

Broadfield Academy

Parent Information Pack 2020 -2021



“Logic will get you from A-Z.
Imagination will get you anywhere”

- Albert Einstein -

Welcome to Broadfield Academy

Welcome الھاب Witamy καλως ΗΡΘΑΤΕ Benvenuto Salut Namaste
Gaidits ようこそ Bienvenido Fàilte

Welcome! We are delighted that you have chosen Broadfield Academy for the care and education of your child. We hope that this parent information pack will be a useful guide to help you settle your child into our school and act as a reference document for the future. Our school staff will also be happy to answer your questions, or to explain anything that is unclear.

Values



Vision

The children in Nursery and Reception are an integral part of the extended Broadfield family and benefit from the many social, educational and environmental opportunities that the school presents. The children thrive in a unique learning environment that is friendly, stimulating and lots of fun!

Our vision is to make Broadfield Academy a fun and inspiring place so every child can use their learning power and talents to be the best they can be. We believe in high standards of education; working collaboratively as a community, to ensure every learner has the best possible chance to succeed – so they can make a positive difference in the world.

Our nursery and reception classes are the ideal place for your child to begin their school learning journey. Our ethos is that we aim to work together with parents and carers to ensure that all children feel valued, safe, secure and happy. Happy children learn, thrive and develop the necessary confidence to cope with life's challenges.

Mission

Believe it. Build it. Become it.

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Meet the Team



Hello, my name is Miss Hayes!

I am a Reception teacher and the Early Years Lead. I began working at Broadfield last year and, prior to that, I was the Nursery Manager and Lead Teacher for a large setting. I am an Early Years trained teacher and specialist with a Masters in Early Years Education. I also have a Degree in Drama. I have been able to utilise my drama skills to teach the children through play. I adore working with the children and my brilliant team at Broadfield. I try my utmost best to give the children the best experience in the school that they deserve. I stretch them to reach their full potential and, above all, make sure that they enjoy every magical moment. My favourite activities to do with the children include painting and sensory play, as I love to get messy and be artistic!



Hello, my name is Miss Bloye!

I am a Reception teacher and have been at Broadfield for 6 years. I have also worked in Nursery. I have a BEd Degree in Primary Education, which has taught me a range of different skills and strategies for giving all children the education they deserve. I'm passionate about Early Years education in particular, as this is the first experience of school most children will have. I do my best to make this a positive and exciting experience to create lifelong learners. I enjoy learning all about the children I teach so I can tailor their learning to their own interests and needs. I love all aspects of my job, but my favourite part of working in Early Years is participating in the exploration of new learning and experiences, alongside the children and witnessing their joy and wonder at the world around them.



Hello, my name is Mrs Nicholls!

I am the Nursery Teacher and have been at Broadfield Academy for 8 years. I am a trained Nursery Nurse with an NVQ 4 in Early Years Practice. I am passionate about offering learning opportunities and an environment where the children can grow in independence; where they can feel inspired and yet nurtured through what is a crucial stage of their development. My focus is on process rather than product, enabling children to grow and develop a passion for learning.



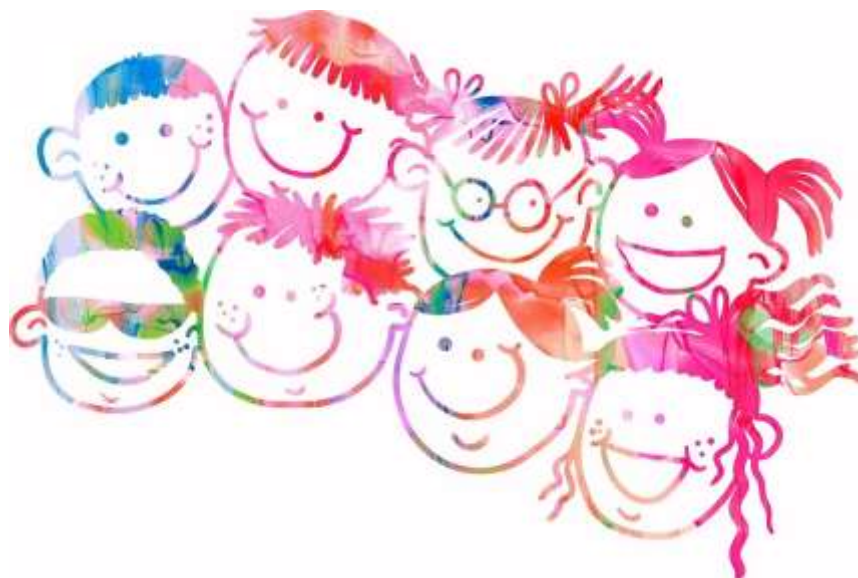
Hello, my name is Mrs Hoar!

I have been working at Broadfield School for nearly twenty years as a TA/LSA starting September 2000. I originally started work in our Nursery, initially supporting children with speech and language difficulties. I then continued to support children with SEND in Reception, until I became a whole class teaching assistant. I am married, have three children and two grandchildren. In my spare time I enjoy country walks, music and spending time with my family.



Hello my name is Mrs McQueen!

I am a NNEB Nursery Nurse with 27 years of experience working with children. I have been at Broadfield for 12 years, I also trained to be a Forest school leader 10 years ago, and I now provide sessions for Early Years. My hobbies are baking , keeping fit by attending my local sports centre for gym classes and when I have time reading a good book.



Daily Routines

One of the most important ways to make a child feel safe is to establish a routine. Routines allow children to feel comfortable and settled whilst in the nursery environment as they can predict the stages of the day and what is happening next.

We believe that care and education are equally important within the experience that we offer children. The routines and activities that make up the day in the setting are provided in ways that:

***Help each child to feel that they are a valued member of the setting
Ensure the safety of each child***

Help children to gain from the social experience of being part of a group

Provide children with opportunities to learn and help them to value learning

In both Nursery and Reception, we have a set timetable that we aim to follow throughout the day to ensure that all areas of learning can be accessed. An example of our timetable is below:

	8:45 – 8:55	8:55 – 9.10	9.10 – 9.20	9.45 – 11.00	11:00 – 11.25	11.25 – 11.50
MON	SELF REGISTRATION & BUSY FINGERS	CLL: AL Sharing books/key worker Small Group Activities <u>Maths</u>	PD: AL Squiggle While You Wiggle/Dough Disco	CP: CIL & Rolling Snack	CLL: AL Sharing Books/Phonics	Story / Balloons Going Home
TUE	SELF REGISTRATION & BUSY FINGERS	Sharing books/key worker Small Group Activities UW/PSED	PD: AL Squiggle While You Wiggle/Dough Disco	CP: CIL & Rolling Snack	EAD: AL Sharing Books/Music	Story / Balloons Going Home
WED	SELF REGISTRATION & BUSY FINGERS	Sharing books/key worker Small Group Activities <u>Maths</u>	PD: AL Squiggle While You Wiggle/Dough Disco	CP: CIL & Rolling Snack	CLL: AL Sharing Books/PWP	Story / Balloons Going Home
THU	SELF REGISTRATION & BUSY FINGERS	Sharing books/key worker Small Group Activities Fine Motor	PD: AL Squiggle While You Wiggle/Dough Disco	CP: CIL & Rolling Snack	CLL: AL Sharing Books/Phonics	Story / Balloons Going Home
FRI	SELF REGISTRATION & PARENTS SHARING BOOKS	PE		Whole School Celebration Assembly	CP: CIL & Rolling Snack	Story / Balloons Going Home

The EYFS Curriculum

Children's Development and learning

The provision for children's development and learning is guided by Development Matters in The Early Years Foundation Stage (DfE 2012).

Our provision reflects the 4 key themes below and these are the principles of how we put them into practice.

A Unique Child

Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

Children learn to be strong & independent through positive relationships

Enabling Environments

Children learn and develop well in enabling environments, in which their experiences respond to their individual needs & there is a strong partnership between practitioners, parents & carers

Learning and Development

Children develop & learn in different ways and at different rates. The framework covers the education & care of all children in early years provision, including children with special educational needs & disabilities.

How we provide for development and learning

Children start to learn about the world around them from the moment they are born. The care and education offered at Broadfield helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

Prime Areas

- Personal, social and emotional development;
- Physical Development
- Communication & Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what it is expected that children will know and be able to do by the end of the reception year of their education. The 'Development Matters' also sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. Our school has regard to these matters when we assess children and plan for their learning.

Our approach to learning, development and assessment- learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. At Broadfield, we use the Development Matters in the Early Years Foundation Stage (EYFS) to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities, children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities, information from the Development Matters in the Early Years Foundation Stage have been used to decide what equipment to provide and how to provide it.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning. They are described in the Development Matters the Early Years Foundation Stage guidance as:

Playing and exploring - engagement

Active learning - motivation

Creating and thinking critically - thinking

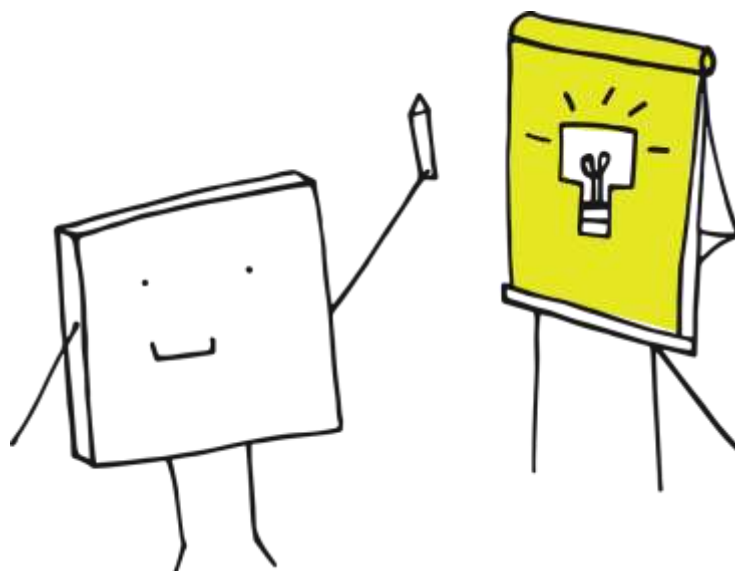
We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children (Tapestry), to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development. We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's records of achievement. We undertake these

assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different age group or when they go on to school.

A copy of the EYFS and the Early Learning Goals that your child is assessed against is available online or, alternatively, please request this information from your class teacher.



Tapestry

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom.

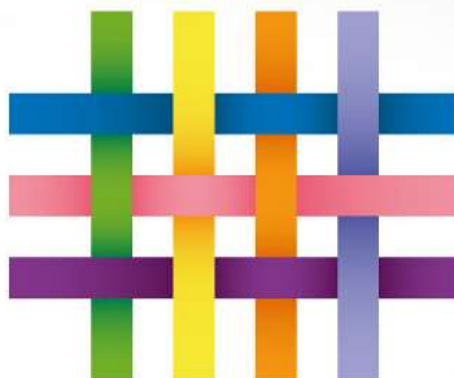
Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password. All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

Parents can change their settings so that an email is then automatically generated informing them when an observation has been added so they can have a look and add any comments of their own. We warmly welcome any observations that you upload from home, it is always exciting for us to see children's learning and any special moments happening outside of school!

Tapestry is a safe and secure system that enables you to access your child's learning journey at any time. The only other people that can see it are those that you choose to share it with. If a group observation is uploaded then your child may be tagged in the same observation, or your child may feature in the picture of another child's observation. It is a great tool to see your child building relationships and how they play with others.

However, if you do not want this for your child then we can prevent this.

Say hello to Tapestry;
the innovative, interactive
online learning journal



Uniform

Here at Broadfield Academy, we believe that uniform is an important part of our school's identity. It reinforces who we are as a community and helps allow students to feel pride in their school as well as a sense of belonging.

We have teamed up with Mapac, a local company, and uniform is available to order on their website or you can purchase from the school office. We ask all parents to respect this and please send your children into school in the correct uniform. Uniform is not compulsory in Nursery, however, most of our younger children do wear it.

Daily Uniform

Plain grey/black trousers, shorts, shirts or pinafore

Plain white polo shirt (school logo optional)

Plain red sweatshirt with school logo

Plain grey, black or white socks or tights

Sensible flat soled black school shoes

Red and white gingham dress (for Summer)

PE Kit

Plain black shorts and/or black or navy tracksuit bottoms

Plain white t-shirt

Trainers for use on field or playground

Plain black/navy tracksuit or sweatshirt (no hood)

Notes

Indoor P.E. is done in bare feet

No hoods on sweatshirts in P.E. for health and safety reasons

No jewellery should be worn to school, other than studs or jewellery worn for religious reasons

No jewellery may be worn during swimming lessons and other P.E./games lessons

No make-up or nail polish is permitted, and long hair should be tied back

What to Pack

Parents need to provide:

Nappies, wet wipes and nappy sacks (if required)

Spare change of clothes (in case of an accident, spillage, etc. (only if you think this is needed)

Any special comforter which may settle your child (if needed and to be kept in child's bag)

A bottle of water (WATER only, no squash/ flavouring to promote healthiness and due to allergies)

Wellington boots (in the wetter seasons)

Hat, scarf, gloves (in the colder seasons)

A warm/ waterproof coat (in the colder seasons)

A sun hat (in the warmer seasons)

P.E. kit (to go home at the end of each half-term for washing)

Forest School clothes (Reception only, to go home the same day)

Reading log (provided by the school) to stay in school bag

Please remember to clearly name your child's belongings!

Snack & Lunch

At snack time, the children are able to choose from a variety of fruits and milk or water. Occasionally, the children have a special treat for snack time and this may include tasting different foods from various cultures or trying foods that they have made in school.

The children follow the routine of washing their hands before they eat their snack and drinking their milk/ water out of a cup. The children use their 'pleases and thank-yous' and will independently wipe up any spillages they make. They then put their rubbish in the bin and cup in the sink.

At snack time and lunch club, the children are under close adult supervision by the school staff, all of whom have completed their Pediatric First Aid training. The adults will promote good table manners and healthy eating and promote independence in selecting and opening/cutting their food. Mealtimes are also a wonderful time for the children to socialize with one another in a formal situation. The children follow the simple rules of: politely asking for an adults help to open something, helping a friend, asking to get down from the table.

Currently lunch time is not an option for nursery children. Reception children have the option of choosing a school dinner or packed lunch. They will make their selection when they enter the classroom in the morning, by placing their name on their chosen colour (lunch) choice.

At Broadfield, we promote balanced and healthy eating options.

Ideas of what to pack for lunch boxes

A sandwich/ sausage roll

Crisps

Vegetable sticks (carrot, cucumber, pepper, etc)

Yoghurt

Fruit (please cut your grapes in half to prevent choking)

A drink - this does not have to be water

What not to pack

NO nuts (we are a nut-free school and nursery)

Chocolate bars/ sweets

Fizzy drinks

Sickness & Medicine

General Health

All children with a temperature, diarrhoea or sickness should be kept at home, both for their own comfort, and to prevent the spread of infection. If a child suffers from any of these whilst at school then you will be contacted to come and collect them immediately. The child must be kept off of school for 48 hours after their last case of sickness/ diarrhoea, to prevent the spread of infection. There can be outbreaks of head lice, please check your child's hair regularly and inform a member of staff if head lice are found. Notices regarding any health problems within school will be clearly displayed to parents on the parent's notice board (on windows of classrooms).

Medication

If your child is receiving medication, we are happy to administer any prescription medication at school on the condition that your child appears well enough to attend.

All medicines brought into the school will need to be recorded on the school medication form and we will require your signature to authorise its administration.

Any medicine brought into the school must be in its original container and labelled with your child's full name, the dosage required and the date it was prescribed. Any child requiring medication must have had the first dose a minimum of 24 hours prior to coming into school. The school is able to use our discretion where we are aware that a child has not been given the same course of medication in the past. Please bring any form of medication to school via the school office, this is where it will be administered. We are able to administer long term medication such as an inhaler, and we have an on-going medication form for this. Please speak to a practitioner for a copy of this.

Accidents

Whilst your child is in our care, there are always numerous qualified paediatric first aiders working in the school. If a child has an accident whilst at school a member of staff will give initial first aid and complete an accident form which you will be given at the end of the session. If the child has marked themselves, a head injury or had any other serious injury, then you will be contacted straight away. If a child has had an accident at home then the staff will ask you to complete a pre-existing injury form to document that this accident did not take place in nursery and to ensure that everyone is aware.

Parent Partnership

We aim to make your child's early years experiences as positive as possible. In order to achieve this, it is important that we communicate effectively with you and build positive relationships between you and the nursery team. At Broadfield Academy, parent care is just as important as childcare!

Joint Parental Responsibility

In the event of a family dispute between parents, there are clear legal procedures that childcare providers must follow:

- Parents who are married have equal rights over their child (joint parental responsibility), unless we are informed otherwise by way of a court order or through social services.
 - To avoid aggravating a dispute parent, we will always remain neutral unless specifically ordered otherwise by way of a court order or by social services.
- However, if we do not recognise a parent, or anyone else, trying to collect a child from the school then we will not let them leave until we have consent, or advance warning, from the primary contact.

Communication

Daily feedback about your child's day at school can be provided through verbal feedback. Tapestry is also a great way to get in contact with your teachers. We are also always on the end of the phone if you would like to speak to us, or alternatively you are always welcome to make an appointment to come into the school to speak to your teacher.

Please feel free to discuss any issues with your child's teachers at any time. A concern can often be easily resolved by talking about it at an early stage. In addition, the Early Years Lead should be able to address any concerns that you may have.

Parental Involvement

Our families play an important part in the life of our school and are invited to many exciting events throughout the year.

Stay and plays/ story cafes are often hosted as a special time for you to spend in class with your child.

Each class has parent representative who creates a class Whats App Group. This is a great tool for keeping in contact and updated with other parents and events.

Traditional events and cultural festivals are celebrated with fun, games and activities, which parents are invited to become involved with.

Parents and carers are invited to share any special interests or talents with us, to talk about your work, culture or lifestyle as part of the curriculum.

We hope that parents and carers will feel comfortable with the school, as we develop very close relationships with our families. We are always on hand to support you when you need more information, extra help, or just a listening ear.

SEND & Speech & Language

Broadfield Academy aims to provide a broad and balanced curriculum for all its pupils, including those with Special Educational Needs. We are committed to the inclusion of children with SEN, believing that they have a right of access to a curriculum appropriate to their needs. As a school we aim to raise aspirations of and expectations for all children with SEND.

Working so closely with your child from such a young age, and from making detailed observations and assessments, we are well placed to observe a child who may need additional support in one or more areas. Any member of staff who has a concern regarding your child's development will raise this with the school special educational needs co-ordinator (SENCO), who will then discuss this with you. Between you, the SENCO and your child's teacher, a course of action will be agreed. If following this course of action, it is felt it may be necessary to seek further advice and assistance from outside professionals, we will obtain your consent to do so. In this eventuality, we respectfully request that you seriously consider this input, as we are all working towards supporting and encouraging your child to allow them to reach their full potential. Confidentiality will be maintained at all times and no decisions will be made without your prior consent.

Where a child's needs can be met through a differentiated curriculum, this will be provided for them by the school; observations and records will ensure that the child's needs continue to be met. Should there be any concerns that there is little or no progress, then, with the parents' permission, we will seek advice from other professionals. Parents will be fully involved in this process and with any actions resulting from it, such as Speech and Language Therapy.

The speech and language skills of all children are assessed using the WellComm programme. Identified children may then take part in a speech and language support group. This group aims to develop communication, language and social interaction skills. If your child is chosen to take part in these group sessions, then a member of staff will discuss it with you and you will receive regular information explaining the activities that have been done with your child.

EAL

(English as an Additional Language)

Teaching good listening and speaking skills at Broadfield is important for all of our children. We do all that we can to support those children with English as an additional language so that they can feel safe and secure in our setting and make good progress. A child's home language is integral to their cultural and individual identity and we encourage the use of it at home. Teachers will work closely with the parents to find out as much as possible about the child's background and any information about their speech and language development at home. Often, the teachers will learn certain phrases in the child's home language to support them in class.

In order to create an environment full of exciting cultures and diversity, we warmly welcome any old/unwanted books into the school that children may have in their home language. These are great for the children to share with their friends or the adults. The languages currently spoken by children in the school include: Portuguese, Bengali, Turkish, Kurdish, and Gujarati.

We also warmly welcome parents into the school to share their traditions and cultures. We love the opportunities to find out about the customs, cultures and festivals of other nationalities and religions and particularly love the opportunity to sample the foods!

Intimate Care

At Broadfield Academy, we encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, their clothing.

We support children to toilet train when they are ready. The toilets in the early years classrooms are smaller and more suitable for the children, we also have steps for them to climb up if needed and a child friendly toilet seat insert. For those children that are not quite ready to use the toilet, we encourage the parent to bring in the one that the child is familiar with from home.

For those children in nappies we will change them on the nappy changing unit whilst wearing protective gloves and an apron. For those children in pull-ups, we encourage the child to start changing themselves and try sitting on the toilet, even if they do not use it. Children are bound to have accidents during the day and to ensure that we can change them into clean clothes, we ask parents to pack spares. We do not wash their clothes in the school.

Outdoor Learning

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. Children are encouraged to play, learn and make discoveries outdoors throughout their session in all weathers. If it is pouring down with rain, we will keep them indoors, but if it is light rain then your child will access the outdoors. Similarly, if it is boiling hot, we will keep the children inside until it is safe to go outside. In addition to exploring the outside area on a daily basis, we often also take the children on walks around the school fields, playgrounds and into the school forest. Reception children attend a fortnightly Forest School session with our designated, trained Forest School Lead.

Learning outside the classroom supports the development of healthy and active lifestyles by offering children opportunities for physical activity, freedom and movement, and promoting a sense of well-being. It gives children contact with the natural world and offers them experiences that are unique to outdoors, such as direct contact with the weather and the seasons. Playing and learning outside also helps children to understand and respect nature, the environment and the interdependence of humans, animals, plants, and lifecycles. Outdoor play also supports children's problem-solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness. The outdoor environment offers space and therefore is particularly important to those children who learn best through active movement. Very young children learn predominately through their sensory and physical experiences which supports brain development and the creation of neural networks. For many children, playing outdoors at school may be the only opportunity they have to play safely and freely while they learn to assess risk and develop the skills to manage new situations.

Feedback

We are very keen to involve parents in developing our service and school, so welcome any suggestions you may have. After most events we will issue a feedback slip so that parents have a chance to let us know what they enjoyed and what we can improve on for next time. Feedback questionnaires are also available for you to complete.

As we continually monitor and review the quality of our school, we are always pleased to receive your comments about Broadfield and are also keen to learn of any complaints that you may have. If you would like to discuss anything in depth, we would ask that you make a prior appointment with your class teacher or the Early Years Lead, to ensure that the appropriate time is made available for you.

Contact Us

We hope that your child will be very happy at
Broadfield Academy!



Address:

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Hertfordshire
HP2 4BX

Telephone:

01442 262 103

Email:

admin@broadfieldacademy.org.uk

Whats App Group:

Parents are added upon request by contacting our Lead Parent Representative