and experiences. This is being set as a homework task. Inside your information pack you will find an A3 sheet of paper on which to create their mood board. Their boards can include photographs, drawings, writing, magazine cut-outs etc – the children can be as creative as they like!

Reading for Pleasure

Here are a few prompts to help the children in completing their mood board:

- What are your interests?
- What type of books do you like to read?
- Where do you like to read?
- What sort of environment do you like reading in?
- When do you like to read?
- Who do you like reading with?
- How often do you read?
- Which kinds of characters do you like?
- Which is your all-time favourite book?
- Do you listen to audio books?
- Are you a member of a library?
- Do you have a favourite quote from a book?

