



Parent Handbook

Welcome to the Early Years
Foundation Stage



<http://eyfsnis.wikispace.com>



Dear Parents, Guardians and Family

Welcome to Newton International School, D Ring Road and the 2014-2015 academic year. If your child has not attended our school before then we welcome you and your child for the first time and hope this will be the beginning of a long and happy association, not only for your child but also for you and the whole family.

We have created a parent teacher booklet which aims to provide everyone with important information that you will need to help make your child's entry to the Foundation Stage education as happy and smooth as possible.

However, no matter how good such a booklet is there will always be questions or concerns that are not addressed. Please do not hesitate to speak to a member of staff or management.

Your child's classroom teacher should be able to assist you with any concerns. Alternatively please feel free discuss any concerns or queries with my Team Leader Ms Jaeun Park, or myself.

We hope your experience with us will be pleasant and memorable.

Best wishes for the future.

Clare Green

Key Stage Coordinator

Early Years Foundation Stage

Newton International School

Phone: 44666246



Our Vision, Mission and Values

Our Vision:

To be an international community of learners striving for excellence and celebrating success.

Our Mission:

We aim to provide the highest quality of education possible for all our students. In doing so, we aim to positively encourage each student to achieve academic excellence, celebrate diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes positive discipline and self-motivation. We will provide and maintain a trusting and caring atmosphere where teaching and learning is meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Our Values

RESPECT	Self-respect, respect for students/ staff /parents and cultures. Respect for personal and community property
HONESTY	Honesty in all our actions
TRANSPARENT COMMUNICATION	Open and effective communication among students, staff, and parents
EMPATHY	Understanding and appreciation of the feelings of others
SUPPORT	Support the development of each individual to his/her full potential.
DIVERSITY	Appreciation of all languages, traditions, religions and cultures.
SOCIAL RESPONSIBILITY	Development of responsible citizens through community service.
PERSONAL ACCOUNTABILITY	Highest personal commitment to taking responsibility for our actions
ENVIRONMENTAL AWARENESS	Respect for our environment.

The School Day

The school day starts at 7:00am and ends at 12:30 for Foundation 1 and 2. The Early Years Foundation Stage is play based with carefully chosen areas of play set up around the room. This will be done in accordance with the specific curriculum goals and current interest of the children. A typical Foundation 2 day will also include a separate Mathematics and Literacy hour. During a typical day, teachers and co teachers will work with smaller groups of students to scaffold their individual learning.

Play is the key to the way children learn. Through play children develop the confidence needed for learning, basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for later learning.

Assembly

Assemblies are held every week. A child from each class will also receive a certificate called 'Star of the Week' for good behaviour and good work as well as a performance from a different class each week.

Dropping off and Collection of Children

Please note that the two roads on the sides of the school are busy and quite congested in the mornings and afternoons. Parents and drivers are asked to be extremely vigilant and cautious when dropping off and fetching their children.

We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt whether seated in the front or back of your vehicle. All children in the E.Y.F.S. building have to be collected by a parent or other adult from their classrooms. Please note that all children collected after the end of the school day will must be picked up by an adult from their class or the designated after care room. Please refer to the After Care Policy for further information.

Security and Visitors to the School

All visitors to the school must obtain authorisation to enter the school from the security staff and wear a visitor's badge. Visitor's details will be entered into the Visitor's Control Book.

Accidents and Sickness

If a student is ill or injured during the day the school doctor will assess the child and will contact parents if necessary. Students may not contact home directly if they are unwell; they must report to the doctor for assessment. Parents may not come into school to remove a student on the grounds of ill health without prior notification from the doctor. If you have arranged any doctor's

appointments that would take place during school hours, please inform the class teacher a day in advance.

Settling your child into school

We understand that the first day of school can be difficult and unsettling for both you and your child. It is never easy for a child to separate from their parents and going to school is no different. To help you and your child settle into school easier we have set out some guidelines.

- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.
- As difficult as it might be for your child, *please do not remain at school* after you have dropped your child in their class. Young children need to understand that there is predictability in their routine. Walk your child into the classroom, spend only a few minutes settling them into an activity and then leave the building.
- By dropping them off as well as collecting them on time, your child will understand that he can trust in both his parents and school and that you will always come back. This is an important part of their settling process.
- Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time and will contact you if they have any concerns with your child's settling process.
- **Please be on time when collecting your child from school.** Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important part of the settling process for your child to know that he will be collected from school. This allows them to be relaxed during the school day as they know they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about his or her school day. By showing an interest in their day your child is learning that you value their learning and school day and will settle into school easier.

Information / Parent Meetings

At the beginning of the year, parents are invited to attend an Open Evening when staff will present their aims for the academic year. Parents will have an opportunity to ask questions of teachers and find out about the learning objectives for the year. Key Stage Leaders, Team Leaders and Senior Management will be present at these meetings to answer any queries you may have.

Parent Teacher Interviews are held each term. These are an important time to discuss your child's progress. Please ensure that you attend these meetings. If you do however wish to meet with teachers at any other time, you are more than welcome to. We do ask that an appointment be made by telephone so that the teachers are available for the consultation. **Teachers cannot be disturbed during their teaching time.** You may also meet with your Team Leader or Coordinator by making an appointment at the Reception desk.

Health and Safety

Good health will help your child's ability to learn and achieve at school and throughout his/her life. Therefore, we stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise.

The Primary School Health Administrator assists in this health education and maintains health records on each child so that the best care and treatment can be given. Each child is tested for vision, hearing, height and weight. Parents are notified of any problems. Injured and ill children are assessed and treated accordingly. Many of our teaching staff and support are trained in basic first aid and CPR. Regular fire drills will also occur so that in the event of a fire, students are aware of what to do, how to exit the buildings etc.

Please assist by making sure that we have up to date medical information on your child. Do not send your child to school if he/she has a temperature. Notify the school doctor immediately if your child contracts a contagious illness. The child cannot return to school unless he/she brings a medical certificate, which indicates freedom from infection. The following table gives the exclusion periods for some common illnesses.

Chicken pox	7 days or until lesions have healed
Measles	7 days
Mumps	14 days
Rubella (German Measles)	10 days
Head Lice	Until every egg is removed.
Conjunctivitis	Until treated and no discharge from the eye or any discolouration.

Each day make sure your child has a healthy breakfast and brings healthy food to school. Fizzy drinks are not permitted, nor are chewing gum, chips or chocolate. Healthy Eating Week is held

early in the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle.

Activity Weeks

Newton International School runs activity weeks throughout the year. The students find the weeks very enjoyable and learn a lot whilst having fun. The events for this year include:

Health Eating Week Science Week International Day	School Fair Maths Week Sports Day	Book Week End of Year Celebration
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Trips

Each class will be taken on at least two trips during the year. Trips will usually be educational although occasionally students are taken on fun trips. Children have to be dressed in school uniforms during all school trips.

Assessments and Reports

During term 1, 2 and 3 your child will receive a report. This report is based on the early learning goals of the Early Years Foundation Stage Curriculum of England and Wales. All children in the Early Years Foundation Stage will be continuously assessed throughout the year. Teachers carry out observations of the children each day. As parents are the child's first teacher it is important that you are part of the assessment process. Please regularly discuss your child's progress with their class teacher and use the daily planner to ask any questions or inform the teacher of anything. Foundation 2 children will also have a formal assessment towards the end of each term based on what they have been taught during the term. During term 2, assessments and progress will be discussed in depth with you as you and your teacher can review your child's profile during a parent teacher interview.

Uniforms

Please ensure that your child is dressed in the correct uniforms. School uniform for the EYFS is as follows:

Girls	Boys
Foundation Stage	
McKenzie pinafore	McKenzie shorts
White shirt with Newton logo	White shirt with Newton logo
White/navy socks	White/navy socks

School sweatshirt/fleece jacket (available term 2)	School sweatshirt/fleece jacket (available term 2)
Plain, flat black leather shoes with no motif.	Plain, flat black leather shoes with no motif.
No trainer styles.	No trainer styles.
No pink or colored jackets, tights or hair ties	

Parents as Partners

Educational research has shown that children who have support from Parents at home achieve more at school. In the same way that Parents have expectations of the School, the School also has expectations of Parents. We ask Parents to support their child and the School. Please see 'Frequently Asked Questions' to learn more about our parent involvement programs.

Parties

We enjoy helping your child to celebrate their birthday. **We do not however allow any form of fast food birthday parties** (such as MacDonald's). If you wish to celebrate your child's birthday at school, please inform your teacher and she will confirm a time and day. Parents may bring in a cake or some healthy sandwiches for their child and their class to celebrate with and this shall be done within a scheduled half an hour slot. Please understand that we cannot have a full party for every child as this would interrupt too much teaching and learning time. Please note that **candles are not allowed** as they set off fire alarms. We also do not allow any unknown adults to come into school (characters etc) for safety reasons.

The Early Years Foundation Stage Framework

The EYFS sets the standards for learning, development and care for children from birth to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:

- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self assured
- **Positive Relationships** - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

Areas of Learning and Development

There are seven areas in which our Early Years Professionals support children to learn and develop. There are three prime areas and four specific areas.

These are as follows:

Prime Areas:

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

Specific Areas

- **Expressive art and design**
- **Literacy**
- **Mathematics**
- **Understanding the World.**

For more information about the Early Years Foundation Stage please download full guidance at www.teachernet.gov.uk/publications

How to help Your Child Succeed at School

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Make sure your child has the time and opportunity to do his homework. Ensure that your child has enough sleep.

Foundation 2

What can you do to help your child's mathematical development?

- Weekly math's revision activity
- Numbers to learn
- Practise counting at any time-climbing the stairs, shopping etc
- Play simple board games
- Sing number rhymes and songs together

What can you do to help your child's literacy development?

- Words to learn such as High Frequency Words and Tricky Words
- Reading Book
- Sounds to learn
- Ongoing-encourage mark making, writing name and other words

Foundation 1

What can you do to help your child's mathematical development?

- Play simple board games and count out loud with your child
- Sing number rhymes and songs together
- Practise counting at any time – climbing the stairs, shopping etc
- Point out colours shapes and patterns in your child's environment

What can you do to help your child's literacy development?

- Ongoing-encouragement for mark making and writing their name
- Read your child a story every day
- Encourage your child to recognise street signs, shop signs etc
- Reinforce learning of the letter sounds at home

Home revision work

Foundation 1 children will not receive revision work. We encourage parents to read to their children each night. Children will bring art work and different things they have been doing in class home to share with their parents.

During Term 2 and 3 Foundation 2 children will start bringing home reading books on a regular basis and teachers will change their readers when necessary. We ask parents to encourage reading and to take care of the books.

Parents are to check their daily planner regularly as this is also used as a means of communication between teachers and parents.

All about Foundation 1

Foundation 1 helps provide an excellent early years learning environment for young children. Preschool education plays a valuable role in helping children develop and learn new physical, mental, and emotional skills. It helps children to be prepared to listen, follow instructions, to get along in a group and to manage conflict in a positive manner. As an international school, we use EAL (English as an additional language) techniques to encourage English conversation and vocabulary. We focus on the three prime areas in order to prepare children for Foundation 2.

Children this age learn through play and in Foundation 1, children take part in a wide range of different activities including structured and free choice play, physical activities, sharing stories, circle time, SEAL (Social and Emotional Aspects of Learning), numeracy and literacy games and activities as well as learning skills such as information technology and cooking. As children join in with a wide variety of activities these have both a practical and positive effect in helping children prepare for the structured learning environment of school. It also prepares them to take direction from adults outside the circle of family and friends.

Mixing with other children regularly helps children to develop essential social skills, especially when playing and sharing with others, and making friends. In Foundation 1, children are encouraged to make independent decisions, from where they want to play and what with, to what they want to eat at snack time. Meal times in Foundation 1 are sociable but also educational and we combine discussions on healthy eating with fun cooking activities. Children become used to eating as a group and to trying new foods with different tastes and textures.

In Foundation 1, children are taught how to recognise letters and sounds of the alphabet and not the letter names. We use a special programme called the Jolly Phonics to introduce and support this learning of letter sounds in a fun and hands-on way.

Parents will receive a weekly letter in their child's communication book with topics, notes and reminders.

Please check your child's planner every day and return this to school every day. It is always a big step for children to start Foundation 1 but our experienced and friendly staff can ease your children through this transition and provide them with the skills and learning to give them a good foundation for their continued learning.

All about Foundation 2

Foundation 2 is that final stage in the early years that helps provide an excellent early learning of basic skills they would need for starting school in Year 1. Foundation 2 education stills plays a valuable role in helping children develop their physical, mental, and emotional skills. It also provides children with opportunities for them to begin developing the very important basic Mathematical and Literacy skills that are crucial for Year 1.

In Foundation 2, children are taught how to recognise letters and sounds of the alphabet and not the letter names. We use a special programme called the Jolly Phonics to introduce and support this learning of letter sounds in a fun and hands-on way. The reason for learning letter sounds is so children can gain a better understanding of those sounds and linking them to letters to support with beginning reading and writing skills. Becoming fluent in letter recognition helps children to become more familiar and at ease with the alphabet.

Even though there is slightly more work that we do at this stage, Foundation 2 children are still encouraged to learn through their play. Teachers throughout the school day provide numerous play opportunities once work has been completed for children to develop further understandings of what they have just learnt. At the end of each week children receive a revision pack to take home. It is not compulsory to complete, but we do recommend children have a go at doing their revision of the week's work. Parents are more than welcome to support, but not complete it for them. It is very important that a child, even at this young age, should feel proud of the work they do.

Parents of children starting Foundation 2 will be invited to an information evening when the Early Years Foundation Stage team will explain the curriculum, facilities and benefits that reception offers too. All our members of staff will be happy to discuss any concerns or queries at any time.

Parents will receive a weekly letter in their child's communication book with topics, notes and reminders.

Frequently Asked Questions

[How do I settle my child into school life?](#)

Please see page 7. 'Settling your child into school'

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

In order to make starting school a positive step, we recommend that you talk about school with your child, use your own positive experiences to help the child look forward to beginning school.

In order to enable your child's teacher and co-teacher to start to form a relationship with your child, we recommend that once you have brought your child to school, give them a big hug and kiss goodbye, tell them you will be back soon to pick them up and then depart.

We know it is a very hard thing to do; leaving your child (perhaps obviously upset) but our capable and caring staff will be there to make sure your child is comforted and looked after. When a parent reappears to check on their child throughout the day, if the child sees you, they will often become upset once again and think that when he/she cries, their parents come back, resulting in a longer period of settling in.

[What does my child need to bring to school?](#)

In your child's bag, you should bring

A healthy lunchbox

A bottle of water

A spare change of clothes

A pack of wet wipes

A sun hat

The communication book (this will be issued on your child's first day)

For Foundation 2 children: a plastic revision folder

[Why is there so much paperwork to complete?](#)

It is of the utmost importance that we obtain as many details about a child as possible to ensure his/her welfare at school. On your child's first day, an information pack will be sent home to you. Please ensure this is completed and returned to us within your child's first week. This pack will contain information regarding personal contacts, emergency contact details, family information, medical details and forms which require your signature to confirm your authorisation regarding various aspects of the care we provide.

[How do the teachers communicate with the parents?](#)

Your child will receive a small green communication book which is the main way teachers and parents can communicate. Once a week you will receive a weekly letter from your teacher with reminders, updates and news on what your child is learning. Teachers and Parents can also use this book if they have any queries or concerns about their child.

How can parents get involved with their children's school life?

Here at Newton, we encourage parent involvement as much as possible. Parents are invited to join their class during an allocated 'parent time' slot. We also encourage parents to participate in school trips as often as possible. There will be parent teacher interviews in term 1 and 2 and the children will receive reports in term 1, 2 and 3.

[How often will my child go outside?](#)

It is important for children to be able to get some fresh air every day, however in Qatar, the temperature can become very hot between the months of May and November. Once the weather becomes too hot, physical activities will be set up inside to keep the children active and healthy throughout the hot months at school. We also insist that in order to play outside, children bring a sun hat to school.

[How do you assess each child's learning?](#)

Our staff members are trained to plan for children's individual learning needs. Staff will observe their key

children and identify strengths, development needs and interests and build on these through the child's learning journey. Your child will have a profile we call 'Learning Journeys' that will travel with him/her through their EYFS experience and this will go home with your child at the end of the EYFS. This profile will be the evidence of the learning goals achieved by your child.

Each child's teacher is responsible for completing an Individual learning journey. This is an assessment of your child's progress and allows staff to record achievements against the seven areas of learning outlined under the Early Years Foundation Stage Framework. This also helps staff to understand how your child needs to be supported and enables them to share information with you about your child's progress at school.

[What happens if my child has an accident at school?](#)

Any incidents that happen at school will be logged in an incident report. One copy will go to the doctor, one to the teacher and one to the parents. Our school doctor will be available at all times to tend to any child who might be sick or hurt. She is also available for any queries regarding medication at school.

[How do you manage children's behaviour?](#)

Please see our behaviour management policy - It is imperative that children have set boundaries of behaviour for their own safety and the safety of their peers. Negative behaviour often occurs when the child's basic needs are not being met. Our aim together, as teachers *and* parents, is to promote good behaviour and ensure that all children are provided with love and care, security, adequate rest and sleep, the freedom to explore, a positive self image, suitable adults as role models, consistency in their treatment, boundaries to behaviour, opportunities for self expression and opportunities for learning.

There will never be any form of physical punishment in our school. Our children will never be subject to humiliation or labeled as 'bad or naughty' and staff will endeavour to get down onto the children's level when talking to a child about behaviour. Individuality is encouraged and the children are taught by example.

[What happens if I am late collecting my child?](#)

The Foundation Stage day finishes at 12:30. All children must be picked up no later than these times. The only exception to this rule is for the children who are travelling on our school bus service and the children who have older siblings within the school who finish at a later time. These children should be picked up no later than 1:30 from a designated after care room in the building. We would also like to remind parents that siblings may not pick up children from the Early Years, only parents, caregivers or nannies may do so. This is to ensure your child's safety.

[What can I do to celebrate my child's birthday at school?](#)

At N.I.S, **we do not allow any form of fast food birthday parties.** If you wish to celebrate your child's birthday at school, please inform your teacher. Parents may bring in a cake or some healthy sandwiches for their child and their class to celebrate with. Birthdays should not disrupt the normal school day.

[Who should I speak to if I have a concern?](#)

Please feel free to speak to your class teacher if you have any concerns or queries. If you are still not satisfied, you can discuss it with our Team Leaders for F1 and F2 or the Key Stage Coordinator.