



British School of Alexandria

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The Early Years Foundation Stage Welcome to Foundation Stage One

The following will be the staff in Foundation One:

Ms Louisa Ramsden	Foundation One teacher
Miss Yomna	Teaching Assistant
Miss Manel	Teaching Assistant

A very warm welcome to Foundation One from us all. We are looking forward to working with you and your children over the coming year, and have summarised some points for you to help your child settle into school smoothly. If you require further clarification please do not hesitate to ask us. Shorter sessions will operate as an induction period for the first week and a half (**from Wednesday 1st September until Thursday 9th September**). Please check the attached sheet as to whether your child is in Group A (8.30am-10.15am) or Group B (10.45am-12.30pm) for induction purposes. From **Tuesday 14th September**, please note that the induction period is complete, and your child will be expected to attend school at the normal times of 8.30am until 12.30pm (please see below).

School Times

A Teacher and a Teaching Assistant are on duty from 8.15am to welcome FS1 children in front of the green gate, just inside the Mina main entrance. Please note that if your child arrives at school before this time, they will be unsupervised. At 8.30am, the Foundation Stage teachers will arrive to take the children to their classrooms to start the day. Parents are welcome to accompany their child into the classroom for the first couple weeks of the school year, although they will be expected to leave after their child is settled and involved in an activity.

Please accompany children arriving later than 9.00am to the Office so their attendance can be registered before taking them to their classroom. Likewise if you need to collect your child early please report to the Office where someone will be able to send for your child.

School finishes at 12.30pm. Please wait outside until the door is opened. Your child will then be sent to you once a member of staff sees that you or another carer is there. Children may only leave when a member of staff has seen the adult who is collecting them and they may only be given permission to leave the group by a member of staff. Please resist the temptation to call them yourself, even if the member of staff is busy with another parent or child.

Punctuality

Children can sometimes become very upset if a carer is late in collecting, and often miss important activities if they arrive late, so please ensure that you are on time both bringing and collecting children.

If children are still waiting to be collected at 12.40pm, they will be taken to the Mina secretary to await the arrival of an appropriate adult

Home/School Diaries

You will receive a home/school diary on the first day, and this should be returned to school every morning in the folder provided. The class teacher will use this to communicate with you if necessary, and please write any messages you may have for the teacher concerning your child. This diary will be checked daily at school, and please be sure to check it daily at home.

Drinks

Children should bring a bottle of water with them every day. They may refill this if necessary from our water coolers.

Snacks

Children are given a snack during the morning, the price of which is included in the school fees. This will consist of fruit, a biscuit and a small carton of milk. **Please also send a plastic flask or bottle of water.**

Clothes

Please make sure that you have the correct uniform for your child, and that it is **all named**. Children's fine motor skills are still developing, so please try to ensure that they are able to manage their own clothing such as buckles and belts, to enhance their developing independence and self-esteem. For the same reason, shoes need to be not only comfortable but easy to manage.

Children participate in many activities that might result in them getting dirty, even though suitable overalls etc are provided. These activities are an important part of our curriculum, and sometimes we will need to change children's clothes. Please could you provide a bag with your child's name on, containing a complete spare set of clothes, and please change this when winter comes.

Library

Once we are into the term children will bring home a library book. This is for you to read to your child. Please return this every day in the folder provided.

Names

Please make sure that FS1 staff know the correct spelling for your child's name.

We look forward to working with you and your child over the coming year.

Yours sincerely
The FS1 team