



Handbook for Parents

FS2

Academic Year 2024-25

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Dear Parents,

Welcome to FS2

Reception promises to be an exciting and challenging year, where children will build on the skills they developed in FS1, preparing them for a smooth transition into KS1. During Term 1, our EYFS team will focus on helping the children settle into school routines, fostering a comfortable and supportive learning environment. We will offer a free-flow classroom setup, blending both child-led and teacher-guided activities to create a dynamic learning experience.

Our goal is to nurture independent learners, encouraging them to become confident and effective communicators. We aim to support the development of self-responsibility in their learning, behaviour, and personal needs.

At BSA, we strive to create a warm, enabling environment where children are encouraged to take risks, embrace trial and error, and grow into creative, reflective learners. FS2 marks a crucial stage in your child's educational journey, and we are committed to ensuring they enjoy it, make good progress, and fully develop their talents and capabilities.

This parent booklet provides detailed information about day-to-day life in Reception and complements the EYFS Curriculum Overview Booklet, which outlines the themes and learning outcomes for the year. You'll also find tips on how to support your child's education at home.

If you have any questions or concerns, please do not hesitate to contact us. You can speak to us at the beginning or end of the school day, email us using the addresses listed below, or connect with us through Engage.

Kind regards,

Mrs. Ahmed

Head of Primary

The FS2 Team

Name	Position	Class	Email
Ms. Kasia	Class Teacher	FS2	kkujawa@bsalex.net
Ms. Nermeen	Teaching Assistant	FS2	nhamam@bsalex.net
Ms. Amira	Teaching assistant	FS2	akhalil@bsalex.net
Ms. Bassma	PE Teacher	EYFS & KS1	bismail@bsalex.net
Ms. Samar	Arabic Teacher	Primary	selkeliny@bsalex.net
Ms. Alaa	Admin Supervisor	EYFS	ahesham@bsalex.net
Ms. Deeprise	Lead of EYFS and KS1	EYFS & KS1	mdeeprise@bsalex.net
Mrs. Ahmed	Head of Primary	Primary	rahmed@bsalex.net

Arrival and Dismissal Procedures

The school gates open at 8:45 am and children enter school through the small blue gate at our Alexandre campus. A responsible adult should accompany all children to school. The security team will be on duty and a member of staff will be at the gate to welcome the children into school. Children will make their way directly to their classrooms where the class teachers and support staff will be waiting to greet them.

The gate will close promptly at 9:00 am and if you arrive after this time you will need to ring the bell and the security team will open the gate to enable your child to enter. Our first learning session begins at 9:00 am and it is important that your child arrives at school on time. Frequent lateness will result in your child missing valuable learning experiences and is disruptive to the whole class.

At home time (2:45pm), the children are accompanied by their teachers and support staff to await collection in the garden area. The security team opens the large blue gate and parents can enter the collection area behind the wooden fence to wait for their child's name to be called. The children are released only to a known adult. If someone else is going to be collecting your child from school then please inform the class teacher and Ms. Alaa, in writing, at least two hours in advance.

Absences

Please notify the school if your child is going to be absent from school, either by telephone on 5445426 (Ext.1), or by emailing the class teacher by 9:30 am. We will contact you if we have not heard from you by this time.

If your child is suffering from sickness or diarrhoea they need to be clear of symptoms for 48 hours before returning to school.

Please avoid scheduling holidays during term-time. Granting of authorised absence during term-time will only be considered in exceptional circumstances.

The School Day

8:45-9:00	Gates open
9:00-9:50	Session 1
9:50-10:10	Playtime
10:10-10:30	Snack
10:30-11:30	Session 2
11:30-12:30	Session 3
12:30- 12:50	Lunch
12:50-13:20	Playtime
13:20-14:20	Session 4
14:20-14:45	Story/Pack up
15:00	Gates close

Please note that the schedule may change from time to time to reflect the developing needs of the children and to accommodate special events and activities.

Healthy Eating

At BSA we strive to promote a healthy lifestyle. The school provides a healthy snack for all children each day. The children eat their snack in class under the supervision of the FS2 team after their morning break.

Parents should send their child to school with a packed lunch each day in a suitable box or bag, clearly labelled with their child's name. We encourage parents to provide their child with a balanced and nutritional lunch. Sweets, crisps and chocolate should not be included in the children's lunch boxes and, if they are, these items will be returned home at the end of the school day. We are a nut-free school as there are some children with severe allergies which could prove fatal if exposed to nuts.

Teachers and support staff supervise the children at lunchtime and talk to them about the foods they are eating and about the importance of making

healthy choices. Each week, one child will be chosen to receive the Healthiest Lunch Box certificate for their class.

Children are encouraged to drink water to keep well hydrated throughout the school day. Please ensure your child comes to school with a suitable water bottle, clearly labelled with their name. The children will be able to refill their bottle as required throughout the day.

For further information and healthy lunch box idea please use the two links below:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

<https://heas.health.vic.gov.au/wp-content/uploads/2023/04/pick-mix-lunchbox-poster-1.pdf>



Breakfast Club

We offer a daily breakfast club for our EYFS pupils. Children enrolled in the service are admitted to school from 8:00 am and are fully supervised by EYFS staff until the start of the school day. They are offered a range of healthy breakfast foods and drinks.

For further information, and details on how to enrol your child in the breakfast club, please contact the FS and KS1 Admin, Ms. Alaa, at ahesham@bsalex.net.

Uniform

It is our school policy that all children wear school uniforms when attending school. FS2 children should wear their BSA PE uniforms on their scheduled PE days.

For health and safety reasons, children are not permitted to wear jewellery to school. The only exception to this rule is small stud earrings which must be either removed or covered with a plaster during PE lessons to prevent injury.



Positive Behaviour

At BSA, we aim to recognise, encourage and reinforce positive attitudes and behaviour to develop positive relationships and the whole child.

Recognition and Encouragement

The EYFS teachers and TAs look to catch children in the act and praise kindness, good communication, perseverance, helping to tidy up, etc. in the moment.

Recognition and Reinforcement

In the EYFS a Star of the Week certificate is awarded to pupils for special effort or attainment throughout the week. The Star of the Week then attends a Tea Party with the EYFS Lead to celebrate their success.

Each half-term the EYFS have a focus Value. Children who display and show great effort in this value receive the weekly Values certificate, and are given the opportunity to take care of the Class Bear. The child takes the bear and his diary home for the weekend and on return to school, they share all the activities they enjoyed together.

Each EYFS class also has a marble jar. When the whole class displays good attitudes or work well together, a marble is added to the jar. Once the jar is full, the whole class is rewarded with a celebration event, such as a class party.

In addition, individual teachers may acknowledge children's positive behaviour, effort or work with stickers or stamps. Rewards are not given to children for displaying only expected behaviours. When stickers or stamps are used, teachers will explain to children why they are receiving the reward.

Parental Communication

In the EYFS at BSA, we value our positive partnerships with parents and want you to feel informed about your children's learning and experiences at school. We communicate regularly with parents through the following channels.

Tapestry



We use an online learning journal called, Tapestry, as an interactive learning platform. It is an effective way for teachers and TAs to record and share what is happening in the classroom. Tapestry allows us to document and track the children's learning, progress and attainment with each child having their own online journal, which follows them into KS1.

Engage



Engage is an online platform we use across the school. Here teachers and admins will share letters and important information such as your child's school report. Teachers will post updates on whole class learning, as well information on upcoming events and will communicate any important notices to you via this portal. This will be the school's only form of communication, where both teachers and parents can message each other. Therefore, it is imperative that you sign up to the platform as soon as possible to ensure you do not miss any information or messages.

Newsletter

You will receive whole school information, news and updates on learning in the BSA Newsletter, which is published fortnightly.

Instagram

We post regular updates on our EYFS Instagram page, celebrating and showcasing learning and special events.

Lines of Communication

All members of the school community- students, parents and school staff alike wish to be valued, heard, informed and understood. At times, tensions arise that could be avoided if everyone follows set procedures.

1. We welcome parent input in school. Please come to parent meetings, parent teacher conferences and events so that school staff can share their work and ideas with you. If you would like to volunteer to help out in school - for example, working with a small group, listening to children read, helping in the library, running a lunchtime club - please let your child's class teacher know.
2. Please email the teacher using the Engage portal, if you have any questions. The class teacher will endeavour to reply as soon as possible within 24 hours.
3. If you have an urgent need to see the teacher, please contact the office to arrange an appointment, explaining why it is urgent. We will endeavour to arrange an appointment within 24 hours.
4. Please do not approach the teaching assistants for information about your child, it is not a part of their role in school, all questions should be directed to the class teacher.
5. If the teacher needs to discuss a matter with you, the campus administrator will call you. We will always try to fit a meeting into your schedule and try to give you 24 hours' notice, but this may not be possible in the case of a serious discipline issue.
6. Parent teacher conferences and reports are set out to take place at various points of the year. These are carefully spaced in order to give children a chance to work on targets and to make progress. More regular updates are unlikely to be useful.
7. In the unlikely event that your issue has not been solved by the class teacher, please follow these steps:

- a. Phase Leader: If you feel the issue requires further discussion or has not been resolved, you can then contact the Phase Leader for additional guidance.
- b. Deputy Headteacher: Should the matter need further attention, the Deputy Headteacher is available to assist in finding a solution.
- c. Head of School: For more complex issues that may require a higher level of intervention, the Head of School is available to support you and your child.
- d. Principal: Finally, if necessary, the Principal can be contacted to address any ongoing concerns or more serious matters.

Most issues can be dealt with at a class level, so please follow the steps in order to ensure that things are dealt with swiftly and efficiently.

- 8. All members of school staff will speak with you pleasantly and politely. Please do the same in return. Shouting and demanding creates unnecessary stress, especially when we are all working towards the same goal of happy, well-educated children who are supported socially, morally and academically.
- 9. The School would ask you to ensure that your child arrives on time, has the correct equipment each day and that they are wearing the correct uniform.
- 10. If you have suggestions to improve the school, please discuss them with your child's class teacher. The school cannot promise to act on every suggestion but good ideas and new innovations are always appreciated!

Baseline Assessment

When your child starts in Reception, their teachers will spend the first 4 weeks getting to know them through a baseline assessment. The baseline

assessment builds a 'picture' of your child looking at: well-being, characteristics of effective learning, prime areas and specific areas.

Teachers will capture the baseline assessment through:

- Observations of children's play and interactions
- Planned activities in provision
- Speaking with parents

Children will only be assessed when they are displaying high levels of involvement and well-being as we recognise that the most important job at the start of the year is to ensure that your child makes a happy and settled transition into Reception. During this time, we will support children to establish positive relationships, understand routines and become familiar with the adults in Reception.

Once children are happy and settled the staff can then use the information from the baseline assessments to carefully plan and prepare an engaging and stimulating learning environment filled with exciting opportunities for your child to interact with and explore. For this reason, it is important that you share as much information with your child's teacher as possible: especially about your child's interests and the things that excite them.

Foundation Stage - PE Arrangements

FS2 children have two PE sessions a week with our specialist teacher Ms. Bassma, supported by the class TAs. All children must wear the PE uniform to school on the days they are scheduled to have PE.

FS2 will have PE on Monday and Tuesdays.

Library

The FS2 children will visit the library each week and will change their library book during their scheduled library session. Please share these books several times with your child and consider telling them the story in your home language as well as reading it in English.

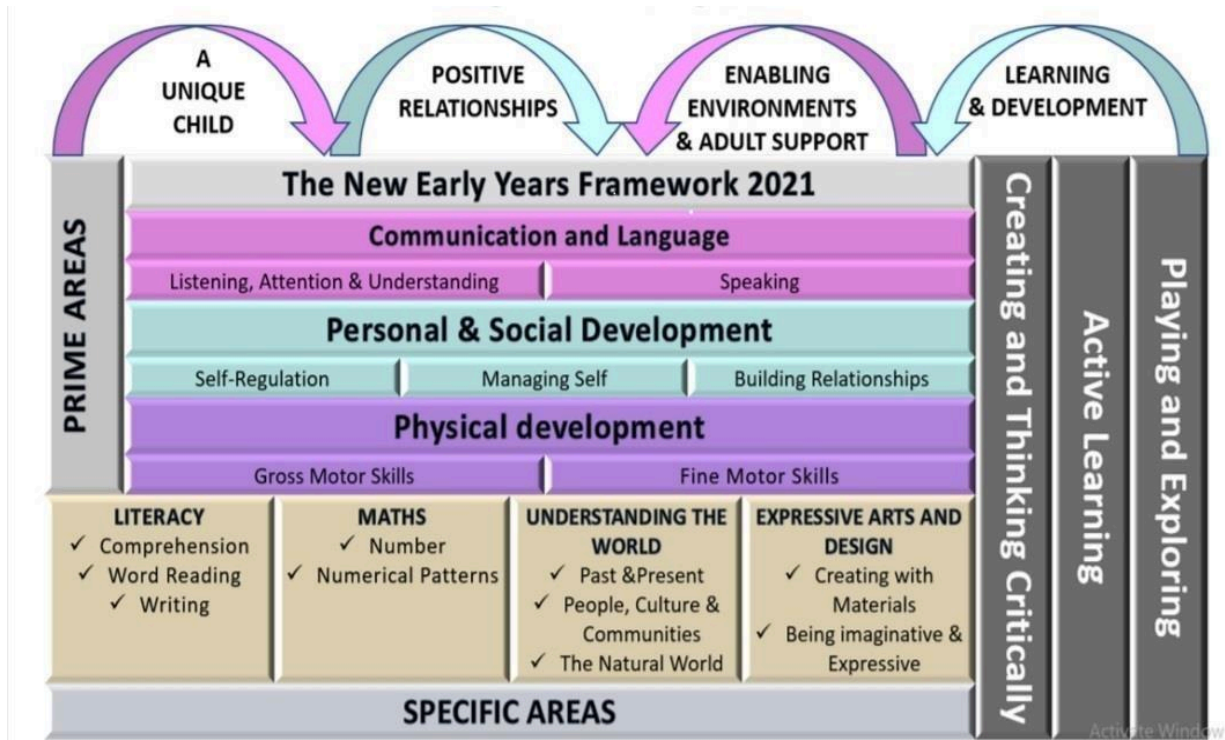
Talk about what is happening in the pictures and ask your child questions about what they can see and what they think might happen next.

Later in the year the children will also bring home the reading scheme books matched to their current level. Further information will be shared with you explaining how you can help your child to read these at home.

Please encourage your child to take care of the library and reading scheme books and return them to school on the correct days. If your child loses or damages a book, you will be asked to pay the cost of replacing it.

FS2 will visit the library each week on.

The Early Years Foundation Stage



What is the Early Years Foundation Stage?

- The Early Years Foundation Stage (EYFS) is the stage of education and development from birth to the end of the Reception year (FS2).
- The EYFS recognises that children learn best through play and active learning.

The EYFS is based upon four overarching principles:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Areas of Learning

The Early Years Foundation Stage Curriculum comprises the Prime and Specific areas of learning.

Prime Areas

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

More information on the Early Years Foundation Stage Framework and Curriculum can be found in the FS2 Curriculum Overview Booklet.