



*Wilmslow Preparatory School*



*Welcome to Early Years*

*A Guide for Parents*

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*Finally, we hope that this booklet has been helpful to you but if you have any problems or queries relating to any aspect of your daughter's time in Early Years please do not hesitate to contact any of our Early Years Team.*

*Mrs Christa Rodwell  
Reception Teacher  
EYFS Manager*

*Mrs Rebecca Milne  
Kindergarten Teacher  
EYFS Deputy Manager*

*If you would, for any reason, like to speak to a member of our Senior Management Team, Mr Paul Reynolds, our Headmaster and Mrs Helen Rigby our Deputy Headmistress, would be happy to meet with you. Please make an appointment with the School Office.*



It is vitally important that your daughter learns to associate books with pleasure. Therefore, it would be helpful if you could keep the following points in mind when she comes home with her reading material:

- Encourage her to read with you daily - read for a short time only and try to provide a relaxed, quiet environment.
- Discuss the contents and illustrations.
- Note the author and illustrator.
- Encourage your daughter to predict what will follow in a story.
- In the beginning, read along with her to help develop fluency.
- When she is unsure of a word, supply it and then repeat the sentence that contains the word. This will help to sustain the flow and also imprint the meaning of the word in her mind.

Phonic skills (whereby the child learns to decode words) will be taught within the classroom environment and will only be reinforced at home when the child is secure in this area.

Reading books will be sent home in a book bag with your daughter's reading record. After each reading session, please indicate the page number reached and sign the record book.

## Welcome to Wilmslow Preparatory School Early Years

In Wilmslow Prep Early Years we offer our children a happy, caring and purposeful learning environment. We recognise the uniqueness of each child and their family backgrounds and nurture this within our own environment to ensure we are developing confident, independent learners who have consideration for others and the world around them.



## Parental Involvement

In our Early Years we foster close links with parents and carers and regular, informal contact is encouraged through our open door policy. We encourage and value parental involvement in their child's learning and development through our open door policy, learning journeys, weekly newsletters and information sessions.

Letters from school can be viewed online and are sent home each Friday by ParentMail (a hard copy is available if preferred).

## The School Day

School begins at 8.50am and home time is between 3.15-3.30pm. We run a self registration system where parents/carers sign their child in when they arrive and sign them out when they leave.

Your daughter may be brought into her classroom from 8.40am onwards, where a member of our Early Years' team will be there to greet you.

We have an early morning class where girls can be left from 8.10pm onwards and there is supervised play in the playground or the Hall from 8.30am to 8.40am depending on the weather.

From 3.30pm onwards we have a Late Class where girls can go up until 4.00pm where they can then go into After School which runs from 4.00pm until 5.45pm.

Please ensure that your daughter is not late for school in the mornings. Apart from missing important teaching and social time, it can be upsetting for a child to arrive after the rest of the class has settled and has to hurriedly say good-bye to a parent/carer.

We feel it is also important to say that your daughter is likely to feel very tired at the end of the school day. We therefore advise that, whenever possible, you limit after school activities such as dance or swimming. It may be possible to organise these activities at the weekend instead.

## How you can help your daughter's communication, language and literacy development

Talk to your daughter as much as possible. Encourage her to listen and respond sensibly to instruction. Try to answer her questions fully and help her to use a wide vocabulary.

Always be on the look out for interesting things to point out when shopping, travelling etc.

Encourage your daughter to speak clearly and discourage 'baby talk'.

Join the local library and help your daughter to enjoy books. Read poems and stories to her as often as possible and give her the opportunity to retell simple stories in her own words. Teach her to handle books carefully and with respect.

Put your finger under the words as you read them so that your daughter will begin to understand how text is read from left to right and on to the next line. Encourage her to tell you what is happening by looking at pictures and make predictions about what might happen next.

Provide her with jigsaw puzzles and 'snap' games to help her to recognise similarities and differences. Picture lotto and domino games will help to teach visual discrimination - a skill needed when reading.

### How you can help your daughter's mathematical development

Compare things - use words such as longer, shorter, higher, lower, wider, narrower etc.

Introduce her to the language used when weighing and measuring (metres, centimetres litres, millilitres etc.).

Number rhymes are a useful tool for learning number names but they do not help a child to understand one-to-one correspondence. Therefore reinforce her counting skills by counting with her when she is picking up or touching objects.

Sorting activities and matching games are useful mathematical experiences. These can be as simple as matching cups to saucers, buttons to button holes, spoons to bowls etc.



### Medicines

Parents are requested not to send any non-prescription pills or medicines into school as these should be administered by parents. If your daughter is recovering from a short term illness and needs to complete a course of antibiotics, her class teacher will administer the medication only on receipt of your written, signed consent. **We will need written permission for each and every medicine your child may require.** Forms are available from the Office.

If your daughter suffers from asthma, please ask your doctor to prescribe a spare inhaler which should be kept in school together with written instructions on how and when to use it.

Further information is contained in our Medicines Policy which is available to read on our website and in the office.



### Illness

If your daughter is absent from school for any reason please inform the school office by telephone by 9am or as soon as possible.

Please ensure that the school office is informed of any change of names and telephone numbers of people who can be contacted by the school in case of emergency. Please also see our Parents' Handbook.

If your daughter is unwell, please do not send her to school. Children returning to school before they have properly recovered do not achieve their best and it is all too easy to spread the infection to the other children. Children who have sickness or diarrhoea should not be sent to school until at least 24 hours after their last bout of sickness or diarrhoea.

## Policies

All of the school policies are available for reading on the school website and hard copies are available at the school office. The Inclusion Policy, Safeguarding Children Policy, Admissions Policy and Early Years' Policy are also kept on the Early Years Family Boards.

## Safeguarding Children

Our Head Teacher, Mr Paul Reynolds, is the Child Protection Officer for the whole school. Our Early Years Manager, Mrs Christa Rodwell, is the Child Protection Officer for Early Years. Please see our Safeguarding Children Policy for further information.

## Early Years Foundation Stage Curriculum

In Early Years we follow the Early Years Foundation Stage Curriculum which covers the following areas of learning and development:

Personal, Social and Emotional Development  
Communication, Language and Literacy Development  
Problem Solving, Reasoning and Numeracy  
Knowledge and Understanding of the World  
Physical Development  
Creative Development

All of these areas of learning are of equal importance and are taught using an integrated, child centred approach using our indoor and outdoor classrooms.

**Music:** The children's musical experiences will include regular involvement in performing, composing, listening to and appraising music. They are encouraged to develop musical and technical skills through a variety of musical activities and through using a range of resources including keyboards and percussion instruments.

**French:** The girls will learn basic salutations, colours, some animal names and numbers one to ten through games, songs and rhymes. There is no written work at this stage.

**R.E.** The girls are introduced to different faiths and cultures and to simple Bible Stories and are taught the value of caring and co-operation.

**Performing Arts** is taught in small groups. The girls gain experience of poetry, story telling and impromptu drama in a happy, relaxed environment.



**Knowledge and Understanding of the World:** Will

include elements of History (time), Geography (place) and Science (exploration and investigation) over the school year. The topics for the year will be: The seasons, Light and Dark, Growth, Ourselves and Journeys. However our teaching of KUW is skills based which allows us to adapt our topic choices to ensure we are meeting the girls' interests and learning needs.

**ICT** (Information and Communications Technology)

supports all aspects of the curriculum and allows the girls a wide range of experiences. The girls are helped to use the classroom computers with confidence as they are taught to handle, record and retrieve information. ICT supports creative work and helps to develop logical thought and problem solving skills.

**Creative Development:** We believe that creative activities play a vital role in supporting all aspects of the curriculum as well as being a valuable subject in its own right. The girls experience drawing, painting, collage, printing, clay, dough, music, drama and three dimensional work. Girls are encouraged to take a pride in their work and their achievements are celebrated in the displays around the classroom.

**Physical Development:** In formal PE lessons the girls will be introduced to simple gymnastic skills developed onto small apparatus. Basic games skills will be covered e.g. use of bats and small balls, skipping, hand/eye co-ordination. However, the girls' physical development is planned for across our curriculum in our indoor and outdoor classrooms on a daily basis. This ensures our girls' gross and fine motor skills are developed through quality play and focus activities.

This enables our children to make connections in their learning, enabling them to use and apply skills and thinking across all areas. We run regular information meetings across the school year to inform our parents of how we teach the EYFS curriculum and how they can support us in doing so. For further information on our curriculum please refer to our Early Years' Policy. Parents have access to their child's learning journeys and work at anytime, upon request.

We are also very lucky in our School to have specialist teachers who enhance our children's learning across the following areas:

**Kindergarten**

French

**Reception**

PE

French

Religious Studies

Speech and Drama

ICT

Music

**Formal Reports**

You will be kept informed of your daughter's progress through informal discussions with her Form Teacher and Early Years' staff. Parents are able to discuss their child's EYFS profile in June of each year if they wish to do so. In addition you will receive written reports each term and you will be invited to attend a formal Parents' Evening in the Autumn and Spring Term. Parents can access their child's academic and developmental records if they put their request in writing. A mutually convenient time will then be arranged to discuss these records.

## Kindergarten

### Sessions

In the Autumn Term, all Kindergarten children attend school for five mornings (8.50 a.m. - 12 noon) with the option of staying for lunch on any day. Afternoon sessions are offered on an optional basis from September and may be booked at the beginning of each half-term or with our Kindergarten teacher.

By the final term, we would like every girl to stay for at least one full day per week in order to prepare them for the transition to the Reception Class.

### A brief outline of the Kindergarten curriculum

The Kindergarten Curriculum is based around the six areas of learning within the Early Years Foundation Stage.

#### Personal, Social and Emotional Development

This is the fundamental area of learning from which all other areas are built upon. The girls learn how to make relationships, share and take turns whilst respecting each others' needs. They develop concentration skills and the confidence to explore and learn, gaining independence and an understanding of what is right and wrong.

#### Communication, Language and Literacy

The girls learn to communicate effectively, developing their speaking and listening skills in a range of contexts, including story-time and news-time. The girls will begin learn to recognise each letter by its sound rather than the letter name to aid early reading skills. All letters taught in Kindergarten are lower case except for the letter at the beginning of your daughter's name. The correct pencil grip is emphasised from the onset and it is important that letters are formed correctly. (You will receive a handwriting sheet in September that demonstrates the correct formations). The girls are able to choose from an excellent selection of books in the reading area during continuous provision and we have a five minute book-time each day where the girls select a book to enjoy by themselves.

### A brief outline of the Reception curriculum

#### Personal, Social and Emotional Development:

The girls are encouraged to learn how to cooperate, take turns and show consideration for others. We aim for them to be interested, excited and motivated to learn, to be confident to try new activities and to initiate ideas within a familiar group.

**Communication, language and literacy:** Our aim is to ensure that the girls develop the ability to communicate effectively. They are encouraged to listen attentively, respond appropriately to stories and poems and to follow simple instructions. Letter formation and handwriting skills are taught. Pupils learn to copy sentences and then to write short story and news items independently. We actively encourage our girls to use their mark making/writing skills in their play and across all areas of learning. We have an extensive range of graded reading books and fiction and non-fiction library books. We aim to set the girls on the road to becoming enthusiastic, responsive and knowledgeable readers.

**Problem Solving, Reasoning and Numeracy:** The girls experience many aspects of mathematics through practical and written work. They are encouraged to develop mathematical language and reasoning skills through the experiences of sorting, classifying, comparing and looking for patterns during their work on number, shape, measures and data handling. They are introduced to simple mental arithmetic and the clear, logical recording of their work.

## Who will teach your daughter?

Your daughter will meet the following teachers during the course of each school week:

Subject	Teacher
Communication, Language & Literacy	Mrs C Rodwell
Mathematical Development	Mrs C Rodwell
Knowledge & Understanding Of the world	Mrs C Rodwell
ICT	Mrs C Rodwell Mrs N Connolly
Creative Development	Mrs C Rodwell
P.E./Games	Miss C McBride
Music	Mrs J Neilson
French	Mme J Ward
R.E.	Mrs M Fenton
Performing Arts	Mrs H Clark
Learning Support	Mrs N Savage
Teaching Assistants	Mrs R Buckley Mrs J McKendrick

### Problem Solving, Reasoning and Numeracy

The children's mathematical development is encouraged through the practical exploration of everyday materials and equipment such as counting the farm animals and exploring sized bottles in the water. We introduce mathematical language and develop and consolidate concepts in circle times, focused activities and through continuous provision.

### Knowledge and Understanding of the World

This area of learning develops the girls' knowledge and understanding of the environment, other people and features of the natural and man-made world. Learning includes exploration and investigation, designing and making, ICT and the understanding of time, place and communities.

### Creative Development:

The girls will be given the opportunity to express and communicate ideas through a variety of media including art, role-play, music, singing, small world play, modelling and baking. Singing is a daily occurrence in Kindergarten and simple percussion instruments are introduced. There will also be a regular musical focus during circle times and at Christmas we perform a concert for parents.

### Physical Development

Using both the indoor and outdoor environments the girls learn to move confidently, imaginatively and safely. They will develop a sense of space, recognise the importance of keeping healthy and increasingly handle tools and equipment with control. The girls also take part in a Stretch and Grow programme on a weekly basis and ballet classes are available.

### French

The children learn basic salutations, colours and parts of the body through songs, rhymes and games.



## Kindergarten

### Who will teach your daughter?

Your daughter will meet the following staff during the course of each school week:

Mrs Rebecca Milne	Kindergarten Teacher
Mrs J Baker	Teaching Assistant
Mrs J O'Neill	Teaching Assistant
Mrs A Binding	Teaching Assistant
Mrs J Youngblood	Teaching Assistant
Mme J Ward	French Teacher
Mrs N Savage	Learning Support



## What your daughter will need

### 1 pump bag containing:

- 1 pair of black pumps
- 1 pair of green shorts (for P.E.)
- 1 white T Shirt
- 1 hair brush or comb
- 1 nail brush
- 1 spare pair of school socks
- 1 spare pair of pants
- 1 green lunch overall
- 1 art shirt
- WPS School sweat shirt
- WPS Jogging bottoms
- WPS Cagoule
- Wellingtons



### School uniform:

#### Winter

- green/white blouse
- pinafore dress
- sweater or cardigan
- fawn socks
- brown leather shoes
- green winter coat
- WPS winter hat
- WPS coat
- WPS scarf

#### Summer

- summer dress
- white ankle socks
- brown leather shoes
- WPS blazer
- WPS summer hat
- WPS sunhat

All hair accessories should be green or brown

All items of uniform should be obtained from  
Monkhouse, Cheadle Hulme

[www.monkhouse.com](http://www.monkhouse.com)

(except cagoules and sunhats which we have in school)

Let your daughter pursue as many creative activities at home as possible. This will help her when she comes to write in school. Provide her with soft-leaded pencils, felt-tipped pens, crayons, chalk and lined/unlined paper.

Encourage the use of colour. You could draw simple shapes such as squares or circles for her to colour in. This is a good exercise for pencil control and hand/eye co-ordination. Let your daughter draw things her way and always encourage - never criticise.

When writing your daughter's name for her, use a capital letter for the initial letter only. Be very careful if you expect her to copy the letters. Children should always be taught how to form letters and numbers right from the start. (letter and number formation sheets are given out in September). Bad habits learned now are very difficult to rectify!

Take care to use letter *sounds* not letter *names* until they can confidently say the 26 initial sounds.

Let your daughter have access to play dough, plasticine, junk materials and glue to make models. Let her use round ended scissors to cut out pictures from old magazines etc.

Let your daughter play with sand and water whenever this is possible and talk to her as she plays.

## What your daughter will need

### School uniform:

#### Winter

green/white blouse  
pinafore dress  
sweater or cardigan  
fawn socks  
brown leather shoes  
green school coat  
winter hat

#### Summer

summer dress  
white ankle socks  
brown leather shoes  
blazer  
summer hat

green poly/cotton lunch overall\*  
black velcro pumps

All hair accessories should be green or brown

\* please sew a loop into this to help your daughter hang it on her peg.

**All items of uniform should be obtained from  
Monkhouse, Cheadle Hulme  
[www.monkhouse.com](http://www.monkhouse.com)**

Your daughter will also need:

A WPS book bag  
A WPS pump bag, containing spare pants and a  
A sunhat.  
A WPS cagoule.  
Wellingtons.

**These items are available from school  
Please name all items of clothing and personal belong-**

## How you can help your daughter at home

Independence skills are also important so please encourage your daughter to do as much for herself as possible especially when getting dressed. This will prepare your daughter for September when she will be encouraged to dress herself and tidy away her own materials in Kindergarten.

We have a Kindergarten library and every week your daughter will choose a book to bring home to share with you. Please try and set aside a few minutes each evening for this special time. Discuss the pictures and what is happening, ask her questions about what might happen next and why. Your daughter's engagement with the story and characters is the most important part at this early stage.

If your daughter chooses to do some writing or colouring at home check that she is holding her pencil correctly and encourage her to start the letters in the right place. The girls are taught to form lower case letters with the exception of the capital letter for their name.

If you have any worries or questions, please do not hesitate to talk to any Early Years team member. Also, please be sure to tell us if there is any change of routine or circumstances at home that may affect your daughter whilst in Kindergarten, so we can ensure she receives any extra support required.



## Reception

### How you can help your daughter prepare for Reception

You will be doing many of these things already so in many cases we are preaching to the converted!

It would help your daughter to become independent if she could attempt the following when she comes to school:

Dress herself:

- Fasten and unfasten buttons.
- Hang up her coat and overall.
- Put on her shoes, wellingtons and pumps - it helps if these are marked with L and R. This will help your daughter to learn which side is 'left' and which side is 'right'.

During the course of the day, the girls are required to either put on or take off their outdoor clothing at least seven times! This does not include dressing and undressing for P.E. and Movement lessons.

Your daughter will also need to be able to:

- Use a tissue or handkerchief.
- Go to the toilet by herself.
- Use a knife, fork and spoon correctly.