

# EYFS HANDBOOK

Polwhele House  
GROWING CORNWALL'S FUTURE



# STARTING TO GROW

The aim of this handbook is to provide you with a general overview of the Early Years Foundation Stage at Polwhele House School.



We hope it helps you to settle into our routines as quickly and as easily as possible as well as informing you about how the Early Years Foundation Stage works. If you have any questions, please ask.



# THE EYFS ADVENTURE

Welcome to the Early Years Foundation Stage (EYFS), which is how the Government and early years professionals describe the time in your child's life between birth and age 5.

This is a very important stage as it helps your child get ready for school, as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

At Polwhele House School we follow a document called the Statutory Framework for the Early Years Foundation Stage.



# LEARNING IN THE EYFS

The EYFS Framework exists to support all professionals working in the EYFS to guide your child's early years education. In 2023, the framework was revised to make it clearer and easier to use, with more focus on the things that matter most – each individual child being unique and important.



It sets out:

- The legal welfare requirements that every setting that is registered to look after children must follow to keep your child safe and promote their welfare.
- Specific areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge.
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the Early Learning Goals (ELGs).



The EYFS Framework explains how and what your child will be learning to support all areas of development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning.

Children should mostly develop the 3 prime areas first which are the most essential. These are: communication and language; physical development; personal, social and emotional development.

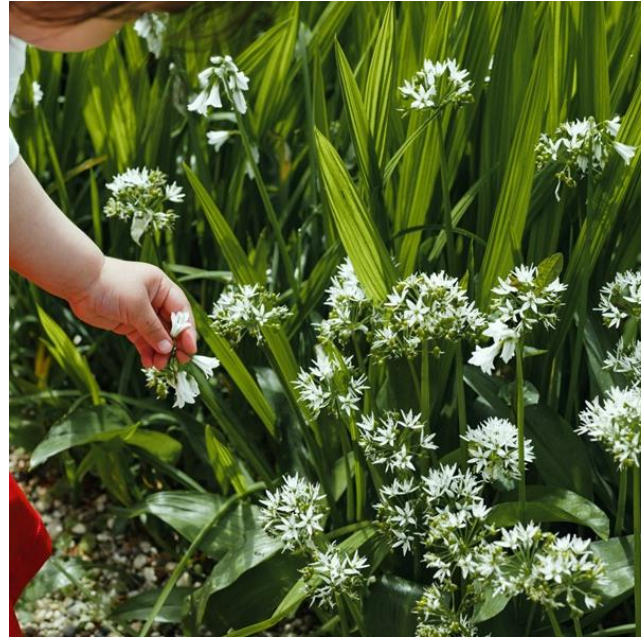
As children grow, the prime areas will help them to develop skills in 4 specific areas. These are: literacy; mathematics; understanding the world; expressive arts and design.

These 7 areas are used to plan your child's learning and activities.



# GROWING INDIVIDUALS

The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is like the curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be flexible so that staff can follow your child's interests.



Children in the EYFS learn through playing and exploring, being active, and through creative and critical thinking which take place both indoors and outside. At Polwhele House, we call this time 'Busy Learning'.

At the start of every term, we will share an overview of your child's topics and curriculum content via our Home Learning website. We refer to this overview as a Curriculum Map. This will usually be an open topic to allow the children's interests to be included.



All the fun activities that you do with your child at home are important in supporting their learning and development and have a really long-lasting effect on your child's learning as they progress through school.

At Polwhele House School we encourage parents to be an active part of their child's learning and development. Each child will be set up with their own individual Tapestry account. This is an online learning journal that will record some of your child's experiences and learning that occurs inside and outside of the classroom. Parents are able to access this and can add photos, videos and comments to share activities from home or alongside teacher observations. It is important that both teachers and parents work together, sharing information about the child and what they have done at home and in the childcare. Parents play a crucial role in supporting their children's learning, and levels of parental engagement are consistently associated with better academic and social outcomes.

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# GROWING TOGETHER

It is important that you and the professionals caring for your child work together. You need to feel comfortable about exchanging information that will benefit your child. These conversations will be with your child's "key person".



At Polwhele house, your child's key person is their class teacher, Mrs Smith (Nursery) and Mrs Wallis (Reception). They are your main point of contact within the setting. They help your child to become settled, happy and safe and are responsible for your child's care, development and learning. They will take careful notes of your child's progress, sharing this with you and giving you ideas as to how to help your child at home.



Our school communication system, Weduc and emails are used to send messages home. The school newsletter, The Polwhele Post is emailed to parents each week. It contains diary dates, notices and information about other parts of the school.

Please check the newsletters carefully each week. The teachers will also speak to you if they need to inform you about something. You should contact your child's class teacher to arrange a mutually convenient time to discuss any concerns or worries you have. If, after such discussion, you feel that your concerns have not been resolved, you should contact the Head of Pre-prep. If you have any questions about fees, please contact the School Business Manager or come in and speak to our Office Administrator who will help you set up a meeting with the School Bursar.

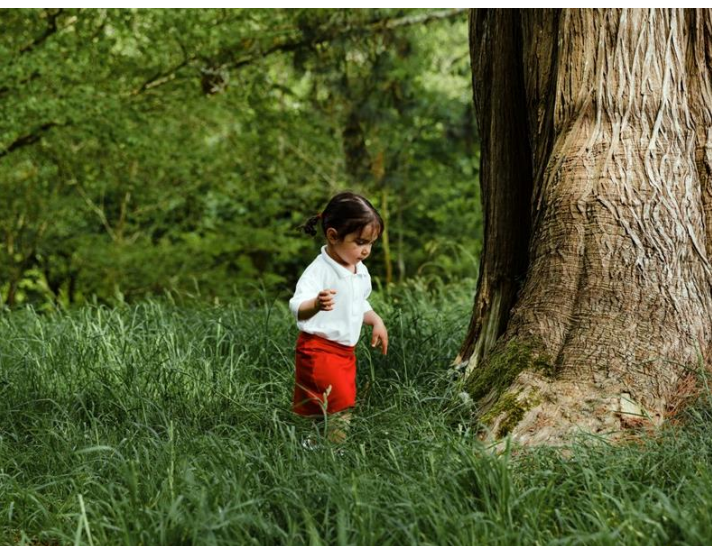


At Polwhele House School we have parent-teacher meetings in the Michaelmas and Lent Terms. For Reception children, there will be an opportunity for parents and teachers to share and discuss their child's starting point. At the end of the academic year, you will receive a full end of year report which reports on your child's progress and attainment against the Early Years Foundation Stage Framework.



Teachers are also available at the end of the day should you wish to make a mutually convenient appointment.

Our EYFS staff capture 'wow moments' and activities that show progress in learning using the online assessment tool 'Tapestry'. This is updated and sent to parents regularly. A copy of your child's Tapestry online learning journey is sent to you with your child's end of year report.



# GROWING TO 5

At the end of the summer term of the Reception year teachers complete an assessment which is known as the EYFS Profile. The EYFS Profile outcomes for your child will be included in their end of year report.

All of the information collected is used to judge how your child is progressing in the 7 areas of learning and development. Finding out at this stage how your child is progressing will mean that the teacher your child has in their next school year – Year 1 – will know what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and how it is provided. To read about how we support children with SEN or disabilities, please read our SEND Policy and SEND Offer which can be found on our school website on our Parent Portal page: <https://www.polwhelehouse.co.uk/parent-portal/>

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# CARE & SAFETY

Please notify the school office by 08:45 on each day of your child's absence (01872 273011), email [office@polwhelehouse.co.uk](mailto:office@polwhelehouse.co.uk) or contact the office through Weduc on diagnosis of an infectious illness or if your child is not well enough to attend school.



If your child has vomited, please keep your child at home for a minimum of 48 hours after the last occurrence. If your child needs or has been prescribed medicines that you wish them to have when they are at school, please speak to our School Administrator who will take all the details and store the medicine away safely. You will be asked to sign a form. Please can you ensure that all medicines are labelled with your child's full name and the dosage and timings of administration.



The EYFS and Pre-prep staff are trained first aiders. Children are encouraged to tell the teacher if they feel ill or have hurt themselves. The teacher will then make a judgement as to the appropriate course of action, including asking the School Administrator to notify you.

If your child is ill or in case of an emergency, the school will contact you on the numbers recorded on your data input form. It is therefore crucial that you keep us fully informed of any change in contact numbers and details. Minor bumps and scratches will be dealt with appropriately in school and complete slips in our accident books. If your child sustains a head injury, you will receive copies of the slip and a Head Injury Form which will be sent to you from the Office. If your child is ill at school, we will speak to you to discuss their care. For more information, please see our school First Aid Policy which can be found on our School Website on our Parent Portal page:

<https://www.polwhelehouse.co.uk/parent-portal/>

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# SCHOOL FAMILY

Our EYFS classes are situated in our Pre-prep building which has a wonderful family ethos.

At this point of your child's education the key staff are based in the Pre-prep.

Mrs Hilary Mann: Head

Mrs Caroline Williams: School Business Manager.

Mrs Lisa Smith: Nursery Leader

Mrs Alison Wallis: EYFS Team Leader & Reception Teacher

Mrs Gemma Winterbottom: Nursery Assistant

Mrs Lynne Topsey-Eaton: Deputy Head & Key Stage 1 Teacher

Mrs Warden: Key Stage 1 Teacher



# SCHOOL HOURS

The Nursery is registered for up to 16 children per session. Younger children can start with morning sessions starting from 08:45 and finishing at 13:15 (Mon — Fri) which includes lunch with the rest of Pre-prep.

Children are encouraged to attend Nursery for at least three full days before moving into Reception, where they will be full time. Your child's class teacher will give you a basic timetable of their sessions and activities at the beginning of the academic year.

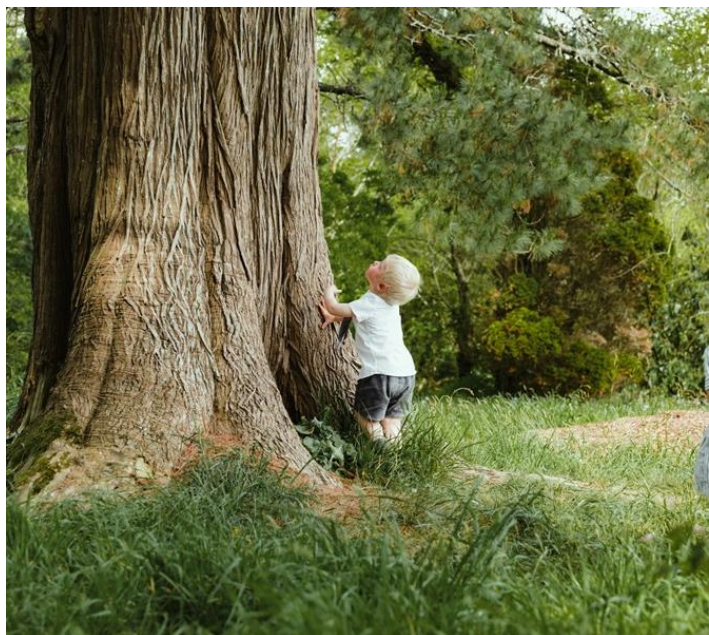




# SCHOOL DAY

Children may arrive at school between 08:00 and 08:45.

The school day ends at 15:45. We also provide an after-school care session from 16:00 – 17:30.



Time	Session	Information
08.00 – 08.20	Early Birds	A before school session which is held in one of the Pre-prep classrooms with members of the Pre-prep staff. This incurs a small charge.
08.20	Form time	From 08:20 class teachers will be in their classrooms ready to welcome their classes.
08.45 – 09.05	Assemblies	We hold assemblies in classrooms or in the school hall. These are important school community sessions in which we share the children's achievements, reflect on important values and celebrate being part of such a special family. Nursery children attend as appropriate.
10.35 – 10.55	Morning break	The children stay within EYFS provision. Fruit and access to drinking water is readily available.
12.00	Lunch	Lunch is at 12.00 noon and meals are served in a family style, with teachers ensuring that healthy and appropriate choices are made. The school menu is published each week on Weduc. Please talk to your child's key worker if any menu items might cause a problem. This is followed by time spent together with freedom in our beautiful grounds.
15.40	End of the school day	Your Nursery child can be collected from outside the Pre-prep building in the EYFS courtyard or the top door if your child is in Reception. If you would like someone else to collect your child, please contact the School Office and let us know about this change as we do not allow other people to pick up children apart from their parents, unless we have been notified.
16.00 – 17.30	Late Club	Late Club is available and runs in the same way as the Early Birds Club. It incurs a small charge and takes place in one of the Pre-prep classrooms or in the Main House, with members of the Pre-prep staff. This facility is open until 17:30. Children are offered a sandwich and fruit, with a drink, before the session starts.



# FURTHER INFO

The most important place to find out more is through the school – do ask as many questions as you need to. We really do welcome speaking with you. In an emergency, please contact the School Office on 01872 273011. The telephones are always manned during school hours. Any messages will be passed on.



You can find the Early Years Foundation Stage, which includes the Early Learning Goals at [www.foundationyears.org.uk](http://www.foundationyears.org.uk). The foundation years website also includes a range of resources and contacts.

You can find a range of information about our school on our school website. This includes access to important policies and documents such as:

- EYFS Policy
- Child Protection Policy and Procedures
- First Aid Policy
- Equal Opportunities and Inclusion Policy
- SEND Policy & SEND Offer Information for Parents
- Complaints Procedure
- Admissions Policy
- Health & Safety Policy
- Missing Child and Late Collection Policy
- English as an Additional Language Policy (EAL)
- Behaviour, Rewards and Exclusions Policy
- Anti-Bullying Policy



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## Polwhele House

Head: Mrs Hilary Mann  
Polwhele House, Truro, Cornwall, TR4 9AE  
01872 273011

Our proprietors, Canon R White & Mrs R White  
can be reached via the Polwhele House office.