#

# Welcome to Kilnhurst St Thomas’ CE Primary Academy

## Young Children and their Learning

Children learn through play. Staff produce detailed plans of the activities which the school provides each day and this variety of play helps your child to develop valuable skills, with the curriculum providing activities both indoors and out, weather permitting.

The guidance for this planning comes from the Early Years Foundation Stage requirements.

The principles of **how children learn** are grouped in to 4 complementary themes:

* A unique child
* Positive Relationships
* Enabling Environments
* Learning and Development

The **learning and development** part of the children’s education includes the following areas of learning:

* Personal, Social and Emotional Development
* Communication and Language
* Physical Development
* Literacy
* Mathematics
* Understanding the World
* Expressive Arts and Design

## Sessions and fees

Funding is available to all children from the beginning of the term after their third birthday. All children will receive 15 hours of free childcare per week, with working parents being able to claim an additional 15 hours, if they meet the eligibility criteria.

Sessions are available either as morning only **(8.45am to 11.45pm)**, afternoon only **(12pm to 3pm)** or full day **(8.45am to 3pm including lunch)** The school operates for 39 weeks per year, with 5 inset days during this period.

Parents can request additional hours on top of their basic entitlement will be offered these if available and will be charged at a rate of £12 an afternoon.

## Illness

When children are unwell they find it hard to cope being at school and should be kept at home until they feel better. We ask that if your child will not be attending, that they contact the school to inform us of their absence.

Should a child become unwell whilst at school, every effort will be made to contact parents/carers. In the event of your child being involved in a minor accident we will administer first aid. If, however, it is more serious, we will try to contact you, but if necessary, they will be taken to hospital accompanied by a member of staff. Please be reassured that this is an incredibly rare occurrence.

## Uniform

The FS1 uniform consists of: Royal/ Dark Blue Sweatshirt;

Dark Blue/ Light Blue Polo shirt;

Black or Grey Trousers track suit bottoms/ leggings

It can be purchased from Prestige Printers or from an alternative source

**Shoes -** Children should come wearing flat, sensible shoes for indoor and outdoor use

***Collecting children***

Your child’s safety is paramount. We will only allow your child to leave school with a parent or named adult. If your child needs to be collected by someone else, you must inform us in advance. In the event of an emergency, please telephone the school as soon as possible to inform us of your intentions. **Children cannot be collected by anyone who is under 16 years of age.**

**Intimate Care Policy**

This policy has been devised in response to the increasing number of children entering the Early Years Foundation Stage not toilet trained.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that the EYFS team are on hand to offer advice on how to toilet train and are put into contact with relevant support if required.

Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

**Introduction**

St. Thomas’ Church of England Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children’s dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection

issues. Staff will work in partnership with parents/carers to provide continuity of care.

**Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member’s duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure.

**Procedure**

* Home/school agreement to be signed by parents of children who require a personal care plan. (Please see Appendix 8)
* Parents will be responsible for providing all nappies, wipes, and any cream needed.
* Only employed St. Thomas’ C of E Academy Staff are responsible for changing children.
* A child will be taken to the toilet area to be changed.
* They will be encouraged to lie down on a changing mat.
* All staff will wash their hands prior to changing a child.
* Staff member will notify another staff member that they are changing a child.
* Disposable gloves and aprons will be worn by staff when changing a nappy and / or clothing.
* Soiled nappies, gloves and aprons will be disposed of in a nappy sack and placed in an appropriate nappy disposal unit.
* A child’s clothing will be placed into a plastic bag to be taken home and spare clothes will be worn. If spare clothes have been provided by school, they are to be washed by parents and returned to school.
* The changing mat will be wiped down with an antibacterial wipe.
* A record of all nappy / clothing changes will be kept in the Foundation Stage classes.

**The Protection of Children**

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child’s presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

**Monitoring and review**

 It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.