

# BEACHBOROUGH HANDBOOK

EARLY YEARS 2023/2024



# WELCOME



Carolyn Sharps  
Head of Boardman

A warm welcome to Beachborough. In the Early Years our aim is to provide a secure, welcoming and friendly environment that helps to support and promote your child's development, ensuring they have the best start in their school life.

We provide a wealth of activities and experiences based around the Early Years Foundation Stage (EYFS) curriculum which starts in Nursery and continues through to Reception.



## CONTENT

Early Years Team	4
The Curriculum in the Early Years	5
How Your Child Will Learn	6
Daily Routine	10
Collection Procedure	13
Assessment	14
Ways to Help at Home	16
Medical	18
General Information	19
School Clubs (Houses)	24
Communication	26
Map of School Site	31
Uniform Requirements	32





## EARLY YEARS TEAM

We operate an open door policy and we are here to help, so please feel free to speak to us at drop off or pick up. If you would like a longer chat, please contact us to arrange an appointment.

The team are looking forward to welcoming your family to Beachborough and getting to know your child. In Early Years your child will be allocated a 'Key Person'. Although all the staff will teach your child, the key person will work closely with them. Forming relationships with the staff in school will help your child to feel safe and secure. The Early Years team will provide consistent care and emotional support to them individually throughout the day.

## THE CURRICULUM IN THE EARLY YEARS

At Beachborough, the curriculum is rich, exciting, challenging and engaging. We believe that children learn best through first-hand experiences and give them plenty of opportunities to learn in an adventurous way.

The teaching ethos in the Early Years classes is creative, varied and hands-on. The children are encouraged to discover, question and relish their learning in order to gain a solid foundation in every area of learning and become independent pupils. Our facilities offer a wide range of exciting indoor and outdoor learning areas.

Every child is unique and has their own preferred way to learn. At Beachborough we provide for these differing characteristics of learning, encouraging play and exploration to support your child's development.

The staff provide an arena for active learning. This will encourage your child to be motivated to become independent and choose their own activities. We actively promote creative and critical thinking, thereby developing a learning community which focuses on 'how' and not just 'what' we are learning.



## HOW YOUR CHILD WILL LEARN



Beachborough's Intellectual Characteristics are embedded in our everyday provision along with promoting a growth mindset attitude towards learning. Your child will be acquiring skills and knowledge whilst enjoying activities based around the seven areas of learning.

Children usually develop the three prime areas of learning first. These prime areas are those most essential for your child's healthy development and future learning. They are:

- Communication and Language Development which involves giving your child opportunities to speak and listen in a range of situations and to develop their confidence and skills in expressing themselves. Your child will be read to frequently accessing a variety of stories, non-fiction, rhymes and poems.
- Physical Development which involves providing opportunities for your child to be active and interactive, and to develop their coordination, strength, control and positional awareness. We help your child to understand the importance of physical activity and to make healthy choices in relation to food and hygiene.
- Personal, Social and Emotional Development which involves helping your child to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities. We will support your child to develop tools to assist self regulation of emotions.







As children grow, the prime areas will help them to develop skills in the four specific areas of learning. They are:

- Literacy Development which involves encouraging your child to read and write, both through listening to others reading and being encouraged to begin to read and write themselves. We offer a wide range of reading materials – books, poems, and other written materials, to ignite their interest. It is crucial for children to develop a life-long love of reading. Reading consists of two dimensions: language comprehension and word reading. Language comprehension (necessary for both reading and writing) starts from birth.
- Mathematics Development which involves providing your child with opportunities to practice and improve their skills in counting, numbers, calculating simple addition and subtraction problems and to describe shapes, spaces and measures. It is important that children develop positive attitudes and interests in mathematics, look for patterns and relationships, spot connections, 'have a go', talk to adults and peers about what they notice, and not be afraid to make mistakes.
- Understanding the World which involves guiding your child to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. In addition, listening to a broad selection of stories, non-fiction, rhymes and poems will foster their understanding of our culturally, socially, technologically and ecologically diverse world.
- Expressive Arts and Design which involves supporting your child to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role play and design and technology. Children's artistic and cultural awareness will support their imagination and creativity. We endeavor to broaden the children's cultural awareness through a breadth of activities.

Your child's journey will be based around these seven areas of learning and the staff will make sure that the activities are suited to your child's unique needs. This curriculum is designed to be flexible so that we can follow your child's requirements and interests.

Throughout the year we will use 'Tapestry', an online learning journal to document your child's development. When your child starts at Beachborough you will be offered a login so that you can follow their progress at home and add to their journal.

# DAILY ROUTINE

The Early Years setting is located within the Boardman building and the day starts at 8.45am. A member of staff will be on duty to welcome you and your child from 8am for drop-off.

8.00am	Arrival begins and activities in the classrooms
8.45am	Registration
9.00am - 11.40am	Activities covering the seven areas of learning and Ghab (snack)
12 noon	Children in Nursery or Kindergarten can be collected
11.40am - 1.30pm	Lunch followed by a PSHE session and playtime
1.30am - 3.30pm	Activities covering the seven areas of learning and Ghab (snack)
3.30pm - 6.00pm	Wraparound Care – optional facility to extend the school day until 6pm (additional charges apply for Nursery and Kindergarten pupils)
4.00pm - 4.30pm	Tea for children in Wraparound Care
6.00pm	Children in Wraparound Care should be collected by 6pm







## SESSIONS

Early Years children can be dropped off from 8am.

Morning session 8.45am to 12 noon  
(Nursery and Kindergarten)

Afternoon session 12.30pm to 3.30pm  
(Nursery and Kindergarten)

Whole day session 8.45am to 3.30pm  
(Nursery, Kindergarten & Reception)

## COLLECTION PROCEDURE

For collection at 12 noon and 3.30pm, please pick up from your designated dropping off spot.

If another person is collecting, we will ask you to provide us with a password if we haven't met them before. We ask that children are dropped off and picked up punctually in order to familiarise themselves with their routines.



## WEEKLY NEWS

Each weekly news is posted via Tapestry. This shows the learning that took place during each week, and highlights home activities.

Ballet is offered at lunchtime to Kindergarten and Reception children.

Karate is offered at lunchtime to Reception children. Details of the co-curricular program will be emailed to parents to sign up online on a termly basis.

## ASSESSMENT

Your child's progress will be continually assessed throughout the year and this will be recorded in their online Tapestry Learning Journal. These assessments usually take the form of adult observations, both from staff and yourselves as parents.

You have access to this journal to enable you to see the activities your child has taken part in, therefore opening up a little window into their school world.

In the Autumn and Spring terms you will have the opportunity to meet with your child's key person at Parents' Evenings to discuss their progress.

You will receive a summary report at the end of the Autumn term and a fuller report detailing your child's progress at the end of the Summer term.

## TOP TIPS

For happy learning and development in the Early Years we recommend the following suggestions:

- A good night's sleep – the NHS advises 11-12 hours each night at this age.
- True 'downtime' – research shows how valuable proper relaxation time and playing outside are for children of this age. It is then that their brains process and develop what they have learnt during the school day. It is also when they socialise with other children, as this is vital to their development into sociable adults.
- A healthy diet.
- Spending quality time with their family which can be included in their online Tapestry Journal.
- Keeping childhood as childhood. Encouraging children to resist marketing and peer group pressure to grow up too soon.
- Encouraging children to 'find their voice', to speak up for themselves and to communicate effectively with their peers and adults.
- Nurturing resilience, encouraging children to think about problems from a practical point of view and to find solutions themselves to things that are worrying them.
- Developing and maintaining good manners.



## WAYS TO HELP AT HOME

Reading with your child is vital. Research shows it is the single most important thing you can do to help your child's education. It is best to read little and often, so try to put aside some time for it every day.

Think of ways to make reading fun – you want your child to learn how pleasurable books can be. If you are both enjoying talking about the content of a particular page, linger over it for as long you like.

Books are not just about reading the words on the page, they can also present new ideas and topics for you and your child to discuss.

Tips for helping your child to enjoy books:

- Visit the library as often as possible – take out CDs and DVDs as well as books.
- Schedule a regular time for reading – perhaps when you get home from school or just before bed.
- Buy dual language books if English is not your first language - you can talk about books and stories and develop a love for them in any language.
- Look for books on topics that you know your child is interested in.
- Make sure that children's books are easily accessible in different rooms around your house.



**Remember to make maths as fun as possible – games, puzzles and jigsaws are a great way to start.**

It is also important to show how we use maths skills in our everyday lives and to involve your child in this. Identifying problems and solving them can also help your child develop maths skills. If you see them puzzling over something, talk about the problem and try to work out the solution together.

Tips for helping your child to enjoy maths:

- Talk about the different shapes that can be found around your home.
- Take your child shopping and talk about quantities of anything you buy.
- Let your child handle money and work out how much things cost.
- Look together for numbers on road signs and car registration plates.
- Play games such as bingo to speed up instant recall of numerals and number facts.
- Encourage everyday counting such as steps, jumps and skips or the number of people at the dinner table.

# MEDICAL

If your child is unwell, we ask that you inform school either via your child's teacher and the school office. Email addresses and telephone numbers can be found in your planner.

If your child has an accident at school our trained team will be on hand to deal with their emergency. The Medical Team will always contact you if your child is badly hurt and if necessary, your child will be taken to hospital. It is therefore important that we have up to date contact information for you.

Pupils must not bring medication into School for their personal use unless prescribed by a doctor. All medicines must be handed immediately to the School Nurse or Matron. A 'Parental Consent for School to Administer Medicine' form is to be completed each time your child requires regular or occasional medication.

When joining the school, it is a requirement that we ask parents for signed permission for us to administer over the counter medicines such as Paracetamol, Ibuprofen and Piriton, in addition to non-medication items, such as sun cream. This is found on the Health Form.

Our medical team can be contacted on [medical@beachborough.com](mailto:medical@beachborough.com) and are located throughout the day in the Medical Centre, in the Manor House.

If a child has been given any medicine overnight or before they come to school, it is a parent's responsibility to inform staff.

Tummy bugs spread quickly. Children should not return to school until at least 48 hours after their last episode of sickness or diarrhoea.

If your child has had a temperature greater than 38 degrees centigrade, they should not return to school until at least 24 hours after their last raised temperature.



# TOILETING

There are toilet facilities within the Early Years classrooms. Your child can go whenever they need. If a toilet accident happens this will be dealt with discreetly and we will inform you at the end of the day. All children in Kindergarten and Reception should be toilet trained before entry, unless there is a specific medical need (this needs to be highlighted to staff upon application for entry). We will support Nursery children in finishing their toilet training if they have started a programme at home.

Until children are using the toilet unaided, they are welcome to attend morning sessions only.

If your child needs the toilet after pick-up the nearest toilet is in the Manor House.



## CHANGE OF CLOTHES

Please send in a complete change of clothing for your child, in case of accidents or messy play, which should be left at school in their Beachborough rucksack. If we need to change your child, we will do so discreetly without drawing attention to the situation. Wellie boots and boiler suits are required for our Forest School sessions. Please clearly name all items and stitch a hook into the collar of the boiler suit to allow the children to hang them up independently.







## WATER BOTTLES

Your child is allowed to drink water whenever they require throughout the day and we ask that your child brings a clear water bottle to school every day. Water bottles are available from the school shop. These should contain only water and be clearly named.



## SUN PROTECTION

On sunny days sun cream should be applied at home prior to coming to school. If your child is in school after 3.30pm and it is needed, sun cream will be re-applied. Children should bring school sun hats.



## BIRTHDAYS & TOYS

Birthdays are important days for the children and we enjoy sharing these special days with them. We will celebrate by singing 'Happy Birthday'. Unfortunately, due to food allergies we don't share cakes or sweets at school. Please keep all toys at home as they are precious and we don't want them to get lost or damaged.



## HOLIDAY REQUESTS

Requests for absence should be made in writing to the Head of Boardman, Miss Sharps:

[c.sharps@beachborough.com](mailto:c.sharps@beachborough.com).



# SCHOOL CLUBS (HOUSES)

There are four Clubs, and each is a vertical group of Reception - FVIII pupils.

There are various Club based activities throughout the year, that our Reception children are able to get involved with.

Credits are awarded when children show any of our 'Intellectual Characteristics' through collaborative and individual tasks. Credits are counted, with a winning club being celebrated each week.

- Boardman Club - green
- Carder Club - yellow
- Chappell Club - blue
- Sprawson Club - red





# COMMUNICATION

Beachborough is a busy school with lots going on every week. We share all our exciting news stories in the following media:

- The Beachborough Newsletter  
A roundup of all the news is emailed to parents weekly, where possible. The newsletter also contains essential information about the following week and future events.
- School website  
[www.beachborough.com](http://www.beachborough.com)

Digital signage screens around the school are also a great way to follow the daily news stories, videos and photos and view details of upcoming events.

- Facebook (@Beachborough)  
News stories for you to view with friends and family.
- Instagram (@BeachboroughPrep)  
News stories for you to view with friends and family.
- Twitter (@Beachborough)  
News stories as they happen each day.
- Flickr  
Photos for you to view.

Our Headteacher also shares exciting stories on her Instagram (@BeachboroughHeadlineNews) and Twitter (@BBPrepHead).








## THE PARENTS' HUB

The PARENTS' HUB page on the school website is a resource centre for parents with useful information, news and links to documents such as the lunch menu.

To access the PARENTS' HUB:

- simply click on the PARENTS' HUB button in the top right corner of the homepage on [www.beachborough.com](http://www.beachborough.com).

We recommend you save an icon on your smart phone or iPad home screen by clicking the  'Action' button and then 'Add to Home Screen' button.

## THE PARENT PORTAL

All families will receive individual registration details, which allows them to set up their PARENT PORTAL account. The portal can be accessed by visiting our website, and clicking the padlock icon in the top right corner of the homepage.

The Parent Portal gives access to documentation such as school reports, effort grades, the school calendar and school news, as well as electronic forms, staff contact details and relevant web links.

Registering also gives you access to the iSAMS Parent App, found on the iPhone App Store or Android Google Play Store, using the same login credentials, where you can find all of the documentation and information listed above.



## PARENT PLANNER

The online Parent Planner gives details of events and matches, staff information, term dates, the code of conduct, and timetables. Please refer to Beachborough's Newsletter for any last-minute changes to the planner.

## BEACHBOROUGH FRIENDS

We have a vibrant and active parents' association, called the Beachborough Friends (BF), who organise whole school social events such as the Summer Ball, the Christmas Bazaar and other termly events. Each class has a parents' year representative, whose details can be found in the Parent Planner. Their role is to support both new and existing parents, answer questions and organise social events for your year group. They will regularly email you information about social events.

## PARENTS' PIGEON HOLES

In the front lobby of the Manor House are wooden pigeon holes for parents to share items of correspondence with other parents. Please do not leave valuables here, as it is unattended.





# INDEPENDENT SCHOOLS INSPECTION REPORT

We are delighted that our most recent inspection, gave the school the highest possible rating of:

## EXCELLENT IN ALL AREAS

A copy of the full inspection report can be found on our website:

<https://www.beachborough.com/about-us/independent-schools-inspection-report/>

# POLICIES

All of our school policies can be found on the Beachborough website:

<https://www.beachborough.com/about-us/school-policies/>



## BEACHBOROUGH MAP

### KEY FACILITIES

- |                       |                            |
|-----------------------|----------------------------|
| 1 School Reception    | P Parking                  |
| 2 The Manor House     | 10 Playground              |
| 3 School Clothes Shop | 11 Front Lawn              |
| 4 The Whybrow         | 12 Astroturf               |
| 5 The Boardman        | 13 Netball & Tennis Courts |
| 6 Sports Hall         | 14 Games Pitches           |
| 7 The Hub             | 15 Forest School           |
| 8 Dining Room         | 16 The Wetlands            |
| 9 T.E.D Suite         | 17 Westbury Church         |

# NURSERY, KINDERGARTEN & RECEPTION BOYS' UNIFORM

## ALL TERMS

Waterproof Coat  
Beachborough Jumper  
Light Blue Polo Shirt  
Grey Shorts or Trousers  
Grey Socks Knee or Ankle Length  
Black Shoes - Velcro only  
(no lace-up or light up shoes please)  
Wellingtons  
Boiler Suit  
Book Bag  
Rucksack  
Clear Waterbottle

## AUTUMN & SPRING UNIFORM

Navy Hat  
Navy Mittens  
Navy scarf (optional)

## SUMMER UNIFORM

Beachborough Cap

## GAMES - ALL TERMS

Navy Sweatshirt  
Navy Polo Shirt  
Navy Shorts  
Navy Jogging Trousers  
Indoor Trainers - Velcro Only

For our full and up-to-date Uniform Brochure, order forms, and information on second-hand uniform, please visit <https://www.beachborough.com/admissions/school-uniform/>

To arrange your 1-2-1 appointment, or if you require any help with sizes, please contact: [shop@beachborough.com](mailto:shop@beachborough.com)







## NURSERY, KINDERGARTEN & RECEPTION GIRLS' UNIFORM

### ALL TERMS

Waterproof Coat  
Navy Cardigan  
Navy or Black Shoes - Velcro only  
(no lace-up or light up shoes please)  
School Tartan Scrunchies  
Hair-coloured or Navy Hair Accessories  
Wellingtons  
Boiler Suit  
Book Bag  
Rucksack  
Clear Waterbottle

### AUTUMN & SPRING UNIFORM

Tartan Pinafore Dress  
Light Blue Polo Shirt  
Navy Tights or Knee Length Socks  
Navy Hat  
Navy Mittens  
Navy scarf (optional)

### SUMMER UNIFORM

Tartan Summer Dress  
Navy Knee Length or Ankle Socks  
Beachborough Cap

### GAMES - ALL TERMS

Navy Sweatshirt  
Navy Polo Shirt  
Navy Shorts  
Navy Jogging Trousers  
Indoor Trainers - Velcro Only

For our full and up-to-date Uniform Brochure, order forms, and information on second-hand uniform, please visit <https://www.beachborough.com/admissions/school-uniform/>

To arrange your 1-2-1 appointment, or if you require any help with sizes, please contact: [shop@beachborough.com](mailto:shop@beachborough.com)





[www.beachborough.com](http://www.beachborough.com) • 01280 700071  
Beachborough School, Westbury, Brackley, NN13 5LB