**EARLY YEARS SETTLING IN PACK**

**OUR ETHOS**The White House Preparatory School is a co-educational London day school which firmly believes:

* That every child has something to offer that is unique and valuable.
* That the curriculum must be broad and balanced with art, music and sport being as important for lifelong learning as traditional academic subjects.
* That children are encouraged to develop a sound moral compass through kindness and empathy.
* That the long lasting love of learning is developed through a strong support system which includes home, family, their peers, their teachers and their school.
* All children should fulfil their potential in a safe, secure environment where they can enjoy being children.

The White House Preparatory School ensures children achieve high academic results whilst continuing to remember the importance of being child centred. We encourage happiness, reward hard work, acknowledge and praise children for both personal and academic achievements. **THE WHITE HOUSE PREPARATORY SCHOOL AND WOODENTOPS KINDERGARTEN**The Early Years Department of the White House Preparatory school caters for children from two and a half to five years of age. All of the children who enter the Early Years Department are part of the school community. Mr Tony Lewis, the Head of the Prep School or Mrs Mary McCahery, the Principal, will extend a warm welcome when you visit and will show you our facilities.  They will be pleased to answer any of your questions, either about our Early Years Department, or about the rest of the school. We send parents and prospective parents a copy of the school's annual magazine with relevant information for registration, or parents themselves can download a copy from our web site.  That document gives details of the school's address, location and contact details, together with a list of staff, as well as a great deal of information about the aims and ethos of the whole school. The curriculum and activities for our older children is explained in some detail. A great deal of further information about the school is available on our web site, including a list of the whole school's policies, including those that apply specifically to the Early Years Department.  Copies can be sent to you on request.

As an integral part of the school, the children in the Early Years Department make full use of the Preparatory School's facilities although they have separate classrooms and outdoor play area of their own.  We expect them to remain pupils in our Preparatory School until they reach the age of 11.  All pupils from our Early Years Department will automatically be considered for selection to the Preparatory School.

The school is registered with the DCSF and the ISA as an early years provider.  We participate in the Government's Nursery voucher scheme for 3 and 4 year old children.
 **ADMISSIONS**Children who have turned two and a half years of age can join us throughout the year either for either mornings or afternoons for a minimum of 3 sessions a week, or for the whole day (8.30 am - 3pm).  We advise parents to contact the school's Admissions Officer as soon as possible to reserve a place.

We take a maximum of 22 children in the first Early Years class (Kindy Class). Children attending the Pre Reception classes attend a minimum of 5 sessions per week for the Autumn term, 7 sessions per week during the Spring term and 8 / 9 sessions per week during the Summer term as an introduction to full time education.

We prefer children to be potty trained on entering the Kindy Class although we will accept ‘pull ups’. Children in Reception Class should be able to dress and undress with minimum help and to be able to use a knife and fork before they join us.
The whole school's admissions policy applies to the Early Years Department as much as to the rest of the school.  It appears on our web site and copies can be sent to parents on request.
 **EQUAL OPPORTUNITIES POLICY**We welcome children from a diverse range of backgrounds and pride ourselves on being an inclusive community where there is complete equality of opportunity and everyone is valued for being him or herself. Copies of the school's Equal Opportunities Policy are on our web site and can be sent to parents on request.  We also welcome children with disabilities and special education needs, and adhere to the Government's SEND Code of Practice and Regulations January 2015.

**PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME**Please refer to our separate policy: "Missing Child Policy and Procedures when a Child is not Collected on Time," copies of which are on our web site under the Safeguarding Policy. Copies can be sent to parents on request.
 **OUR STAFF**The day to day responsibility for all of its activities of Early Years is the responsibility of the class teachers. Overall responsibility for the Department lies with Mr Tony Lewis, the Headmaster of the Preparatory School.  The children are supervised by qualified staff at all times when they are under our care, including break, lunch and play times.
 **OUR FOUNDATION STAGE CURRICULUM**At The White House School we offer a broad and balanced Foundation Stage curriculum for our youngest pupils, which is based upon the Early Learning Goals and the seven areas of learning.  All children are given equal access and opportunities to develop their knowledge and skills in:

* Personal, social and emotional development
* Physical development
* Communication and language
* Literacy
* Mathematics
* Understanding the world
* Expressive art and design

All children learn through play with a mixture of child initiated and teacher led learning opportunities.  Learning takes place both indoors and outdoors.

Our Early Years programme introduces different topics which the children explore through a variety of mediums, including books, art, clay, drama, music, ICT, crafts and model making. We gradually introduce synthetic phonics and the basics of literacy are taught daily through a structured reading scheme and rhyme. Numeracy is introduced through different activities, such as counting games, weighing activities and measuring, and is also taught daily.  All children in Reception Class have weekly swimming lessons.   All children are gradually introduced to the principles of writing, and to the use of computers.

**CURRICULUM MEETINGS and OPEN DAYS**At the beginning of each term, the pupils throughout the White House Preparatory School and the Early Years Department are invited to curriculum meetings when the aims of the term's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities will be briefly explained.

Each term parents are invited into school to discuss their child’s progress. Annually we have two Open Days which give parents another opportunity to view their child’s work. **OUTDOOR LEARNING**All of the children are encouraged to play in their dedicated, secure outdoor space during the morning where they have supervised activities, involving playing with water, growing their own seeds and becoming natural thinkers. **VISITS**We organise one offsite excursion per year for the Kindy Class to a farm etc. Pre-Reception Classes have offsite visits termly. We will send you a letter well in advance, telling you about every visit and, if appropriate, its cost and whether it involves an extension to the normal length of the school day.

**BEHAVIOUR**Even the youngest children are encouraged to behave towards each other with kindness and consideration.  They have to learn to look after their own possessions and to respect other's possessions.  We expect them to be honest, helpful and polite, and to work hard and to listen to others.  They should respect everyone and learn to value differences and diversity.  The class teachers are responsible for the day to day charge of the management of behaviour in the Early Years Department, and overall responsibility rests with Mr Tony Lewis, the Head of the Preparatory School.

Copies of our Behaviour Management Policy are available on request. **FOOD AND DRINK**Children are offered a piece of fruit / biscuit and a drink of either water or of milk at both morning and afternoon break.  Drinking water is available throughout the day, as we fully recognise the importance of proper hydration. The children should also bring their own water bottle daily.

Children who stay all day, together with some of those attending the morning session eat lunch with their teachers and Classroom Assistants in the School Hall at 12.00pm before the other children in the Preparatory School.  The children are supervised throughout the meal.

The menus are sent to parents termly. We offer our pupils a widely varied and healthy and tasty diet.  We also attempt to cater for all tastes and preferences, including vegetarian.  However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

**Parents are reminded that we are a nut free school.**
 **SPECIAL DIETS**Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the Confidential Record and to contact the caterers directly to discuss this.

**KEEPING IN TOUCH**We appreciate that sending your child to Nursery School is a big step and that it is understandable that some parents may worry or feel anxious about their child's well-being and happiness.  That is why we invite you and your child to spend half a day in the Early Years Department before he/she joins us.  Once s/he has joined us, you are always welcome to visit the school.

Your child's Classroom Teacher is responsible for your child's pastoral care and, with our small classes, speedily gets to know every individual child extremely well.  You will see the Classroom Teacher twice a day when you drop off and collect your child, and many worries can be speedily resolved by an informal chat.  Otherwise, you are welcome to make an appointment for a longer (or more private) conversation with her, or with the Head of the Early Years Department or the Head of the Preparatory School.  Any concerns will always be treated in complete confidence.

We have a weekly electronic newsletter for parents, which is full of news about activities and outings.  We also encourage children to take home their  art work for you to admire and display at home!  We send invitations to parents to a number of events during the year, and very much hope to see you at:

* The Harvest Festival (Church)
* The Nativity Play and Carol Service (Church)
* Spring / Mothering Sunday Assembly (Church)
* The Easter Egg Hunt and Easter Bonnet Parade (Garden)
* The Art Exhibition (Hall)
* The Fun Morning (Garden)
* An Open Morning during the Autumn and Summer terms at which the childrens' work is displayed (School)

**REPORTS**Children are assessed throughout their time through observations, questioning and guiding using the development matters in the EYFS Profile in Reception.

Narrative reports are prepared on each child and sent to parents at the end of the Autumn and Summer terms.
 **STORAGE OF RECORDS**

We store all of our records on pupils in locked cabinets.  Parents may arrange to see the records of their children in accordance with the whole school's policy on Reports and Record Keeping (which is on our web site and can be sent to you on request).  You have the right to make written comments on your child's records, which will then be treated as part of that record.  The School is registered under the Data Protection Act and complies with its provisions for example, about the disclosure of information relating third parties.

**COMPLAINTS**

In the event of complaints regarding EYFS we follow the procedures outlined in our Complaints Policy. All written complaints relating to the fulfilment of the EYFS requirements, complainants will be notified of the outcome of the investigation within 28 days of receiving the complaint.

**WRITTEN COMPLAINTS RELATING TO THE REQUIREMENTS UNDER THE STATUTORY FRAMEWORK FOR THE EYFS**: The Whitehouse Preparatory School and Woodentops Kindergarten and Day Nursery will provide Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint.  The record of any such complaints will be kept for at least three years.

**COMPLAINTS TO OFSTED REGARDING EYFS SERVICE PROVIDERS**: Parents may also complain directly to Ofsted if they wish.  Ofsted may be contacted on 0300 123 4234 or by email: enquiries@ofsted.gov.uk

**COMPLAINTS TO ISI REGARDING EYFS SERVICE PROVIDERS:** Parents may also complain to ISI if they wish.  ISI may be contacted on 020 7600 0100 or by email: concerns@isi.net

**CHILD PROTECTION and Safeguarding**The school's child protection policies, including its policy for the safer recruitment of staff, are enforced rigorously in the Early Years Department.  Copies of the policies, which apply throughout the school, are available on the web site and can be sent to parents on request. **MEDICAL MATTERS**Please keep your child at home if he or she is ill or infectious, and phone us on the first day that s/he is ill.  An ill child will not be happy in school, and will only infect others.  We will therefore telephone you and ask you to collect your child if he or she becomes ill during the day.

There are qualified paediatric first aiders in the Early Years Department to deal with any accidents or emergencies, or if someone is taken ill.   A first aid box is located in the school office, and is checked and, if necessary, replenished every week.

We will *always* contact you at once if your child suffers anything more than a trivial injury, or if he or she becomes unwell during school day, or if we have any worries or concerns about his or her health.  We will ask you to collect your child if he or she becomes ill during the school day.  We will ask parents to sign an Accident form if he or she has a minor accident or graze at school. **CHILDREN WITH MEDICAL NEEDS OR SPECIAL EDUCATION NEEDS WHO REQUIRE SPECIAL ADJUSTMENTS**If your child has medical needs, special education needs or requires any special adjustments, we will invite you to a meeting with Tony Lewis, Headmaster and Mrs Mary McCahery, the school's Special Education Needs Coordinator and any outside Specialist who has been involved with the care of your child, to discuss thoroughly the regime that is most appropriate for his or her individual care, before s/he joins the Nursery. **MEDICINES AND TREATMENTS BROUGHT TO SCHOOL FOR PUPILS**Please advise your class teacher of any medication that you bring into the school for your child.  If your son/daughter has a medical condition which necessitates regular access to medication, please inform your class teacher and/or the school office so that an appropriate regime can be devised.  The relevant staff will be informed, in confidence, of any condition that is likely to affect him/her in any area of school life.  We will work with you in making arrangements that work best for him/her.

If parents require teachers to administer medicine in school, they must sign the appropriate form which is held in the school office or can be downloaded from the website. Copies of our Policy for Administering Medicines can be sent to you on request.

*Please remember that we need your written consent for every medicine before we are allowed to give it to your child.***MAINTAINING A SAFE AND SECURE ENVIRONMENT**The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant.  We will therefore:

* Only allow your child to go home with you, unless we have received your advance permission (preferably in writing) that he or she may be collected by another adult.
* Never allow a child to leave the premises unsupervised.  There are always at least two adults in charge of the outside play area.
* Ask all visitors to identify themselves and to state their business before we give them access to the premises.  Visitors sign in and are escorted throughout their visit.  They sign out on leaving.
* Register all pupils at the start of the morning and afternoon sessions
* Check all pupils out as they are collected by their parents or carers

**MISSING CHILD POLICY**Our Missing Child Policy and Procedures When a Child is not Collected on Time can be obtained upon request. **HEALTH AND SAFETY**
We update and review our risk assessments on the Early Years Department's classrooms and other indoor areas, the outdoor play space and all the equipment and toys used by the children every year in order to ensure that everything with which your child may come into contact has been assessed and that potential hazards are kept to a minimum.  Our risk assessments and health and safety policy are available on request.  We welcome your comments and suggestions for improvement.

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| **Policy will be reviewed annually** |
| Policy reviewed: | Sept 16 | By: | Headteacher |
| Policy reviewed: | Sept 17 | By: | Headteacher |
| Policy reviewed: | Sept 18 | By: | Headteacher |
| To be reviewed: | Sept 19 | By: | Headteacher |