



Parent Handbook

Welcome to the Early Years
Foundation Stage



Eyfs.nis@newtoninternationalschool.com



Dear Parents, Guardians and Family

Welcome to Newton International School. 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.

These booklets 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, management or contact us on the provided contact numbers below.

Your child’s classroom teacher should be able to assist you with any concerns. Alternatively please feel free discuss any concerns or queries with a Team Leader or Key Stage Coordinator.

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

Best wishes for the future.

Early Years Foundation Stage

Newton International School

Phone: 4666246

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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, enjoy 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 Layout of the Foundation Stage building

Reception bathroom		Pre School bathroom	
Reception Yellow			Preschool Yellow
Reception Purple		Preschool Orange	Preschool Purple
Reception Green		Art / Music	Preschool Green
Reception Blue		Imaginative	Preschool Blue
Reception Red		Manipulative	Preschool Red
Reception Orange			Entrance Exam Room

The School Day

The school day starts at 7:00am and ends at 12:30 for both Preschool and Reception. Please ensure that you collect your child no later than 12:45 from their classroom teachers as this earlier time was specifically chosen to allow for our younger students to safely leave the school grounds before the busses arrive and older children end their school day. The day for Preschool 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 Reception day will also include a separate Numeracy and Literacy hour. During a typical day, teachers and co teachers will work with smaller groups of students to scaffold their individual learning.

One hour of the school day is dedicated to Play Hour. Times for Pre School are 9.15 till 10.15 and for Reception it is 10.45 till 11.45. There are six learning areas set up and the children choose which class room they want to play in. The students move freely from different areas of their own choice during this hour. It is important to remember that children learn through play. 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. During assembly there is usually a lot of dancing and singing that starts it off and then selected students have turns at performing a song or story in front of the group. Usually it is the class of the teacher leading the Assembly. A child from each class will also receive a certificate called 'Star of the Week' for good behaviour and good work.

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 the Key Stage 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 any school trips.

Assessments and Reports

At the end of term 1 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 make formal and informal observations of 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. Reception children will also have a formal assessment towards the end of each term based on what they have been taught during the term.

Uniforms

Please ensure that your child is dressed in the correct uniforms. School uniform for Pre-School and Reception are:

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.

No trainer styles.

Plain, flat black leather shoes with no motif.

No trainer styles.

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.

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. Parents may bring in a cake or some healthy sandwiches for their child and their class to celebrate with. Please understand that we cannot have a full party for every child as this would interrupt too much teaching and learning time.

The Early Years Foundation Stage Framework

The EYFSE sets the standards for learning, development and care for children from birth up 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 six areas in which our Early Years Professionals support children to learn and develop. These are:

- **Creative Development**
- **Physical Development**
- **Social, Personal and Emotional Development**
- **Communication, Language and Literacy**
- **Problem Solving, Reasoning and Numeracy**
- **Knowledge and Understanding of 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.

Reception

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

Preschool

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

Home revision work

Preschool 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 Reception 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 Preschool

Preschool 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.

Children this age learn through play. We do not use worksheets or revision packs (homework) in Preschool, instead 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 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 preschool, 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 preschool 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.

Parents of children starting preschool will be invited to an information evening when the Early Years Foundation Stage team will explain the curriculum, facilities and benefits that preschool offers. A parent's handbook is available and all our members of staff will be happy to discuss any concerns or queries at any time. We will also have parent teacher interviews in term 1 and 2 and reports in terms 1 and 3. Parents will also receive a weekly letter in their child's communication book.

It is always a big step for children to start preschool 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 life.

All about Reception

Reception 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. Reception 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.

As in Preschool, we also use EAL (English as an additional language) techniques in Reception to encourage further English conversation and vocabulary. In Reception 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 at this stage is for children to gain a better understanding of those sounds and linking them to letters to support with beginning reading and writing skills. To be become 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, Reception 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 reception 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. We will also have parent teacher interviews in term 1 and 2 and reports in terms 1 and 3. Parents will also receive a weekly letter in their child's communication book.

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 reception children: a revision folder

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

It is of the upmost importance that we obtain as many details about a child as possible to ensure his/her welfare at nursery. 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 a number of parent involvement activities such as 'Big Cook Little Cook' and 'Parent Reading'. Your teacher will send you a letter with more information on these activities. 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 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 portfolio. Your child will have two portfolios, one that will travel with him/her through their school lives and one that will go home with the child at the end of each year. The portfolio will be the evidence of the learning goals achieved by your child.

Each child's teacher is responsible for completing an Individual Portfolio for them. This is an assessment of your child's progress and allows staff to record achievements against the six 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?](#)

The Early Years Foundation Stage are using a program called SEAL (social and emotional aspects of learning). SEAL develops our practice to promote positive behavior for learning and enhance the quality of relationships between staff, children and other members of the community.

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 labelled 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 preschool day finishes at 12:15 and the reception 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 1:00. 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.

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

Please feel free to speak to our