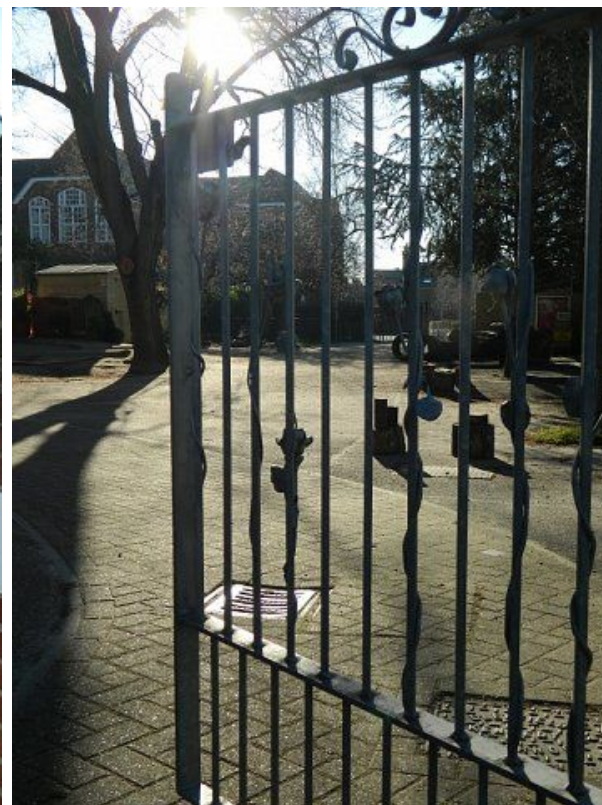




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Induction to Comper
July 2022



Transitions

Daycare

Enter any time between 2 and 3 years of age.

Nursery

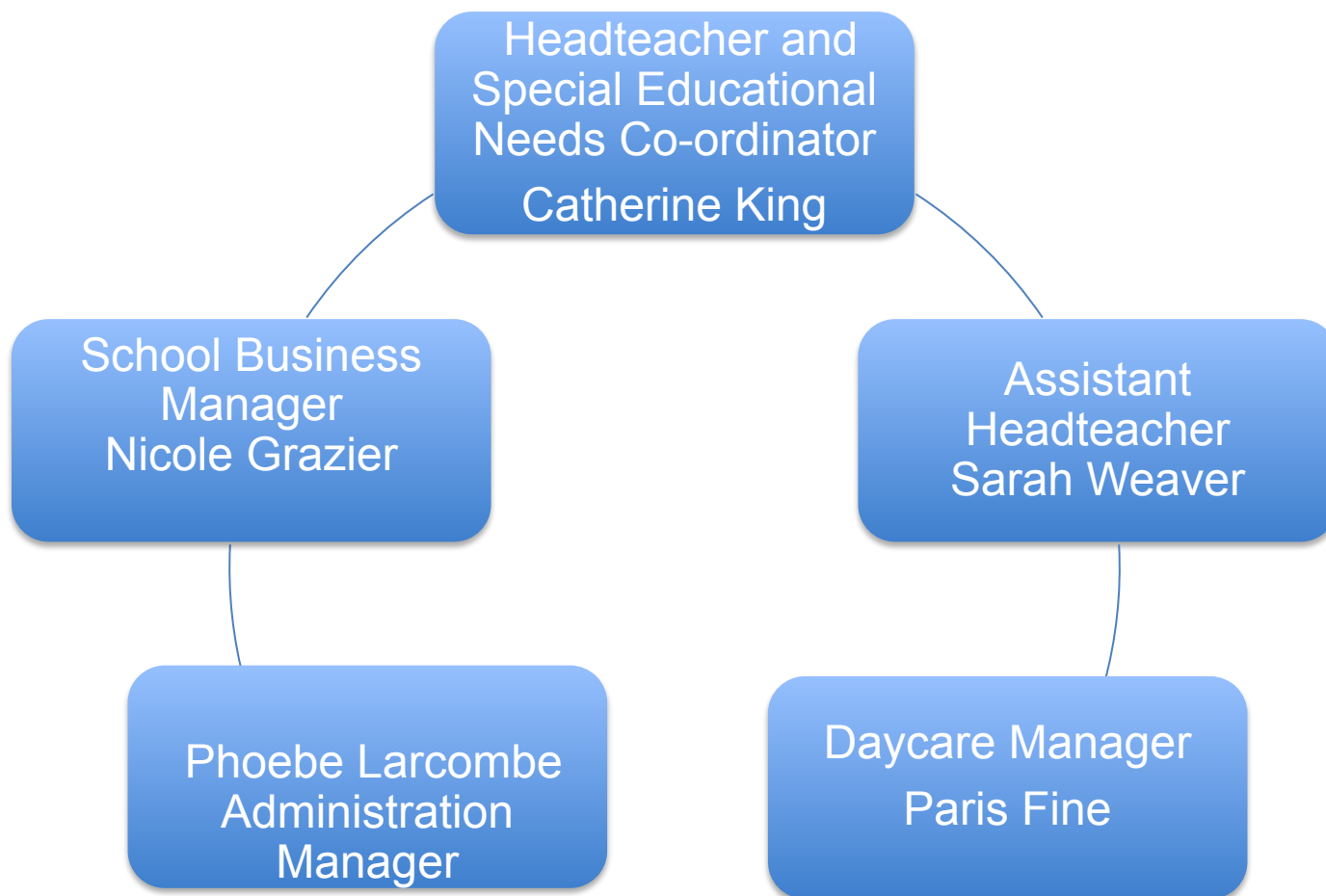
Nursery children are eligible for a place the September of the academic year in which they turn 4yrs. Entrance is flexible throughout the year depending on availability. Please see our nursery admissions policy or request a copy at the office.

Reception

All on Saint Mary and Saint John Primary school roll.
Apply via OCC Admissions Team.
Applications in by mid January 2023.



Senior Leadership Team





The Reception Team

Strawberry Class Teacher



Sarah Merry

Mango Class Teacher



Sarah O'Flanagan



Reception Structure

A teacher in each class.

Supported by a qualified Early Years Worker.

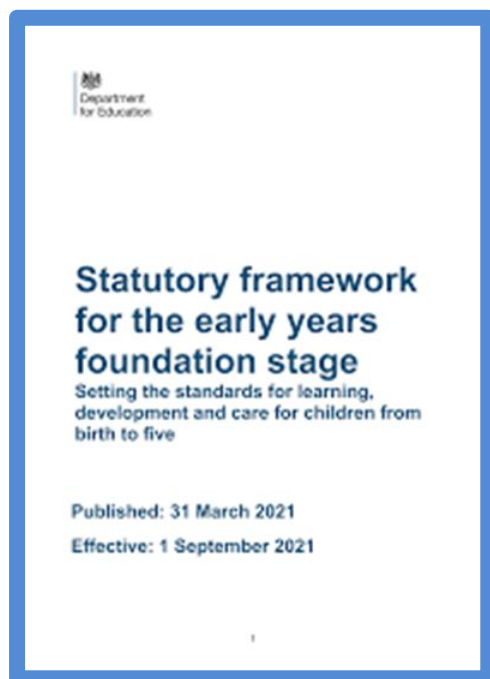
2 classes of 30 children

Additional learning support for children with special educational needs and/or disabilities

Classrooms are located in the Workshop and the Hall.
Both share a large outdoor learning area.



The Statutory Framework



The Early Years Foundation Stage statutory framework is a government document that all schools and Ofsted-registered early years providers in England must follow.

It sets standards for the learning, development and care of your child from birth to 5 years old.

The standards ensure your child will learn and develop well and are kept healthy and safe.

This framework has been revised and applies from September 2021. We will be refreshing our curriculum during 2021/2022 based on the new framework.

For more information see the government website: <https://www.gov.uk>

Find a copy of the guidance using the following link;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf



Planning in the Reception Unit

The Early Years Foundation Stage Curriculum (EYFS)

The EYFS Framework explains how and what your child will be learning.

7 areas of learning and development.

The **3 prime areas** are;

- ❖ Communication and language;
- ❖ Physical development; and
- ❖ 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. The staff in Reception will make sure that the activities and experiences provided are suited to your child's unique needs.



The Characteristics of Learning

These are used alongside the Early Years curriculum and place emphasis on how children learn.





Daily Routine in Reception

<i>Time</i>	<i>Activity</i>
8.40am - 9am	Arrival time - Parents/Carers to drop children off. Mango class at the door from the main garden and Strawberry class at the main entrance. The children will have a short settling time with their teacher and the Reception staff until group time starts.
9.00am - 9.45am	Group time - Short carpet activity followed by a combination of individual and small group work depending on the focus.
9.45am - 10.50am	Explorer time - The snack bar will be open for your child to help themselves to milk/water and a piece of fruit during explorer time.
10.50am - 11.00am	Tidy up time
11.00am - 11.30am	Group time
11.30am - 12.45am	Lunch time
12.45pm - 1.15pm	Group time
1.15pm - 2.15pm	Explorer time
2.15pm - 2.30pm	Tidy up time
2.30pm - 3.00pm	Story time
3.00pm 3.00pm - 3.15pm	Home time - Parents and Carers to collect. Reception staff to support children who are accessing after school care and walk them to the After school club.



Lunchtime at Comper



Our dining area

All our Reception children are entitled to free school meals. Tracey our cook cooks all our meals on site and lunch time and teaching staff help to serve them on our dining tables.

If you would like your child to bring a packed lunch please can you book a term in advance with Basia in our office. You can change this if needed but it allows us to adjust the lunch numbers and make sure we have enough food for the children.

If your child brings a packed lunch to school please make sure it is clearly labelled with your child's name.



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Our lunchtime staff



**Rashda
Chaudary**

Lunchtime
Supervisor



Naouel Hafafsa

Lunchtime
Supervisor



Shamila Nisar

Lunchtime
Supervisor



Tracy Hastings

School Cook



General Information

- Labelled coat pegs available in or near to your child's class room to store weather-suitable clothing.

- Please provide the following items for your child - ALL NAMED:
 - ★ A small rucksack with a change of clothes for your child
 - ★ a waterproof coat
 - ★ wellington boots
 - ★ Water bottle
 - ★ Book Bag
 - ★ Suncream in the summer and a sun hat
 - ★ **Please ensure all items are clearly named.**

Please do not bring in toys or your child's personal possessions – your child will have the opportunity to do show and tell throughout the year.



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Book Bags

Your child will need a book bag from day one to put their reading book in. The reading books are expensive and we need to take care of them and make sure they can travel safely between home and school without getting damaged.

Your child's book bag needs to be in school every day and clearly named.

We recommend one of these cheap and cheerful, good quality book bags from Amazon:

Your child can choose their colour.

https://www.amazon.co.uk/Quadra-Enhanced-Viz-Book-Bag-Litres/dp/B00AXISDP8/ref=sr_1_7?keywords=School+Book+Bags&qid=1656488107&sr=8-7



Adult-directed learning

During your child's day in Reception they will participate in various adult directed learning times. Over a week, this will consist of a variety of whole class, small group and 1:1 teaching sessions. Any adult led learning will consist of a short adult input, adult led follow-up activities or there may be opportunities for the children to explore their adult led learning independently through activities and resources in the indoor and outdoor environment. All our teaching and learning is based on the 7 Areas of learning in the EYFS framework.

Each week your child will have:

- Daily adult-led phonics sessions - Rocket Phonics
- Daily Numeracy focused sessions
- They will be heard to read by an adult at least once per week, their log book will be completed and their reading book will be changed.

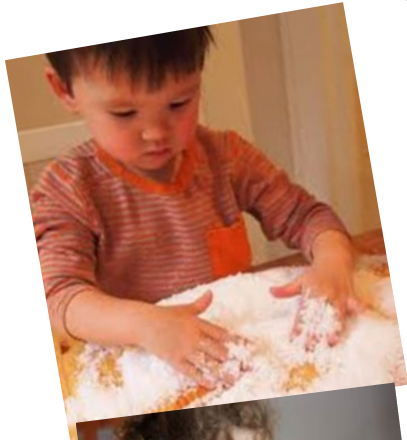
Engaging in adult led group times supports children to:

- Develop and build on their communication skills - speaking, listening, attention and understanding.
- Learn to be a member of a group, take turns and share with others.
- Develop skills and knowledge specific to the 7 areas of learning.



Playing, exploring and learning

Children learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



This is why a large percentage of your child's day will be spent in what's referred to as **child-initiated learning**, and what we refer to with the children as **explorer time**. This is where the children are able to move around the learning environment and select activities and resources, supported by the staff in the unit.



Assessment in Reception

Assessment helps teachers and staff to build a picture of your child's development enabling them to plan their next steps in an informed way, identify developmental needs and early intervention if required.

The reception baseline assessment (RBA) is a short, task-based assessment of your child's early literacy, communication, language and mathematics skills when they begin school. It is statutory for all schools from September 2021.

The assessment can take place at any point in the first 6 weeks of your child starting reception. It will form the start of a new measure of how schools are helping their pupils to progress between reception and year 6.

Your child does not need to prepare. There is no pass mark or score and your child will not realise they are doing an assessment.



Pupil Progress meetings

- Staff meet three times a year with the Head teacher and SENCO to discuss pupil's progress and ensure we are doing everything we can to meet the needs of all the children in our care.
- This is also a time when additional needs can be highlighted.
- We will talk to you about this if we have any concerns but we are also open to you coming to us if you feel there are concerns you would like to share - you know your child best!





Parent and Carer Consultations

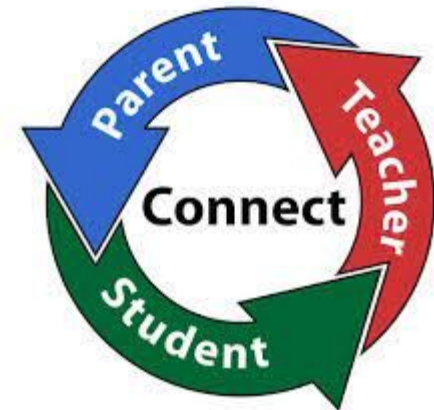
The meetings will be held at the end of the school day. We will give you advance notice of the week in which they are taking place so you can book with your child's teacher. They are an opportunity for you to discuss your child in detail with the school.

Two formal parent consultations during the year;

Autumn term – to discuss how your child is settling.

Spring term – to discuss progress in more detail.

End of year report - which will report on the Early learning goals.



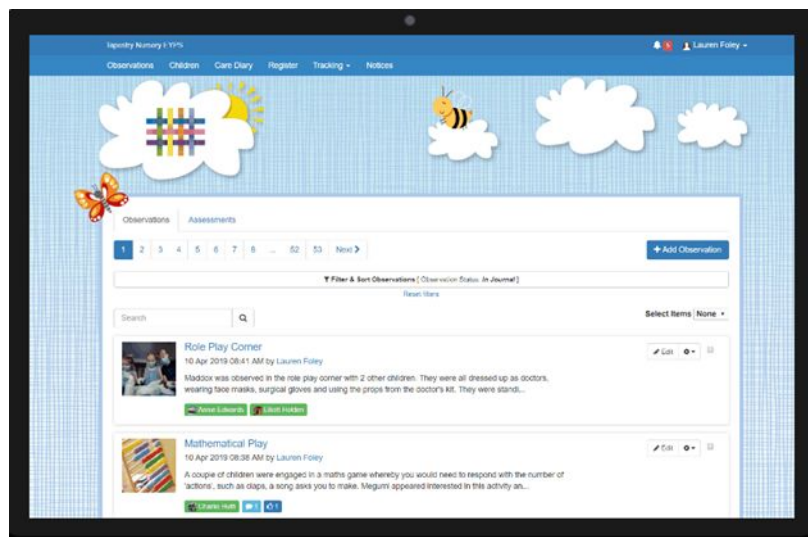


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Tapestry

We use Tapestry which is an online learning journal for staff to add observations, photos and media on your child.



Tapestry allows you to get more involved in your child's learning. You will be able to securely access their observations, photos and media from any device with internet capability at your leisure to look at and comment on observations added by the Reception team.

You will always be the most important influence in your child's life and because of this we would like you to share your child's interests and successes with us. This can make a real difference to how we help support his/her learning at Comper.



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Tapestry



How safe is my child's information:

- The information and assessment on your child can only be viewed by you. Your account is set up by Comper and each user/relative added has an email assigned.
- This email we be sent a link to create a password and enable you to have a log on (your email) and password – this is the only way to access your account.

****If you do not have access to an electronic devise with internet capability please speak to your child's teacher and we will arrange access for you.***

Use of photographs and group observations

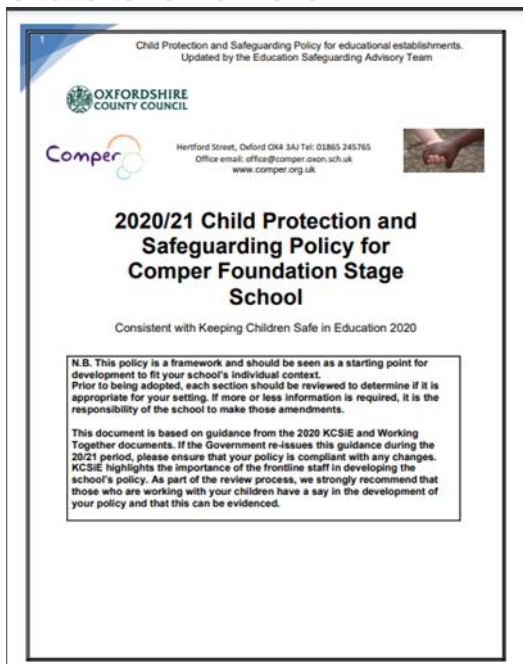
- Tapestry has the function of adding a group observation – this is where staff add an observation and attach multiple children to it. This will mean that multiple parents will be able to view this observation.
- We have set up our system to ensure that photos and media cannot be downloaded from tapestry, however we are aware that those who are technologically advanced may be able to find a way around this. In the interests of Confidentiality ***please do not upload any photos or media from tapestry on to social media.***

*You can find more information at the following website - <https://tapestry.info/>



Safeguarding

- We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.



We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

Our safeguarding policy's purpose is to provide staff, volunteers and governors with the framework they need to keep children safe and secure in our school and to inform parents and guardians how we will safeguard their children whilst they are in our care. It can be found on our website or using the following link;

<http://www.comper.org.uk/perch/resources/comper-safeguarding-policy-update-march-2021-1.pdf>

All adults in the setting receive generalist safeguarding training on a yearly basis and we have a number of staff trained as designated safeguarding leads. Paris Fine leads safeguarding across the school supported by our head teacher Catherine King.

- We use CPOMS software to monitoring Safeguarding, wellbeing and all pastoral issues in our setting. Working alongside our existing safeguarding processes, CPOMS is a system which helps to ensure that children, young people and adults are safe and fully supported



Medicines in school

EYFS Guidance states that:



Training must be provided for staff where the administration of medicine requires medical or technical knowledge (i.e. Epipen).

Medicines must not be administered unless they have been prescribed.

Medicine must only be administered to a child where written permission for that particular medicine has been obtained.

Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents on the same day or as soon as reasonably practicable.



Medicines Protocol & First Aid



Please tell us now if your child needs preventative or emergency medication, such as an asthma inhaler or an EpiPen. If necessary, we will arrange training before your child attends.

Keep your child at home if he/she is unwell and requiring over-the-counter medication, such as Calpol.

Always complete a medication permission form if you require us to administer medication to your child. This can only be prescription medication.

Please Remember it is your responsibility to check that medication is in date. Put an 'expiry date' note in your diary.

If your child bumps their head at school you will get a call home. This is just a safety precaution. You will also have to sign an accident form at the end of the day.

If your child has an accident during the school day, you will be informed at the end of the school day by a member of staff and asked to sign the form. These are monitored carefully by our health and safety lead and the headteacher.



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Afterschool Club

- After school care runs from 3pm -5:30pm.
- All parent/carers are required to complete a contract.
- Permanent booking that requires 2 weeks written notice to cancel or amend sessions.
- Sessions are not available to swap, however extra sessions are available to book provided we have availability.
- Full payment must be made within 14 days of an invoice being issued.
- An after school session costs £14.50. Payment methods childcare vouchers or bank transfer only.



For more information please
contact Basia on
office@comper.oxon.sch.uk



www.comper.org.uk



Where can I find more information?

Our website – www.comper.org.uk – it is under construction at the moment but we are hoping to have our new one live from September.

In the meantime if you have any specific questions please feel free to email our office: office@comper.oxon.sch.uk



Find us on:

Twitter: <https://twitter.com/comperschool>

Facebook:

<https://www.facebook.com/Comper-School-413987616178201/>



Instagram

And Instagram:

<https://www.instagram.com/comperschooloxford/>



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Comper PTA



We are in the early stages of setting up a Comper PTA and we would love parents to get involved.

Please let us know if you are interested.



www.comper.org.uk

- Any Questions?



www.comper.org.uk



Thank you for joining us



We look forward to welcoming you
and your child in September!