



EYFS PARENT INFORMATION

2023-24



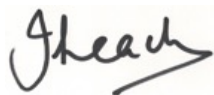
WELCOME TO HIGHFIELD

Within our EYFS department we aim to build a nurturing, enabling environment in which children feel happy, secure and willing to take risks. With our knowledgeable and caring staff, we support all the children so each can thrive and develop their skills and their own persona. Judged 'Excellent' in all areas by ISI (2022).

We are looking forward to working with you to settle your child quickly into our EYFS department.

We enjoy having close relationships with our parents so that together we can ensure the best for your child. We hope you find the following information useful. Please read it alongside the main Parents' Handbook.

Kind regards,



Headteacher





ABOUT HIGHFIELD

WHAT IS AN EYFS DEPARTMENT?

Our EYFS department includes children who attend our Pre-School and Reception classes. The Reception class is also part of Highfield Pre-Prep.

In our Pre-School, children can join the term they turn three and stay until they are four years old and ready to move to our Reception class. The children in the reception class are four or five years old.

The Pre-Prep includes children from Reception to Year 2, i.e. 4 years to 7 years old.

WHO ARE THE EYFS STAFF?

Mrs Layla Zamir
Reception Teacher

Mrs Briony Jones
Pre-School Lead

Mrs Mandy Gibbon
EYFS Teaching Assistant

All of our EYFS staff hold a current Paediatric First Aid Certificate.

WHAT IS AN EYFS DEPARTMENT?

During the week the children will have some of their lessons taught by specialist teachers.

Mrs Jane Day
Music

Mrs Denton-Rice
PE

Mdm Young
French (Reception only)



WHAT DOES A DAY IN THE EYFS DEPARTMENT LOOK LIKE?

There is never an 'ordinary' day in EYFS. With so many inquisitive minds and curiosity each day is extraordinary. However, we do have routines which give structure to the day.

0830

Parents bring their children to the EYFS department through the wooden pedestrian gate and onto the lower playground.

Parents can then bring their children into the Pre-School or Reception classrooms.

There are activities for the children to choose.

0840

The pedestrian gate will be locked. Should you arrive after this time please go to the main school office.

0845

Registration and our morning welcome.

0850

Our morning begins with a short adult input which is followed by a child initiated and adult focused activities.

During the morning the children will have a snack which consists of bread and butter, fruit, water or milk.

1200

Lunch. The children eat lunch in the dining hall and are supervised throughout. Importance is attached to table manners and the use of cutlery.

Pre-School children who only stay for the morning session will be collected from the wooden pedestrian gate.

1230

Playtime.

1300

Registration followed by a short adult input. In the afternoon the children have access to the child initiated and adult focused activities.

During the afternoon the children have another snack which consists of a healthy snack, fruit and water.

1500

Time for story and getting ready for home.

1530

Home time. Children are walked up to the pedestrian gate by the EYFS staff. Children are only released to known adults. Should someone else be collecting your child please let your child's key person know. For safeguarding reasons, we will not release children to other adults unless we have been informed.

SESSIONS & HOURS

WHAT IF I WISH FOR MY CHILD

TO STAY FOR LONGER HOURS?

Before school, our Early Birds club welcomes children from 0730. Children can eat their breakfast before being brought down to the EYFS department for 0820.

After School, the children can attend the Den. This runs from 1530-1800. Children are provided with a tea and there are different activities for them to participate in.

HOW MANY SESSIONS SHOULD

MY CHILD ATTEND?

Reception:

All of the Reception children attend full time.

Pre-School:

The Pre-School is sessional with each day divided into 2 sessions. The minimum number of sessions a child can attend a week is 4.

To prepare the children for starting in Reception, we would highly recommend the following as the minimum number of sessions a child attends per week:

- Lower Pre-School 4 sessions per week
- Upper Pre-School 6 sessions per week, increasing to 8 sessions/full time in the summer term prior to starting in the Reception class.

Your child is always welcome to attend more than the above recommended minimum number of sessions. The maximum number of sessions your child can attend in Pre-School is 10 (full time).

By attending for these number of sessions your child will have an opportunity to engage with other children and build friendships. There is more time for your child to become engrossed in an activity and become more confident in their surroundings. The longer your child attends Pre-School the easier the transition to Reception will be for them.



FURTHER INFORMATION

We hope the information provided below provides the answers to your questions. Should you wish to know more please talk to a member of EYFS staff, we are always happy to help.

ABSENCE

Should your child be ill, please inform the school office as soon as possible in the morning. Should you need to take your child out of school during term time you must inform the Headteacher, Mrs Joanna Leach, in writing of the dates and reasons why. This must be done prior to the event.

AFTER SCHOOL CLUBS

Should your child stay for an afternoon club (Reception children only) they will be taken to the correct place.

BIRTHDAYS

We celebrate children's birthdays either on the day or as close to the day as we can. You may bring in a cake to celebrate your child's birthday. **The cake must not contain nuts.**

BOOKS

Children in both the Pre-School and Reception classes will bring home library books to share with you. When they are ready children in the Reception class will bring home reading books to read to you.

CHILD INITIATED ACTIVITIES

These are activities planned by a child. The resources available may be chosen by the children or alongside an adult. Skilled adults work carefully with children in child-initiated play to enable their learning but not to interfere with it.

COMFORTS

Children may need a comfort to help them settle. Please discuss your child's needs with a member of EYFS staff. Throughout the year we will work with you to reduce their dependency upon their comforters.

COLLECTION

Should you wish someone else to collect you child you **must** inform us. We will require either photographic evidence of who is picking your child up or a password which must be given before your child is released. EYFS children will only be handed over to an adult (not an older sibling).

Should this be a regular routine you may email your child's key person, specifying the days which your child will be collected by a different adult, photographs of who will be collecting them and/ or a password.





COMMUNICATION

Formal – There are two parents' evenings per year. Children in Pre-School have a written report at the end of the year. Children in Reception have a report at the end of each term.

Informal – It helps us to support your child if we know of anything which may affect their day. Should you have an urgent message in the morning please talk to your child's key person at drop off. You can also talk to a member of staff at the end of the day. Should you wish to meet for longer, please email a member of EYFS staff so that a mutually agreeable time can be arranged.

DIETARY AND MEDICAL

Should your child require a special diet, has any allergies or a long-term illness we must know. Should you wish your child to have access to medicines e.g. Calpol, in school, you **must** complete a medication consent form. These are available in the main school office.

EMERGENCY CONTACT NUMBERS

Please complete all of your child's emergency contact information before your child joins Highfield EYFS department. Please promptly inform us of any changes.

EMERGENCY TELEPHONE NUMBER

Should you need to contact us in an emergency, please telephone the main school telephone number, **01628 624918**.

EXTENDED DAY / WRAP AROUND

At Highfield we offer before and after school clubs.

Early Birds (0730-0820) – Your child will have breakfast before being brought down to the EYFS department.

The Den (1530-1800) – Your child will be provided with a tea. Please book for the Den.

EYFS

EYFS is an acronym for Early Years Foundation Stage and begins at birth and ends at the end of the Reception year. More information about EYFS can be found at www.gov.uk. At Highfield we welcome children the term they turn three, once they are Pre-School ready and can take advantage of all the experiences our Pre-School offers.

FOOD AND DRINK

Your child will be provided with two snacks and lunch during the day. The snacks comprise of fruit and/ or healthy snacks. Milk is provided in the morning. Water is always available, including snack and lunch times. Children are supported to select their own lunch. There is always a vegetarian option. Please inform us of any dietary requirements. Children should bring their own water bottle to school each day.



HAIR

Hair longer than shoulder length should be tied back. Hair accessories should be navy or pale blue.

HOW CAN I HELP AT HOME?

We encourage children to be independent as the more they achieve themselves the more confident they feel in their abilities. You can support your child's independence at home by allowing them to dress themselves, putting on their coat and shoes, feeding themselves, tidying up and helping with small jobs around the home. Please encourage your child to ask to go to the toilet and say if they need help (we will always help where necessary).

ILLNESS

Please notify us soon as possible on the day your child is first ill, either by email or telephoning the main school office on 01628 624918.

It is essential that any child who has had a period of vomiting or diarrhoea does not return to school for 48 hours.

JEWELLERY

Generally, children in EYFS should not wear jewellery unless it is for specific reasons. Should your child's ears be pierced, and they must wear earrings these should be studs only. On PE days the **studs** must either be removed by your child or be taped over. Once they can tell the time children may wear watches.

KEY PERSON

All children are allocated a key person. Your child's key person will learn about your child, provide them with support and tailor the curriculum for their needs. You will be informed of your child's key person when your child starts within our EYFS department.

LEARNING BEHAVIOURS

We want your child to become a lifelong learner with a love learning. We support children to think creatively and critically – how can I do this? How would I change it? We encourage your child to develop learning behaviours which will stay with

them. These include asking questions, being curious, taking risks, communicating with others, being engaged their learning, persevering when things are difficult, reflecting, decision making and taking joy in the process not just the outcome.

LEARNING JOURNEYS

Throughout their time in the EYFS department staff will make observations of your child. We use the electronic learning journey called Evidence Me. When your child starts in the EYFS department you will be sent an email inviting you to join Evidence Me. Once you have downloaded the app you will be able to see and respond to the observations sent. You will also be able to write your own observations to share with your child's key person.

OUTDOOR LEARNING

We spend a lot of time learning outdoors in all weathers. Your child should have a waterproof coat in school and a sun hat on warmer days. A pair of wellies should remain in school during the week.

POLICIES AND PROCEDURES

All of the school policies and procedures are available on the school website, including the procedure in the event of a child not being collected on time, or a child going missing at, or away from the setting.

TRIPS AND VISITORS

During the year we have school trips which are linked to our learning. You will be sent more information about these trips as they arise.

SPECIAL EDUCATIONAL NEEDS

AND DISABILITIES

Should you have any concerns about your child's development please talk to a member of EYFS staff first. Then, if necessary, we can arrange a meeting with our Special Needs Co-ordinator to discuss your child.

SWIMMING

Children in the Reception class swim every Thursday morning throughout the year. Lessons take place at the Braywick Leisure Centre. Parents either drop their children off at Braywick or book them in for Early Birds, where the children are transported to swimming on the school minibus. It is easier if your child carries their swimming kit in a school rucksack to and from swimming. Swimming kit is sent home every Thursday.





TRANSITION

Towards the end of the summer term your child will have time with their new teacher and class to prepare them for the next step of their learning journey at Highfield. Our Upper Pre-School children will have time in the Reception class and the Reception children will move onto Year 1.

UNIFORM

All uniform must be named, including pants, socks, coats and shoes.

Please see the main parent handbook for information on our uniform.

Throughout the year second hand uniform sales are held.

We are all out in all weathers so each day your child needs to bring a named waterproof coat to school. For the Reception children this needs to be a Highfield school coat. The Pre-School children may wear their own home coat.

Children should also bring a pair of wellies to school. Should you wish for the wellies to be sent home for the weekend please ask your child's key person.

On hotter days sunhats and sunscreen should be brought to school. Sunscreen should be applied before your child arrives.

Winter uniform is worn from October half term to the Easter holidays.

Summer uniform is worn from the Easter holidays to October half term.

Should there be changes to this you will be informed by the Headteacher.

All children in the EYFS department will require a named Highfield bookbag.

Children in the Reception class should have a Highfield kit bag for their PE clothes and a Highfield rucksack for swimming.

FINALLY

We want your and your child's experience at Highfield to be positive. We want your child to build a love of learning and confidence within themselves to take on any challenge.

We hope you have found the above information useful. Should you have any further questions please ask. We look forward to getting to know you and your child during their time at Highfield.

CONTACTING THE SCHOOL

GENERAL ENQUIRIES

The normal opening times of the school office are 8.00 a.m. to 5.00 p.m. term time, with an answer phone in use when no one is available.

Main Telephone Number

01628 624918

ADMINISTRATIVE ENQUIRIES

For all administrative enquiries and when unsure who to contact:

School Office (01628 624918)

Nikki Maine (Head's PA and Registrar)

nmaine@highfieldprep.org

As the first port of call for any queries and/or concerns about your child, please contact your child's class teacher through the office, Teams or in person.

For serious concerns and/or where appropriate:

Headteacher, Joanna Leach:

jleach@highfieldprep.org





highfieldprep.org   

HIGHFIELD PREPARATORY SCHOOL • 2 WEST ROAD • MAIDENHEAD • SL6 1PD

Telephone: [01628 624 918](tel:01628624918) | Email: office@highfieldprep.org

Any parent or member of staff may contact a governor directly. The proprietor of Highfield Preparatory School is Chatsworth Schools Limited.
Chief Executive Officer: Anita Gleave. Registered Office: Great Tew Estate, Chipping Norton, Oxfordshire, OX7 4AH. Telephone number: +44 (0)1608 525 030.
Highfield Preparatory School is registered with the Department for Education as an authorised independent school. Registration number: 868/6009.