



ראש פינה

## Rosh Pinah

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# EARLY YEARS FOUNDATION STAGE CURRICULUM AND INFORMATION BOOKLET

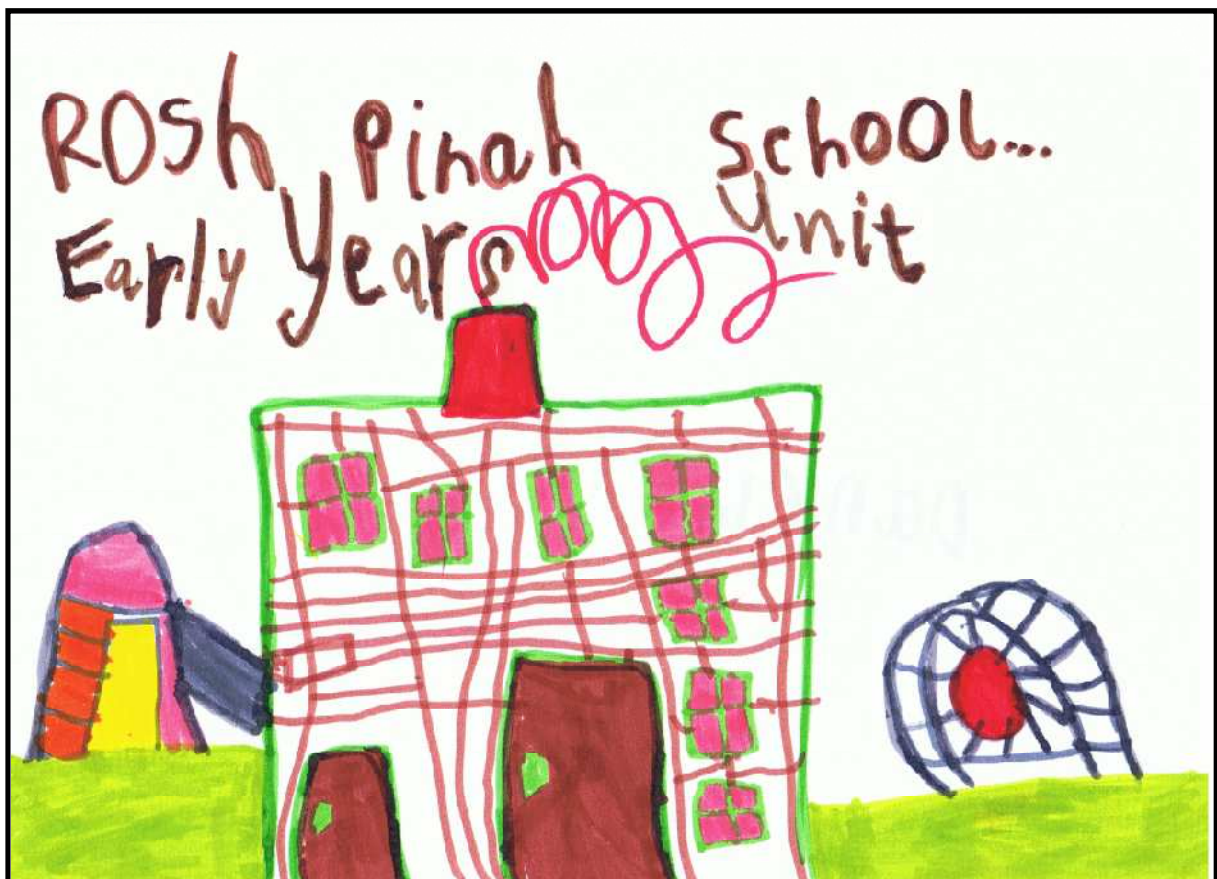


Updated for September 2011

## **ROSH PINAH EARLY YEARS**

Our Early Years classes at Rosh Pinah School comprises of a 60 place Nursery and three Reception classes of 30 children in each, for the academic year 2011/12 only. Our Nursery is situated in Mowbray Road and Reception is situated at our main school site in Glengall Road from September 2011. Through the redevelopment of our existing main school (Glengall Road site) we aim to have the whole school on one site within the next few years.

Our children learn in a secure, warm, caring, inclusive and stimulating environment. We offer excellent resources and facilities and children have access to indoor and outdoor areas mirroring the planned learning objectives of the week. Jewish Festivals and themes are integrated into the Early Years Foundation Stage Curriculum. Specialist music and PE lessons are also built into the Curriculum. Parental involvement is encouraged and your views are welcome.



# **THE EARLY YEARS FOUNDATION STAGE CURRICULUM**

We are committed to ensuring that each child has access to a broad high quality Early Years Curriculum which considers the child's individual needs, achievements and range of learning experiences. Our philosophy underpinning The Early Years Foundation Stage Curriculum is that learning should be carefully planned and structured, with emphasis on activities that are fun, relevant and motivating for each child. At Rosh Pinah we therefore support children's learning through planned play as well as extending and developing their spontaneous play.

We pride ourselves on providing a Curriculum that underpins all future learning by fostering and promoting your child's development in the Six Areas of Learning in which Jewish Studies and Ivrit are fully integrated.

## **Personal, Social and Emotional Development**

We aim to help children develop interpersonal skills and security by:

- forming stable relationships with adults and peers;
- coping successfully with personal hygiene management;
- listening to and following instructions;
- playing co-operatively;
- becoming more independent;
- following a routine;
- understanding and recognising the feelings, needs and attitudes of others;
- coming to accept him/herself and his/her feelings;
- sharing adult attention and equipment;
- accepting and respecting authority;
- becoming more self confident.

## **Communication, Language and Literacy**

We aim to develop language skills by:

- developing fluency and communication skills;
- developing comprehension and understanding an awareness of grammatical structures;
- developing listening skills;
- increasing vocabulary, describing and relating;
- participation in simple discussion, questioning;
- initiating conversation;
- encouraging emergent reading and writing;
- nurturing enjoyment of stories and books.

## **Problem Solving, Reasoning and Numeracy**

We aim to promote mathematical development by:

- measuring, counting, matching, comparing;
- explaining ideas and conveying information;
- understanding pattern and sequence;
- taking initiative in problem solving;
- developing the ability to use concepts.

## **Knowledge and Understanding**

We aim to develop a scientific way of working and understanding technology by:

- judging and expressing an opinion;
- understanding cause and effect;
- using curiosity and ingenuity;
- understanding use of computers;
- looking, listening and doing.

## **Physical Development**

We aim to encourage healthy physical development by:

- enjoying feelings of physical fitness and well being;
- understanding the dangers of certain situations;
- promoting understanding of healthy routines;
- developing confidence in using the body effectively;
- developing and coordinating large muscles;
- developing and coordinating small muscles;
- developing an awareness of the body in space.

## **Creative Development**

We aim to nurture aesthetic development and creativity by:

- developing senses through creative activities;
- enjoying creative experiences in art, music, movement and natural science;
- enjoying creative experiences through imaginative and symbolic play and drama;
- appreciating beauty through sight, sound, smell and touch;
- developing a feel for form and styles of language through stories and poetry;
- discriminating between natural and man-made objects and materials.



## Jewish Studies and Ivrit

We aim to reinforce and celebrate our Jewish identity by:

- gaining awareness of central characters, events and stories of the Torah;
- applying some of the middot from the Torah;
- learning and using the different tefillot and developing awareness of the role of the Shul;
- appreciating and enjoying Shabbat;
- teaching moral values, for example, the way children should relate to each other, to adults and to their environment - this is stressed in our daily Tefillah and Kabbalat Shabbat each week;
- exploring Jewish lifestyle through imaginative and creative activities and in domestic play;
- promoting an understanding of kashrut and its importance in our daily life.
- celebrating Chagim and exploring each Chag with its associated characters;
- identifying and enjoying specific foods relating to each Chag;
- developing a basic Ivrit vocabulary;
- striving to instill a love of Israel in the children;
- understanding Hebrew as the language of the Jewish people and Israel.



# PREPARING YOUR CHILD FOR TRANSITION INTO NURSERY

Separation may be especially challenging for some parents and children particularly if starting Nursery is the first major transition in your child's life and it is the first time your child is in a completely unfamiliar environment without parents.

In order to help your child settle quickly and easily, home visits are carried out prior to your child starting Nursery. This allows you and your child to meet staff as well as giving you the opportunity to ask questions and share relevant information about your child's likes/dislikes and needs. As a result consideration can be given to the individual needs and circumstances of your child and family. Starting dates are staggered in order to give children as much individual attention during their first few days of Nursery.

## **We would like your support in encouraging your child to be independent by:**

- allowing your child plenty of time to get dressed by themselves in the morning;
- buying clothes and shoes that have easy fastenings;
- letting your child hang up and collect their own coats at the beginning and end of each session;
- allowing your child to use the toilet and wash their hands independently.

## **You can also help by taking time to:**

- talk to your child and listen to them;
- share books together;
- say rhymes and sing songs together;
- listen to music and dance together;
- sort objects;
- lay the table together;
- tidy up together;
- look for different sizes, shapes and colours around your home;
- write shopping lists, cards etc and encourage your child to join in;
- have friends around to play with your child or join activity groups where there are children of a similar age as your child.



# INFORMATION

**Please read the following information very carefully. Your co-operation will help in giving your child the best possible start.**

## **STAFFING**

We meet Ofsted legal ratio requirements for staffing at all times. The Nursery is led by two qualified teachers (QTS) supported by two staff members holding NVQ3 qualifications and two teaching assistants.

Each of our Reception classes has a qualified teacher (QTS) supported by a teaching assistant.

In addition we employ part time Hebrew, Ivrit and Music teachers for both Nursery and Reception.

## **ARRIVAL**

**Nursery** - Nursery commences at 8.50 a.m. and ends at 2.15 p.m. The front gates open at 8.45 a.m. at the start of the Nursery day and 2.10 p.m. at the end of the Nursery day (5 minutes before Nursery commences and ends).

Once inside the classroom please ensure that your child self-registers and you (or the adult bringing in the child) also register your child on the form provided. The child's key worker should be made aware that your child is present before you leave the Nursery. Similarly your child must be collected from the key worker at the end of the day.

You will also need to note down on a separate form if your child is being collected by another adult. Your child will not be allowed to go home with the adult if we do not know in advance what arrangement you have made for the collection of your child or if the collecting adult is not known to the Nursery staff.

**Reception** – Reception should be at school in good time for the start of the school day at 8.40 a.m. Please let the class teacher know the names of any adults who regularly collect your child. We also ask you to send in a note if your child is being collected by an adult unknown to us.

The Mowbray Road and Glengall Road sites have full time security guards patrolling the surrounding area. Nursery parents are asked to do security at drop off and pick up times at the Mowbray Road site. Details will be sent to you when your child starts Nursery.

## **PUNCTUALITY**

Please remember the importance of all children beginning each session together. If they are late they miss the opportunity to greet each other, to participate in Tefillah together and to be introduced to the day's activities. Likewise please be punctual when collecting your child at the end of each session. Children become anxious and upset when left behind after their peers have gone home.

## **PROCEDURE IF A CHILD IS NOT COLLECTED AT THE END OF THE DAY**

- We check for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the Registration Form are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the Registration Form or specified to collect on the day.
- If no one collects the child after one hour and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority social services department or the out of hours duty officer or the police.
- The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker.
- Social services will aim to find the parent or named contact. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.

#### **MISSING CHILD PROCEDURE**

- We search the building and outlying areas.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Assistant Head talks to staff to establish what happened.
- Head Teacher, Chair of Governors, police, parents/carer.
- Police Instructions are followed.
- This is recorded in the incident book
- A risk assessment is done.

#### **EMERGENCY INFORMATION**

Please ensure that the school office has your correct home telephone number together with at least two alternative numbers which we can use to contact you or the nominated person in case of an emergency. At the beginning of term you will be asked for your emergency contact details. Please keep the school informed of any changes.

#### **ABSENCE AND ILLNESS**

Please telephone the school on the morning of your child's absence for any reason. On your child's return to school please put in writing the reason for your child's absence.

If the School has not heard the reason for your child's absence, the School Secretary will telephone home on the day of absence as we operate 'First Day Response'. If we are concerned about any aspect of your child's attendance or punctuality the School will contact you to discuss the best way forward.

If your child has been sick or has had diarrhoea please do not send your child to school the following day. They should not return to school for at least 48 hours after the symptoms have cleared. Please keep your child at home if they have conjunctivitis or ANY infectious complaint until completely clear.

In case of an emergency or illness at school, parents will be notified immediately.

If it is necessary emergency first aid will be administered by one of the first aiders in the school.

If parents are unavailable the emergency contact number will be called. If the emergency contact number is unavailable, a senior member of staff will contact the child's doctor and she/he or the class teacher will accompany the child to hospital if necessary.

All accidents will be recorded in our Accidents Record Book and parents are required to sign the book once they have been notified of the accident.

#### **APPLICATION FOR LEAVE OF ABSENCE FOR A MEDICAL APPOINTMENT**

If you wish to take your child out of School to attend an appointment for medical reasons you will need to fill out a 'Medical Leave of Absence Form' with an attached copy of the appointment card/letter. This can be downloaded from the School website ([www.rpps.org.uk](http://www.rpps.org.uk)) or obtained from the school office.

#### **APPLICATION FOR SPECIAL LEAVE OF ABSENCE**

If you wish to take your child out of School during term time you will need to fill out a 'Special Leave of Absence Form' which can be downloaded from the School website ([www.rpps.org.uk](http://www.rpps.org.uk)) or obtained from the school office.

#### **HEAD LICE**

Please check your child's hair for head lice on a regular basis. Please note that your child will be sent home if live lice are found in your child's hair. You will need to treat your child if eggs or lice are found in their hair. We do not send children home if the lice are not live. Information on how to deal with head lice can be found on the NHS Direct website.

#### **ALLERGIES**

If your child has any allergy or an illness that may affect him/her in school, please let us know. Rosh Pinah Nursery is a NUT FREE AND KIWI FREE ZONE.

#### **MEDICINES**

We do not administer medicines to children. All antibiotics must be administered by parents. Written permission must be given for staff to administer inhalers, epipens and creams. Annual training is given to staff in the event of them having to administer an epipen.

#### **ISSUES AND CONCERNS**

The welfare of your child is our prime concern and our staff strive to create a happy and safe environment. If you have any concerns please do not hesitate to approach us. It is important that we know of any issues that may affect your child during the school day, for example bereavement etc so we can cater for your child's immediate and long term needs. All information is treated in strict confidence.

#### **CLOTHING**

We advise that School t-shirts and sweatshirts are worn. Reception children are required to wear school uniform. All school items can be purchased from Jackies Agency.  
Tel: 020 8909 1105

- Please send your child in clothes that are easy to manage in order to encourage their independence.

- Shoes with velcro fasteners are preferred. They should be flexible and suitable for climbing with a non-slip sole. Open toe or backless sandals are not permitted to be worn. If your child wears wellington boots to school they will need to change into indoor shoes.
- Boys are required to wear a kippah and tzitzit In Nursery and Reception. Only the *school kippah* is to be worn in Reception.
- Strings on coats are dangerous on the climbing apparatus. Please remove them in the interest of safety
- Children should bring spare clothes, clearly named in their school bag.
- Please wash and return any spare clothes that may be used for your child.
- All items of clothing should be clearly marked including shoes.

### **SCHOOL BAGS**

We advise that Nursery children purchase a school bag from the school office on the first day of term or during the home visit. Please bring it into school with a change of clothing, including socks and pants/knickers.

When children enter Reception this bag is used for their P.E. kit.

Reception children are required to purchase a book bag at the beginning of term for their home readers. They will also need a school bag to take home hand-work etc. All bags should be easy to open.

All bags brought to school must be clearly named. Bags on wheels are not permitted.

### **TISSUES**

Please can you send in a box of tissues with your child at the beginning of each term.

### **DRESS CODE**

Please respect the School Dress Code. Men should have their heads covered. Ladies should wear skirts when attending Kabbalat Shabbat, celebrating Chagim and when helping in Nursery or Reception. The Rosh Pinah Primary School Dress Code can be found on the school website.

### **JEWELLERY**

Children should not wear jewellery at school. Girls with pierced ears may wear studs.

### **FOOD AND LUNCHES**

No food is to be brought into school from home with the exception of fruit or vegetables for morning snack. We provide a hot, meaty or vegetarian school lunch; Monday to Thursday for Nursery and Monday to Friday for Reception. The cost of school lunches are currently £2.15 per day. There may be a further in-year increase but this will be communicated to everyone if this happens.

If your child has any special dietary requirements please inform the school and we will arrange for you to discuss your child's dietary needs with our Catering Manager.

We regularly have children in our setting who suffer from anaphylaxis. There is no need for concern as our staff have annual training to deal with the situation should a child have an

allergic reaction. However we do ask you to ensure that your child washes their hands and face thoroughly if they have anything nut related to eat before coming to school.

### **MORNING SNACK**

The Borough provides milk for Nursery and Reception daily. If your child has a milk allergy please let a member of staff know.

Under the Healthy Schools Scheme fresh fruit and vegetables are provided for Reception for the children's mid morning snack. Should your child want to bring in their own morning snack please note that only fruit and vegetables is allowed.

Nursery children will need to bring in fruit or vegetables for their mid morning snack.

### **WATER**

Please send in a named plastic bottle of water daily as we encourage the children to drink water at regular intervals throughout the day.

### **BIRTHDAYS AND BIRTHDAY BOOKS**

If you wish to celebrate your child's birthday at school you may purchase biscuits from the school office at £1.20. You may also wish to purchase a book for use in your child's class. Each book will be inscribed with your child's name and date of birth and they will be the first to take it home to read.

### **LIBRARY**

The children borrow a book from the Library each week. Please return the book on the day before the next Library session. Unless the book has been returned, your child will not be able to borrow another one. Our library has books of general and Jewish interest as well as books for parents to borrow on child related topics.

### **TZEDAKAH**

Please can you send your child with a few coins for Tzedakah on Fridays. Donations are made to an Israeli and British charity each year.

### **PARENTS AS PARTNERS AND PARENTAL HELP**

We recognise parents as children's first and most important educators and know that you continue to have a prime teaching role with your child and we strive to develop effective partnerships with parents. In order to ensure the best possible impact on your child's progress and development we will be seeking your views on key policies and asking you to fill out parental questionnaires at various times in the school year.

We have an open door policy and encourage you to share information about your children with us. Every term your child will become the focus of the week's planning and class teachers will meet with you to gather current information about your child. Your child's key worker (Nursery) or teacher (Reception) will then give you feedback on the week's progress.

We welcome help from parents and grandparents who can offer some occasional or regular assistance. Please let us know if you would like to help.

Parents are welcome to spend a morning in the Nursery with their child as a 'Mummy or Daddy Helper'. This enables parents to gain a greater insight into their child's Nursery

experience as well as the experience being particularly special for your child. Grandparents are also welcome.

All parents (and grandparents) need to sign List 99 Disclosure Form or have CRB clearance before helping in the setting.

### **BEHAVIOUR**

We aim to provide a calm, happy atmosphere where all children feel safe and confident. Therefore we work positively to promote good behaviour. If a child's behaviour is unacceptable or inappropriate we will talk to the individual child or children concerned. A few words are usually sufficient. If unacceptable or inappropriate behaviour persists, the child will have time out to calm down and parents will be notified at the end of the day.

If inappropriate behaviour persists we work with parents towards developing appropriate strategies for reinforcing and sustaining successful behavioural patterns.

### **TOYS**

Please discourage your child from bringing toys or trinkets into school. This avoids any upsets if their toys are lost or broken.

### **SPECIAL EDUCATIONAL NEEDS**

We include all children in our provision and provide an environment in which all children are supported to reach their full potential. We follow the DCSF Special Educational Needs Code of Practice and work in partnership with parents and other agencies in meeting individual children's needs.

### **CHILD PROTECTION**

The Children's Act 2004 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. If concerns are raised within school or a child or parent reports a situation involving possible abuse it would have to be referred to the Headteacher or SENCO/ Inclusion Officer who would take further action.

### **EQUAL OPPORTUNITIES**

In our Early Years Unit we aim to develop good practice and positive attitudes in the early years, and encourage an anti-discriminatory approach to the world in general, and other human beings in particular. As a Jewish Faith School our ethos is such that we are dedicated to providing our pupils with knowledge and understanding of the practices of Judaism. However we actively plan to explore the knowledge of other cultures in our learning. Our setting is committed to valuing and celebrating the diversity within the Jewish community and providing equality of opportunity so that all children and families learn, develop and grow with dignity in a community of mutual respect.

### **PARENT TEACHER ASSOCIATION**

The Rosh Pinah Parent Teacher Association is active, enthusiastic and hard working. All parents are eligible to join the P.T.A. and are encouraged to become actively involved. The P.T.A. arranges social, educational and fund raising events throughout the year. The money raised is used to buy resources for our children and special items for children to celebrate the Chagim. There is an A.G.M. where parents have the opportunity to join.

### **PAYMENT OF FEES / EDUCATION AND SECURITY SUPPLEMENT**

We ask for a payment of £995 per term to pay additional services over and above the 15 hours free entitlement for all 3 year olds. The annual Nursery fee is made up of 2 payments of £1492.50. On offer of a place, we require a deposit of £250 to secure your place and this amount will be deducted from your first payment of £1492.50 which must be paid by the beginning of the Autumn Term. The second payment is due at the beginning of the Spring Term. Fees can be paid monthly by Childcare vouchers.

An Education and Security Supplement of £370 per term is asked for children in Reception. This is payable on the first day of each term.

### **CULTURAL FUND**

The cultural fund is a well recognised and practised procedure in most schools. We ask for £15.00 per child for the academic year 2011/12. This enables the school to offer our pupils an enriched programme of educational activities throughout the year. For example Book Week speakers, Drama workshops, Tzivos Hashem workshops and Class parties (Chanukah, Purim and End of Year Parties).

### **PARKING**

Please do not park in Mowbray Road but use adjoining streets when bringing and collecting children. If for any important reason you do need to park in Mowbray Road, please note that only residents parking is permitted in Mowbray Road between 10.00 a.m. and 11.00 a.m.



There is no restricted parking near the Glengall Road site. We ask parents not to park on the side opposite to the school on Glengall Road as parking on both sides of the road makes it very restrictive for cars, buses and emergency vehicles to pass through. Please also avoid parking in Tayside and try parking a little further away from the school wherever possible.

**We look forward to working closely with you and  
thank you for your co-operation.**

