

**Newton International School, Lagoon**  
*"An international community of learners striving for excellence  
and celebrating success"*

# Parent Handbook

## Early Years Foundation Stage 2022-2023





Dear Parents,

Welcome to Newton International School, Lagoon Campus. If your child has not attended our school before then we welcome, you and your child for the first time and hope this will be the beginning of a long and happy association—not only for your child but also for you and the whole family.

This purpose of this handbook is to help the parents of Foundations Stage children understand how Early Years work and what to expect. It will also include key information about procedures and policies as well as information on how to help your child at home.

We believe the first step in your child's education is the most important one. We pride ourselves on providing a unique, learning enriched environment accompanied by high quality and experienced Early Years staff. Every child is unique and special, and our aim is to provide them with the appropriate attention, care and encouragement. This is the stage that we lay down the foundation for children's successes, academically and personally throughout life.

Please do not hesitate to speak to a member of staff or management should you have any questions regarding your child's time here with us.

Your child's classroom teacher should be able to assist you with any concerns. Alternatively, please feel free discuss any concerns or queries with a Team Leader.

We hope your stay with us will be pleasant and memorable.

Best wishes for the future.

Sincerely,

The EYFS Team



## **Our Vision, Mission Statement and Values**

### **Our Vision**

An international community of learners striving for excellence and celebrating success.

### **Our Mission**

We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

### **Our Objective**

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

### **Values**





## The School Day

The school day starts at 7:00am and ends at 12:30pm for both Foundation One and Two. Please ensure that you collect your child on time so that teachers are able to prepare for the next school day and so that your child is not upset.

The day is play based with carefully planned areas of play set up around the building. This will be done in accordance with the specific curriculum goals and current interests of the children. Teaching is conducted through small focus groups, with one-on-one teaching, whole class as well as child initiated play. It is important to remember that children learn through play. Play is the key to the way children learn. Through play children develop the confidence needed for learning, basic verbal skills that help develop language and communication in English, social skills, problem solving skills and the basic foundation for later learning.

## Dropping off and Collection of Children

Please note that the roads around the school are very busy and quite congested in the mornings and afternoons. Parents and drivers are asked to be extremely vigilant and cautious when dropping off and collecting their children. We encourage our students to practise Road Safety and would encourage you to ensure that your child wears their seat belt whether seated in the front or back of your vehicle.

- Children should be dropped off and picked up by a Parent or Adult who has been added to our Approved Carer list. We will not allow any child to be picked up without permission and the required ID.
- If your child is sick please report this/email/Dojo to your child's class teacher and reception **(66224475)**
- Children attending Late Room will be accompanied by a member of staff. Parents/Responsible Adult will collect their child from designated class. Please Note- late Room will be held in different classes each day. There will be signs or members of staff available to direct you to the appropriate class. You will be required to sign the release form.

All children in EYFS must be collected at **12.30pm. Exceptions are only made for children with siblings in the primary school.**



## **Security and Visitors to the School**

All visitors to the school must obtain authorisation to enter the school from the security staff and wear a visitor's badge. Visitor's details will be entered into the Visitor's Log Book.

## **Accidents and Sickness**

Good health will help your child's ability to learn and achieve at school and throughout his/her life. Therefore, we stress the importance of good nutrition, adequate sleep, good hygiene and regular exercise.

The EYFS Nurse assists in this health education and maintains health records on each child so that the best care and treatment can be given. Injured and ill children are assessed and treated accordingly.

**Please assist by making sure that we have up to date medical information on your child.**

**Do not** send your child to school if he/she has a temperature. Notify the EYFS Nurse and Class Teacher immediately if your child contracts a contagious illness. The child cannot return to school unless he/she brings a medical certificate, which indicates freedom from infection. The following table gives the exclusion periods for some common illnesses.

<b>Coughs and Colds</b>	It's fine to send your child to school with a minor cough or cold. But if they have a fever, keep them off school until the fever goes. Encourage the child to throw away used tissues and wash their hands regularly
<b>Chicken pox</b>	If your child has chicken pox, keep them off school until the spots have crusted over. This usually takes about 5/7 days after the spots have first appeared
<b>Vomiting and diarrhoea</b>	Children with diarrhoea or vomiting should stay away from school for 2 days after their symptoms have gone
<b>Sore throat</b>	You can still send your child to school if they have a sore throat. But if they have a fever, they should stay at home until they feel better
<b>Fever</b>	If your child has a fever, keep them off school until the fever goes away.
<b>Head Lice</b>	Treat head lice as soon as you spot them. You should check everyone in your household and treat them on the same day if they have head lice. Children can return to school once the



	condition has been treated.
<b>Conjunctivitis</b>	Until treated and no discharge from the eye or any discolouration.
<b>Impetigo</b>	If your child has impetigo, they'll need antibiotic treatment from the Doctor. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share towels, cup and so on with others.

## Healthy Snacks

Each day make sure your child has a healthy breakfast and brings healthy food to school. Fizzy drinks are not permitted, nor are chewing gum, chips, sweets or candy, chocolate bars or any products containing nuts. Healthy Eating Week is held early in the school year to educate students about the harmful effects of unhealthy food and drinks and to encourage a healthy lifestyle.

## Settling your child into school

Starting school is an exciting time for young children and their parents. It can be a daunting time too. But with a little preparation and encouragement, most children will settle easily. Don't worry... your child doesn't need to be able to read or write before they start school! Children start with a wide range of abilities and their teacher will be highly skilled at helping children progress at their own level. What's most important is that you and your child have fun together in those early months and years- sharing stories, singing songs, playing games and talking about anything and everything.

- It is important for your child to see that you trust their teacher. Your child looks to you for guidance and security and will feel a lot more comfortable to see that you are comfortable and happy for them to stay with their classroom teacher.
- Every child is unique so they all respond in different ways. Some children will settle quickly and others may take a little longer to settle into their new routine and surroundings.
- By dropping them off as well as collecting them on time, your child will understand that he can trust in both his parents and school and that you will always come back. This is an important part of their settling process.
- Please know that even though your child might cry when you leave, they usually settle into the classroom quickly and do not stay upset for long. Teachers will never allow your child to be upset for a long period of time



and will contact you if they have any concerns with your child's settling process.

- **Please be on time when collecting your child from school.** Young children find it particularly upsetting when they see other children being collected by their parents while they are waiting for your arrival. It is a very important part of the settling process for your child to know that he/she will be collected from school. This allows them to be relaxed during the school day as they know they will be collected.
- Be consistent in their attendance. Children need to develop a school going routine to help with their settling process.
- Talk to your child about his or her school day. By showing an interest in their day your child is learning that you value their learning and school day and will settle into school easier.
- When you leave your child at school in the morning, even though you may be anxious, do not show this to them. Show them there is nothing to be scared about by being very happy and excited when you leave them at school.
- At times we may ask parents to leave and let us try and settle their child on our own. We have many years' experience in settling children and will only ask this if we think this is in the best interest of the child.

## Parent Meetings

At the beginning of the year, parents are invited to attend a Parent Workshop when staff will present their aims for the academic year. Parents will have an opportunity to ask questions of teachers and find out about the learning objectives for the year. Teachers, Team Leaders and the EYFS Coordinator will be present at these meetings to answer any queries you may have. During Covid this may be done virtually.

Parent Teacher Interviews are held throughout the year. These are an important time to discuss your child's progress. Please ensure that you attend these meetings. If you do however wish to meet with teachers at any other time, you are more than welcome to. We do ask that an appointment be made either by telephone, Class Dojo or speaking to Early Years Receptionist to ensure the teachers available for the meeting.

**Please note: Teachers cannot be disturbed during their teaching time.** You may also meet with the Foundation One/Two Team Leader and Coordinator by making an appointment at the Early Years Reception desk.



## Trips

Each class will be taken on at least two trips during the year. Trips will usually be educational although occasionally students are taken on fun trips. Children have to be dressed in school uniform during any school trips. Written permission must also be received in advance of all school trips. Trips will all depend on Covid restrictions at the time.



## Assessments and Reports

In Early years Foundation Stage (EYFS) our assessments are ongoing throughout the years. At the end of each term you will be updated on your child's progress. It is important to know that all children develop at their own rates and in their own ways.

In EYFS we use an app called **Tapestry** to record and collect evidence of your child's learning on a daily basis. This can be in the form of notes, video or pictures. The Teachers are continuously assessing students through tracking and this gives the Class Teacher a good idea of how your child is developing towards the expectations for the end of Early Years.

Our Termly reports will show where your child is currently working at. If you have questions about the report please ask the Class Teacher.

Your child's written work will also be documented in displays throughout the class as well as their mark making and math's books.

Parents play a vital role in their child's learning journey. We want to encourage parents to take part in their child's assessment, learning and development as much as possible. Parents are especially important when it comes to assessing children whose home language is not English.

## Uniform

The Newton Uniform has been redesigned and improved. Newton Lagoon has its very own uniform shop with specific opening hours. The opening hours will be confirmed and on display in and around the department. Please do ask at reception for details.

**Please ensure that all belongings are clearly and permanently labelled with your child's name and class.**

## Parents as Partners

Educational research has shown that children who have support from Parents at home achieve more at school. In the same way that Parents have expectations of the School, the School also has expectations of Parents. We ask Parents to



support their child and the School. Please see 'Frequently Asked Questions' to learn more about our parent involvement programs.

## Communication

At Newton International School-Lagoon we pride ourselves on the communication and relationships we build with parents.

In Foundation Stage we understand that it is difficult to let go of your children at such a young age. Our aim is to reassure you that your child is loved, supported and cared for. We strive to establish a great relationship with parents and actively encourage parental involvement.

It is therefore necessary to establish an excellent line of communication and we can do this in many ways:

- **Class Dojo-** This is a fantastic way to communicate with one another. Simply download the app and your child's class teacher will invite you to sign up to your child's class. This way you will be able to receive the most up-to-date messages, notifications, reminders, pictures, videos of learning and achievements.  
You will receive a notification when your child had been rewarded with a Dojo for positive behaviour, or when they have been deducted a Dojo. You also have the opportunity to message the class teacher privately about any concerns or enquiries you may have. Teachers will reply by the end of the school day which is 2:30pm.
- Parents are always welcome and invited into the school. We strive to listen to your feedback and comments. Feel free to schedule an appointment to come and speak with the class teacher, Team Leader or Early Years Coordinator if you require a comprehensive discussion.
- Parent/Teacher consultations will take place throughout the school year. This will give you the opportunity to meet with your child's teacher and discuss their progress and behaviour for learning. You will be given information in advance about dates and timings of these meetings.
- You will also be kept up-to-date via our school website and social media. Please do sign up for regular updates.

## The Early Years Foundation Stage Framework- (EYFS)

The EYFS Framework sets the standards for learning, development and care for children from birth up to 5 years of age. The principles which guide the work of our Early Years Professionals are grouped into four themes:



- **A Unique Child** - every child is a competent learner from birth who can be resilient, capable, confident and self-assured
- **Positive Relationships** - children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
- **Enabling Environments** - the environment plays a key role in supporting and extending children's development and learning
- **Learning and Development** - children develop and learn in different ways and at different times; all areas of learning and development are equally important and inter-connected.

## **Areas of Learning and Development**

There are seven areas in which our Early Years Professionals support children to learn and develop. These are:

- **Personal, Social & Emotional Development**
- **Physical Development**
- **Communication and Language**
- **Literacy**
- **Mathematics**
- **Understanding of the World**
- **Expressive Art & Design**

## **How to help your child succeed at school**

Discuss what has happened at school and what they have learned. Make a fuss when the child has been complimented or rewarded. Meet your child's teachers whenever you can. Do not hesitate to contact the school to discuss issues. We are here to help in any way we can. Ensure your child arrives at school on time, and has all equipment ready for lessons. Ensure that your child has enough sleep.

## **Foundation Stage Two (Reception)**

What can you do to help your child's mathematical development?

- Practise counting at any time, climbing the stairs, shopping etc.
- Play simple board games
- Sing number rhymes and songs together

What can you do to help your child's literacy development?

- Help them with their reading book
- Help them with their phonics
- Ongoing-encourage mark making, writing name and other words



- Read with them every day

## All about Foundation Stage Two

Foundation Two is that final stage in the early years that helps provides an excellent early learning of the basic skills needed for starting school in Year One. Foundation Two education stills plays a valuable role in helping children develop their physical, mental, and emotional skills. It also provides children with opportunities for them to begin developing the very important basic Mathematical and Literacy skills that are crucial for Year One.

In class, children are taught how to recognise letters and sounds of the alphabet and not the letter names. We use a phonics programme called Jolly Phonics to introduce and support this learning of letter sounds in a fun and hands-on way. The reason for learning letter sounds at this stage is for children to gain a better understanding of those sounds and linking them to letters to support with beginning reading and writing skills. Becoming fluent in letter recognition helps children to become more familiar and at ease with the alphabet.

Even though it is based at a higher level than Foundation One, Foundation Two children are still encouraged to learn through their play. Teachers throughout the school day provide numerous play opportunities to develop further understandings of what they are learning about.

## Foundation Stage One (Preschool)

What can you do to help your child's mathematical development?

- Play simple board games and count out loud with your child
- Sing number rhymes and songs together
- Practise counting at any time – climbing the stairs, shopping etc.
- Point out colours, shapes and patterns in your child's environment

What can you do to help your child's literacy development?

- Ongoing-encouragement for mark making and writing their name
- Read your child a story every day
- Encourage your child to recognise street signs, shop signs etc.

## Before starting Foundation Stage One, your child should be able to.....

- Sit and listen for a short time



- Enjoy being with other children
- Understand the boundaries we set for behaviour
- Use the toilet, clean themselves and wash their hands- (Accidents do happen from time to time, it is advisable to leave some spare clothes in your child's bag cupboard)-**Early years Staff do not toilet train your children**
- Recognise their own name when heard
- Speak to an adult and ask for help when needed
- Take off their cardigan/jumper and put shoes and socks on
- Hold a book and talk about pictures
- Share toys with friends
- Help to tidy up toys and resources
- Sit at a table and feed themselves at snack times
- Use a tissue to blow/clean their noses

## All about Foundation Stage One

Foundation One helps provide an excellent early years learning environment for young children. Foundation 1 education plays a valuable role in helping children develop and learn new physical, mental, and emotional skills. It helps children to be prepared to listen, follow instructions, to get along in a group and to manage conflict in a positive manner.

Children this age learn through play. We **do not** use worksheets, instead children take part in a wide range of different activities including structured and free choice play, physical activities, sharing stories, Circle Time, PSHE/SEAL (Social and Emotional Aspects of Learning), Mathematics and Literacy games and activities as well as learning skills such as information technology and cooking. As children join in a wide variety of activities these have both a practical and positive effect in helping children prepare for the structured learning environment of school. It also prepares them to take direction from adults outside the circle of family and friends.

Mixing with other children regularly helps children to develop essential social skills, especially when playing and sharing with others, and making friends.

In Foundation One, children are encouraged to make independent decisions, from where they want to play and what with, to what they want to eat at snack time. Meal times in preschool are sociable but also educational and we combine discussions on healthy eating with fun cooking activities. Children



become used to eating as a group and to trying new foods with different tastes and textures.

It is always a big step for children to start preschool, but our experienced and friendly staff can ease your children through this transition and provide them with the skills and learning to give them a good foundation for life.

## **Topics**

Each term we will focus on a specific topic and use this to inspire our teaching as well as linking it to the EYFS Curriculum. We would love for our parents to get involved in this as much as possible. Your children may also be given home learning activities based on our topics, these topics may change!

<b>Foundation Stage One</b>	<b>Foundation Stage Two</b>
Term One: Autumn 1: All About Me Autumn 2: Under the Sea	Term One: Autumn 1: Weather and Seasons Autumn 2: Dinosaurs
Term Two: Spring 1: Around the World Spring 2: Animals	Term Two: Spring 1: Around the World Spring 2: Superheroes
Term Three: Summer 1: Nursery Rhymes Summer 2: Transport and Travel	Term Three: Summer 1: Authors Summer 2: Wild West

## **Frequently Asked Questions**

### ***How do I settle my child into school life?***

We recognise and understand the anxieties for both parents and children when starting school. Some children will settle in on their first visit and others will take a little longer to get used to their new environment.

In order to make starting school a positive step, we recommend that you talk about school with your child, use your own positive experiences to help the child look forward to beginning school.

In order to enable your child's teacher and co-teacher to start to form a relationship with your child, we recommend that once you have brought your child to school, give them a big hug and kiss goodbye, tell them you will be back soon to pick them up and then depart.



We know it is a very hard thing to do; leaving your child (perhaps obviously upset) but our capable and caring staff will be there to make sure your child is comforted and looked after. When a parent reappears to check on their child throughout the day, if the child sees you, they will often become upset once again and think that when he/she cries, their parents come back, resulting in a longer period of settling in. Please read our Settling in Policy for more details.

### ***What does my child need to bring to school?***

In your child's **small** bag, you should bring:

- 2 healthy snacks in a lunchbox
- A clearly named bottle of water- not disposable bottles please. We can top up your child's water bottle in school.
- A spare change of clothes, clearly labelled with your child's name, to be kept at school

### ***Why is there so much paperwork to complete?***

It is of great importance that we obtain as many details about a child as possible to ensure his/her welfare at school. On your child's first day, an 'All About Me' information sheet will be sent home to you. Please ensure this is completed and returned to us within your child's first week. We require information regarding up-to-date personal contacts, emergency contact details, family information, medical details and forms which require your signature to confirm your authorisation regarding various aspects of the care we provide.

### ***How often will my child go outside?***

It is important for children to be able to get some fresh air every day, however in Qatar; the temperature can become very hot between the months of May and November.

### ***What happens if my child has an accident at school?***

Any incidents that happen at school will be logged in an incident report. Copies will be kept in your child's file at school and the original will be handed to parents/carers. Information is also recorded on our school information management system (SIMs). Our school nurse will be available during school hours to tend to any child who might be sick or hurt. She is also available for any queries regarding medication at school.

### ***How do you manage children's behaviour?***



It is imperative that children have set boundaries of behaviour for their own safety and the safety of their peers. Negative behaviour often occurs when the child's basic needs are not being met. Our aim together, as teachers *and* parents, is to promote good behaviour and ensure that all children are provided with love and care, security, adequate rest and sleep, the freedom to explore, a positive self-image, suitable adults as role models, consistency in their treatment, boundaries to behaviour, opportunities for self-expression and opportunities for learning.

There will never be any form of physical punishment in our school. Our children will never be subject to humiliation or labeled as 'bad' or 'naughty' and staff will endeavour to get down onto the children's level when talking to a child about behaviour. Individuality is encouraged and the children are taught by example.

### ***What happens if I am late collecting my child?***

The school day for all children in EYFS finishes at 12.30pm. Any child who is not picked up at this time will be cared for by our Teaching Assistants and parents called. Please however be aware that this does upset children who are tired at the end of a long day and whose routine has been altered. It also affects the staff's ability to plan and prepare for the next school day.

### ***What can I do to celebrate my child's birthday at school?***

We acknowledge children's birthdays in class through singing to them, letting them choose specific activities or letting them be class 'leader' for the day. In line with our Healthy Eating policy, we **do not allow** large cakes to be brought in to class, but we will however, encourage plates of fruit on these days as an alternative or small cupcakes which will be sent home with the children.

Please note: - party bags to be handed out to your child's classmates **are not permitted.**

### ***Who should I speak to if I have a concern?***

Please feel free to speak to your class teacher if you have any concerns or queries. If you still have concerns after talking to the class teacher please make an appointment with the Early Years Coordinator, Miss Claire Moore.

### **Foundation Stage Contact Information**

**Direct Telephone:** 66224475

**EYFS Nurse:** 66639093

**EYFS Coordinator's Email:** [eyfscoordinator@nisLAGOON.com](mailto:eyfscoordinator@nisLAGOON.com)



## Welcome to our Newton Family!

