



# WELCOME TO SACRED HEART CATHOLIC VOLUNTARY ACADEMY

## FOUNDATION STAGE INFORMATION BOOKLET



What would Jesus do?



Do what Jesus did!!



*Our Mission:*

*To make good choices in all areas of our lives, using Jesus as our role model.*

Putting the Heart into Sacred Heart  
Our Heart Values

H is for hardworking

E is for enthusiastic

A is for aspirational

R is for respectful

T is for togetherness

# A welcome from the Head Teacher and Chair of Governors.

Dear Parents and Carers

The choice of school for your child is a vital decision, we hope this prospectus provides you with an insight into how we work. We are immensely proud of our Catholic School and Foundation Unit, our curriculum and our HEART Values. We aim to ensure that each child develops a life-long love of learning in a happy and caring environment that bears witness to our Gospel values.

The Sacred Heart Team have high expectations of all our children where children grow in confidence, feel happy, secure and ready to learn. Our young children are nurtured and encouraged to develop a sense of responsibility; to take care of their friends and their environment and become active members of the school and parish community.

All the staff and Governors are fully committed to working in partnership with our families as we believe that together, we can achieve the best for our children and prepare them for the next steps in their learning. We greatly appreciate the contribution parents make to our children's education and welcome you visiting us at any mutually convenient time to see the school in operation. With the best start in life, comes future happiness and success.

It is the role of our whole school community to help EVERY child to aim high and every day we enjoy celebrating success. We know our children exceptionally well and we are determined to provide excellent challenge and support for every child. Our school team are highly qualified, enthusiastic and passionate about finding the best methods to help each child to make good progress in their learning. Everyone here believes that learning should be fun, purposeful and exciting. We aim to make every day memorable for the children and staff and we plan to capture children's interests as well as rigorously teaching basic skills.

If, after reading this prospectus and browsing on our website, you have any questions or comments, please do not hesitate to contact us. We are here to help, both before your child starts school and during the whole time your child is in our care. We look forward to welcoming you and your child to Sacred Heart School.

Head Teacher

Miss Caroline Hornsby

Chair of Governors

Miss Elisabeth Cooper

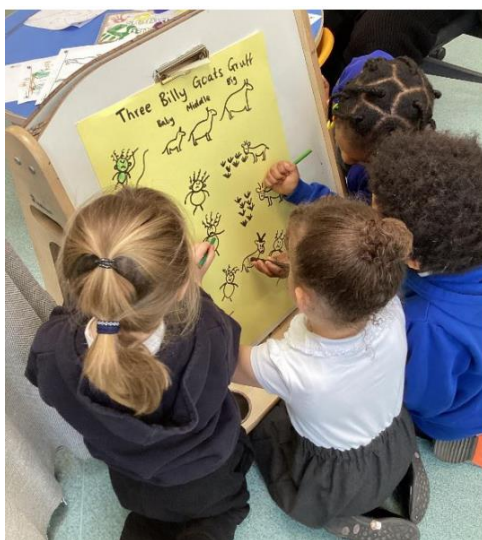
# Building firm foundations with tender, loving care

## What is Foundation Stage?

The Foundation Stage is the period of education from age three to five. During the first year, Foundation One, the Government provide funding for either 15 or 30 hours per week. If you are not entitled to 30 hours funding you can pay £15 for additional afternoon sessions.

The second year of the Foundation Stage is often called the reception year as the majority of children join a school reception class during this time.

At Sacred Heart Catholic Voluntary Academy we offer provision in Foundation One from the September following your child's third birthday, (between 1st September and 31 August your child will celebrate their fourth birthday). Places in Foundation One can be part time or full time. A Foundation Two place is offered from the September following a child's 4th birthday, (between 1st September and 31 August your child will celebrate their fifth birthday).



## A Foundation Stage where – happiness shines through.

- children learn through play based practical, challenging activities.
- respect for the child as an individual is of paramount importance.
- the individual child's needs are catered for in the planning and provision using observations and assessment.
- each child's progress is carefully monitored, recorded and shared within the Foundation team and passed onto the next teacher.
- strong links are formed between home/school/parish and the wider community.
- after setting foot through the door, you will wish you were 3, 4 or 5 years old again!



## Why is Foundation Stage so Important?

The Foundation Stage claims name and importance from the fact it gives children a secure foundation for later learning. Early experiences affect children's attitude to learning so it is vitally important we get it right.

All children learn best from experiences that are suitable for their stage of development. Play is key to the way young children learn. Through play children can develop, for example: the confidence needed for learning; the social skills needed for personal development and the skills needed for reading and writing. We encourage independence, from an early stage, to aid problem solving skills.

Taking all this into account, the children will be given the opportunity to learn through 'Our Curriculum' which is progressive, carefully planned, broad and balanced.



## There are seven areas of learning in the Foundation Stage.

**Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations

**Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

**Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities

**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite interest

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measure.

## How do we prepare our pupils for full schooling?

During the Foundation stage, the children join in with the fun activities in the class- room, and the children get a taste of how they will learn at Sacred Heart Academy. They become confident learners within their environment, make lots of new friends and develop positive relationships with a variety of members of staff, including the class teachers and teaching assistants, head teacher and lunch time supervisors.

## Healthy and happy and ready to learn

To make the best possible progress we understand that children need healthy bodies, minds and attitudes. These things are essential to children being happy, settled and successful at school. Our Catholic ethos, reflects the Gospel values and Modern British Values. From the start of school the children are taught how to follow our school motto; 'What would Jesus do? Do what Jesus did!' With the whole community following this message of Jesus' love for everyone, the children soon develop a good understanding of how to live out our school motto.

We listen to our children. Their views and ideas are very important to us so we carry out regular consultations. What they say informs our curriculum and tells us if children feel safe and happy in school. This year we have developed our HEART values, chosen by School Parliament, to again promote positive attitude across our school.

## Communication

At Sacred heart we believe that communication with parents is vital.

When your child starts with us, you will be invited to a Class Dojo. This is an App that allows teachers and parents communicate. Messages and photos of your child's learning can be shared between home and school. This is a free app that can be downloaded from your chosen App store.

School will communicate by telephone call, email or text message using our Arbor system.

Our Arbor system also allow parents to pay for trips, lunches and wrap around care.

Once your child is on roll at Sacred Heart full instructions will be given for the use of these apps.



**ClassDojo**



**Arbor**



## How we keep your child safe.

At Sacred Heart, every member of our community has Safeguarding refresher training annually, we also have four members of staff who are trained to be designated safeguarding officers. The Our Lady of Lourdes Trust as well as the Nottinghamshire Children's Safeguarding partnership provide ongoing training for all staff.

Staff will always act in the best interests of a pupil, will listen to the pupil and work alongside parents and agencies so our pupils get the best possible opportunities in life.

## Teaching your child safety.

From an early age we teach our pupils how to keep safe. We teach that our bodies are created in God's image and that we should look after them. We teach our pupils about areas of their body which are private and who to speak to if they are worried about anything.

## Outside areas

We have a fenced outside area dedicated to Foundation Stage with suitable play equipment for our pupils that develops curiosity and imagination. The pupils use this area from playtimes and dinnertimes.

Our perimeter has secure fencing with automatic gates that can only be gained access to with a staff fob or by buzzer.

## Home Time

Our pupils will only be dismissed to adults that we know and who have consent to collect a pupil.

## Part time Children in F1

Attending in the morning are collected at 12.00 from the Foundation Stage Gate. Children attending for the afternoon session arrive at 12.00 and are collected at 3.00pm. These are quitter times that the whole school drop off and collection time. We run a Storytime session from 3pm-3.25pm at a cost of £2 per session should you need it.

## Full Time Children Foundation 2, Key Stage 1 and Key Stage 2

Children are collected from school at 3:25pm each day. The class teachers will help the children to be ready to go home. They will be escorted out to the waiting parents. The children will not be allowed to go unless there is a known adult waiting for them. Please inform the class teacher if a different adult will be collecting your child.

### Health Matters

If you have any concerns about your child's health or if he/she has a medical condition that we should be aware of please let us know before he/she starts school. We can then discuss the matter with you and be fully aware of and prepared for any possible difficulties. Our staff are only allowed to administer prescribed medicines, such as antibiotics, with a signed parental consent form, which is available from the office, or parents are very welcome to come to school to do so themselves. Those children with ongoing medical conditions such as asthma or diabetes are allowed to have inhalers or emergency medication in school. If your child has a bout of sickness or diarrhoea please keep him/her off school for 48 hours after the symptoms have stopped. This type of illness spreads so quickly and easily among children and staff!!

### First Aid

All of our staff have basic first aid training every three years. We have Paediatric first aiders in Foundation Stage and across the school.



# Lunch times

## Foundation One

Children who are staying at school all day can either purchase a school meal or bring a packed lunch. Please ensure your child's lunchbox provides a healthy balanced lunch, including a piece of fruit or some vegetables and only one sweet snack or bag of crisps. **WE ARE A NUT FREE SCHOOL (which includes Nutella)** due to a number of children suffering with severe allergies.

We also have an afternoon snack.

Dinner is £2.45 and is paid online through the Arbor App please download the app. Once your child has been put on our roll you will be able to book and pay for school dinners, clubs and trips.

## Foundation Two

All children in Foundation Two and KS1 (Years 1 and 2) are entitled to a free school meal everyday. This is paid for by the government. All school lunches are freshly prepared on the premises every day and our menu is available on our website.

As we are a healthy school, we would very much like your child to take up the option of school lunches.

## Milk

Milk is available for all children until they reach their 5<sup>th</sup> birthday after that there is a charge and you will need to register your child with cool milk – information regarding this is available from the school office.

## Fruit

Every Foundation and Key Stage One child is given the option of having one piece of fruit each day, free of charge.

## Water

Children need to bring drinking water from home, in a clear plastic, named bottle, each day. This is due to our school no longer having water fountains, as they were deemed hygienically unsafe. The British dental association recommends all children drink water, throughout the day, to protect their teeth from decay.



## Morning and After School Club



The school runs a breakfast club from 7.45am until 8.45am, serving toast, fruit, cereals and juices. There is a small charge of £3.50 per day.

For more details on place availability please book on Arbor or contact the school office.

### After School Clubs

For Foundation 1 pupils who have older siblings in school, we run a Story Time Club from 15:00 to 15:25 at a charge of £2 per session.

We offer a variety of after school provision from 15:30pm until 16:30pm for pupils at out school. Fees are £4.50 and includes a drink and a snack. Please contact the school office for further details.

Pupils who wish to attend any of our clubs must be booked on to them in advance using the Arbor App. This is so we can ensure that we have the correct ratios and we can keep your child safe.

We are limited on how many children can attend breakfast and afterschool clubs and places are on a first come first served basis.

# Uniform

We are proud to belong to Sacred Heart Community and we wear our uniform with pride.

## Boys

- Grey school trousers
- White polo shirt (with or without school badge)
- Royal Blue sweatshirt with or without school badge.
- Black shoes (Not Trainers)
- Reading folder
- Water Bottle

## PE Kit

- Plain white round neck t-shirt
- Plain black shorts
- Black slip-on or velcro plimsolls
- Children wear their P.E. kit to school on P.E days



## Girls

- Grey skirt, pinafore dress or school trousers
- White polo shirt (with or without school badge)
- Royal Blue sweatshirt or cardigan with or without school badge.
- Black shoes (Not Trainers)
- Summer Blue and white checked dress (Optional)
- Reading folder
- Water Bottle

## PE Kit

- Plain white round neck t-shirt
- Plain black shorts
- Black slip-on or velcro plimsolls
- Children wear their P.E. kit to school on P.E days

The only items of jewellery that are permissible are small stud earrings. These must not be worn for PE. Please remove earrings, before school, on PE days.

Long hair should be tied up securely at all times, due to the risk of becoming tangled in outdoor play equipment and to help prevent the spread of headlice.

Uniform can be purchased from supermarkets and Just Schoolwear, 12 High Street, Arnold O115 9652869.

# Eligibility

You may be able to get up to 30 hours free childcare (1,140 hours per year, which you can choose how you take) if your child is 3 to 4 years old.

You can apply online for a childcare account to get a code for 30 hours to give to your provider.

Your eligibility depends on:

- if you are working
- how much you earn
- your child's circumstances
- your nationality



You can get 30 hours free childcare at the same time as claiming Universal Credit, tax credits, childcare vouchers or Tax-Free childcare. Go to <https://www.gov.uk/30-hours-free-childcare> for more information.

## When to Apply

You can apply when your child is 2 years and 36 weeks old.

When your child turns 3	When they can get 30 hours from	Recommended time to apply
1 Sept - 31 Dec	1 January	15 Oct - 30 Nov
1 Jan - 31 Mar	1 April	15 Jan - 28 Feb
1 Apr - 31 August	1 Sept	15 June - 31 July

## Pupil Premium

If you are in receipt of any benefits i.e. Child Tax Credit etc, please complete the Pupil Premium registration forms. This will enable us to provide you with vouchers towards the school uniform costs, financial support with school trips etc and extra support with your child's learning.

You can find more information and a link to the pupil premium form on our website.

<https://www.sacredheart.notts.sch.uk/information/pupil-premium/>

# Activities to share at home

## You are your child's first teacher!

Can your child..?

We will help every child develop and progress in their self-help skills.

When your child starts school, it would be helpful if he/she could do some of these things....

- Dress and undress him/herself
- Put on and fasten his/her coat.
- Change shoes and pumps.
- Use the toilet properly and flush it
- Wash and dry his/her hands and face
- Use a knife and fork
- Tidy/clear away his/her toys
- Use a handkerchief or tissue



### Helpful daily activities for you and your child to do together:

- ◇ helping you around the house, e.g. setting the table, washing up, putting the shopping away.
- ◇ sitting together looking at a book and listening to stories
- ◇ visiting places together like the park, supermarket, station, church, library
- ◇ singing rhymes and songs together
- ◇ collecting and counting things like buttons, shells, postcards or pebbles
- ◇ sit and watch television together

All of these activities provide lots of opportunities for talking and sharing ideas with each other.

Remember, learning is fun and exciting, involving new experiences. Always praise and encourage your child's efforts.

## Listening skills

It is important a child learns to listen.

You can help by:

- ◇ reading stories
- ◇ learning rhymes and songs
- ◇ showing and explaining how things work
- ◇ Role modelling good listening skills when your child speaks to you.



## Talk about:

- ◇ what happened today at school.
- ◇ what you did today at home/work.
- ◇ a television programme.
- ◇ things you like/dislike.
- ◇ the games you play

## Getting moving or go outdoors:

- ◇ Ball games
- ◇ Singing games
- ◇ Plasticine
- ◇ Lego
- ◇ Sand and water
- ◇ Child scissors
- ◇ Skipping games
- ◇ Painting
- ◇ Chalk pictures outside
- ◇ Growing plants in the garden

## Turn taking

Some simple games for all the family to play:

- ◇ Snakes and Ladders
- ◇ large jigsaw puzzles with big pieces
- ◇ Snap or other matching games
- ◇ colour or picture dominoes
- ◇ I Spy and other guessing games
- ◇ Picture lotto

Any enquiries please speak to the office team on 01159112117 or email [admin@sacredheart.notts.sch.uk](mailto:admin@sacredheart.notts.sch.uk).

Please telephone to arrange a tour of our school and meet the Headteacher, Miss Hornsby and the Foundation team.

Sacred Heart Catholic Academy is proud to be part of the

Our Lady of Lourdes Catholic Multi-Academy Trust.

Sacred Heart website: <https://www.sacredheart.notts.sch.uk/>

Our Lady of Lourdes website: <https://www.ololcatholicmat.co.uk/>