



# Hipsburn Primary School

## Early Years Foundation Stage 2025-2026

### Information for Parents and Carers

Welcome to Hipsburn Primary School and the Early Years Foundation Stage (EYFS) of your child's education. This booklet is intended to help you talk to your child about starting Preschool or Reception so that you can prepare for this next exciting step in your child's life. We believe that parents and the wider family are the child's first teachers. At Hipsburn we recognise the individuality of every child and family, and work together to ensure that your child makes the best possible progress, as well as enjoys their time in our EYFS.



## About us

At Hipsburn we provide education for children aged 2-11 years. We have a sea theme to our school in reflection of its coastal location so all the children are allocated a family 'Crew' to join (named North, East, South and West) for their year to year journey throughout their whole time at Hipsburn. Our classes are named after Northumberland castles and our EYFS has a (i) Preschool class - Warkworth Castle Class and (ii) a Reception Class - Alnwick Castle Class. We are set in adjoining rooms so although we work separately, we combine when opportunities are appropriate and allow.

### Meet the Staff

We have amazing staff in school but these are the people that are involved with EYFS:

- [Mr Moloney](#) (Headteacher)
- [Mrs Johnson](#) and [Miss Jackson](#) (Reception Class Teachers)
- [Jillian & Andrea](#) (Preschool Teaching Assistants)
- [Miss Solomon](#) (Office Manager) & [Mrs Marrison](#) (Admin Support)
- [Wendy & Sarah](#) (Kitchen Assistants)

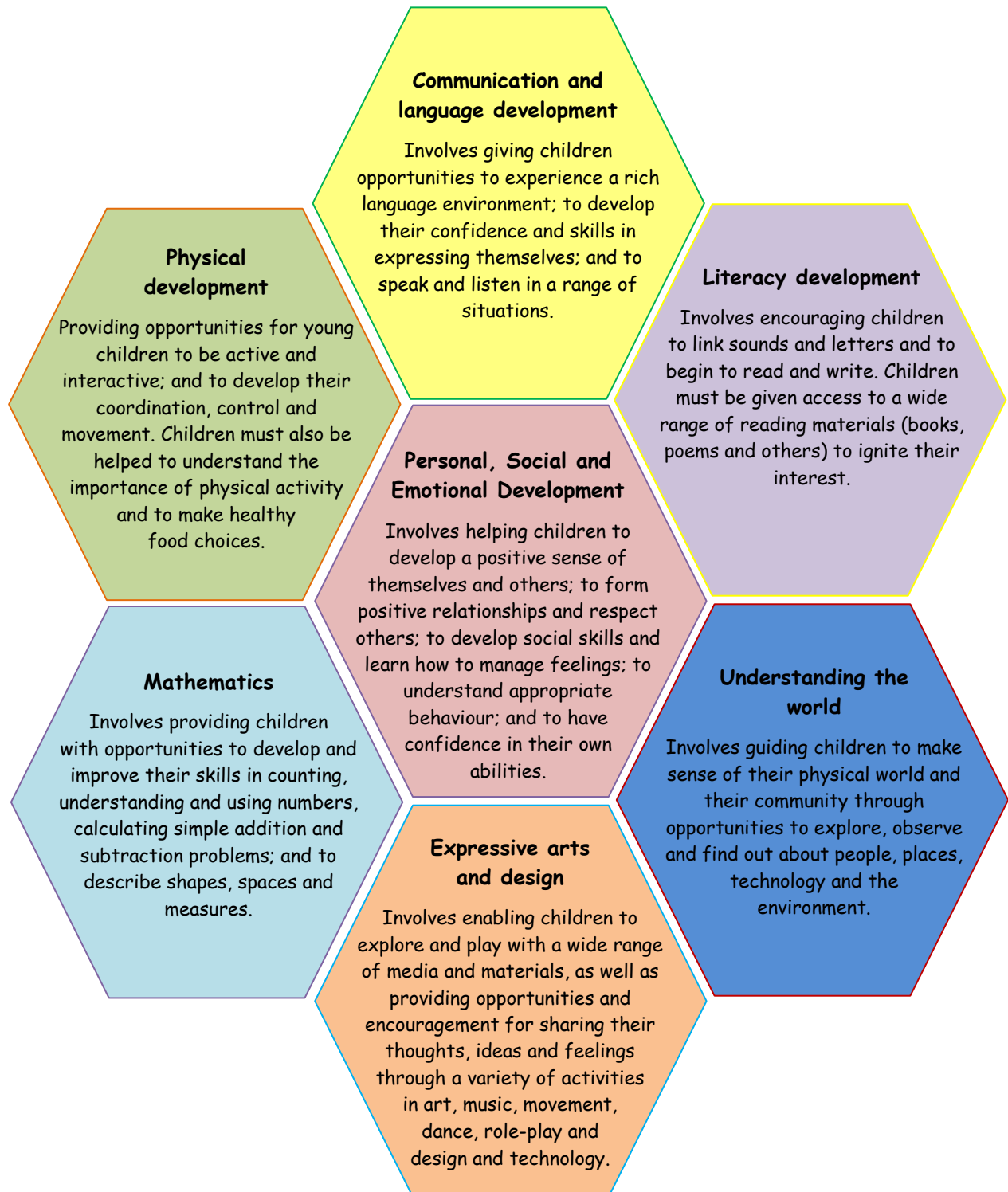
### Our Hipsburn Promise

Everyone can:

- play and learn inside and outdoors
- develop lifelong skills to protect and care for the environment
- learn in an environment where everyone is respected and valued
- be rewarded for trying their best and helping others
- take part in celebrations and community events
- perform to a range of audiences
- eat lunch together, talk and play with friends
- participate in a wide range of clubs
- have their learning enriched through trips and visitors to school
- represent our school in competitions
- take part in Beach and Forest Schools
- experience a residential trip

## Our EYFS curriculum

At Hipsburn we think that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children in the Preschool and Reception classes follow Development Matters and work towards achieving the Early Learning Goals. The national expectation is that most children will reach the early learning goals by the end of their Reception year. However, we know that every child is an individual and will be supported to make progress at his or her own pace. Children with special educational needs will be identified in partnership with parents/carers. There are seven key areas of learning as follows:



## Our learning environment

Children will access a high quality, carefully planned environment throughout the day. We carefully plan our provision to meet the needs and interests of the children. Our environment encourages children to be confident and independent learners that welcome challenge. We aim to provide opportunities that inspire children to discover the awe and wonder of the world around them.

We have a classroom for Warkworth Castle Class (Preschool) and a class for Alnwick Castle Class (Reception). They are adjoined by a cloakroom area and bathrooms. Next door we have our school hall so we use the large indoor space for whole school assemblies, activities such as PE and every day for lunch.

Outside we have a shared outdoor area which has a water area, sand area and has lots of outdoor resources like willow tunnels for den building, a tarmac area for bikes and games, a stage and a gazebo for cover and shelter. Our EYFS play area attaches to a forest area with a range of resources that can be used for forest time on a daily basis. In addition, we have a large playing field and specially secure pond that can be accessed as part of the secure school grounds.

### Preschool

We believe that the children should be at the centre of their learning. Although we have a theme each half term we will always follow the interests of the children. We understand that all children are at different levels of development and we aim to create an environment where all the children's needs are met. Your child will have the opportunity to play in many areas in Preschool including a role play area, sand and water area, construction area, creative area and a large outdoor area. They will have the opportunity to mark make and use numbers in all areas of their play and will take part in short teacher-led circle time sessions. Children will begin to develop their early reading skills in the Preschool where they will be provided with many opportunities to listen and look at books. They will learn how to care for books properly and enjoy retelling them in their own words. Reading skills are taught discretely during Phonics sessions. We use 'Letters and Sounds' to help develop children's speaking and listening skills as part of the early reading process. The emphasis is for children to become attuned to the sounds around them and ready to begin developing oral blending and segmenting skills. There are seven aspects which include Environmental sounds, Instrumental sounds, Body percussion, Rhyme and rhythm, Alliteration, Voice sounds and Blending and segmenting. Our children regularly play games to practise all these seven aspects.

# Reception

## Reading in Reception

### Daily Phonics

This is where your child will learn all the letter sounds or phonemes and how to write them. As we learn new sounds your child will bring home a Phonics Book which shows you the action and how to say each sound correctly, so that you can practise what children have learnt at home.

### Reading Books

After a few weeks in Reception your child will start to bring home (i) blending books and (ii) reading books beginning with wordless picture books to help encourage a love of reading and develop the language needed for storytelling. Books will progress onto worded books later in the Autumn term. We ask that you sign and date the diary when you read at home with your child, and add any comments that you wish. It is vital that you bring your child's reading book and diary to school every day.

Early Reading is of vital importance in promoting progress in all other areas of learning. We will read with your child daily in school and change books on a regular basis. To support your child's progress in Reading, we expect children to read at home every day and return their bookbag to school each day. A child who reads at home for 5 minutes a day will read 282,000 words per school year, but a child who reads at home for 20 minutes per day will read a whopping 1,800,000 words per school year. The more you read with your child - the more vocabulary they will have.

How you can help:

- Share a story with your child everyday
- Encourage your child to read their reading book every day
- Bring your child's bookbag and Reading Record to school everyday
- Play lots of listening and early reading games with your child

# A typical day in EYFS

## Start of the day

Children are dropped off and collected from their Classroom door. The Reception day begins at 8.45am and the Preschool day begins at 9am. The Early Years playground gate will be locked after registration and if you need to come after this time please report to the school office.

## The day

Children will participate in focused English and Maths activities, daily phonics and creative activities, as well as having the opportunity to engage in self-chosen activities in the areas of provision. Throughout the day we ensure there are opportunities for a mixture of direct teaching and child initiated play. Afternoons throughout the week will also include PE, RE, music and forest school. In addition there will be circle times, assemblies, whole EYFS playtimes and story times.

## End of the day

Preschool children that attend half days will be dropped off or picked up at 12noon from the Main Office. At the end of the day Preschool are collected from their classroom doors at 3pm and in Reception they are collected from their classroom doors at 3.15pm. The Early Years playground gate will be locked throughout the day and only be opened just before pick up time.

## Parent Partnership

We produce a 'Learning Journey' throughout the year that records your child's learning and achievements during school. We greatly value your input and encourage you to contribute to this by making small observations of activities and achievements your child has made at home. We provide many opportunities for you to take an active part in your child's education.

These include:

- Parents' evenings
- Regular online newsletters
- Tapestry App

Most importantly we encourage you to contact us if you have any questions or concerns. Each morning, the staff will be at the door to greet families as the children come into class. Parents and carers are welcome to speak to staff on the playground or phone school if you have any worries or questions you would like to briefly discuss. If you have a query you would like to discuss in more detail, then you can arrange a mutual time to speak to your child's class teacher. You can also put a message for your child's class teacher/Key Person on the online Learning Journey.



## Learning journals

We use the online learning journal system 'Tapestry' to create individual Learning Journeys for every child. We will upload evidence and examples of your child's learning, achievements and progress in school. You can contribute to this by adding examples of learning from home. You will receive a code to set up your parent account on receipt of completion of the code of conduct agreement. This will allow you to read, print and contribute to your child's Learning Journey. Further details about the app will be shared before the Autumn Term.

In the final term of the Reception year, the EYFS Profile is completed for each child and provides parents, carers and Year 1 teachers with a full picture of the child's knowledge, understanding and abilities, their progress against expected levels and their school readiness for Year 1. It reflects ongoing observations, records, discussions with parents and carers, and any other adults who can offer a useful contribution. Each child's level of development is recorded against the 17 assessment scales within the early learning goals.

During the final term of Preschool, parents and carers receive a written summary reporting their child's progress with the seven areas of learning and development. Parents and carers are also given an opportunity each term to discuss progress and future targets for their child with the teacher.

## Supporting Independence and Self-Care

When your child starts with us in nursery, they will be encouraged to develop their independence. Teaching children how to do things for themselves helps them to build resilience, develops their confidence and prepares them to take responsibility. These are important skills which support children to be ready for school and their life ahead.

Self-care is an important aspect of independence. Things like putting their own shoes or coat on, taking off their own jumper and washing their hands are simple ways to teach your child how to be independent. In the weeks before starting nursery, teach your child how to do these 3 tasks to support them to be nursery ready. Toilet training is a big part of your child's development throughout Early Years. We use the ERIC Toilet Training guidance to ensure we share the latest advice around toilet training with parents/carers. ERIC is a bladder and bowel charity who offer advice to families and professionals.

The guidance states that the best time to stop using nappies altogether is between 18 months and 30 months old, as this is best for children's bladder and bowel health. Therefore, it is likely your child will already be toilet trained before they start with us in nursery.

If your child is not yet toilet trained, it's important to start the process right away. ERIC suggests you don't wait for your child to 'show' they are ready, and you begin the potty- training process from the time your baby can sit up.

If it takes 10 minutes to change a child's nappy and this happens twice a day (minimum), your child will miss 1 hour 40 minutes of learning time each week. Over the school year, that is over 2 and a half days of learning missed!

To ensure your child gets the most of their time in nursery, we advise all parents/carers to start potty training their child as soon as possible, before they start at nursery (unless a medical reason for not starting the process has been identified). To find out more about how to start, [click here](#) to access the ERIC Let's Go Potty guidance. We will work closely with you in school to support your child throughout the process. Once you have started the process, we recommend sending your child to school in pants or knickers. This helps them to feel the sensation of needing the toileting and to recognise if they are wet.

If you need to talk to us about starting the potty-training process in advance of your child starting with us, please contact the school office and someone will get back to you.

Alternatively, if you need support with potty training, you can contact your Health Visitor for support using this phone number 0300 3732488 or this email address [spocnorthumberland@nhs.net](mailto:spocnorthumberland@nhs.net).



## Getting started

### What sessions does Hipsburn Preschool offer?

At Hipsburn Preschool we offer 27 hours of early years education over 5 days. Sessions are 9.00 - 12.00 and 12.00 - 3.00 Monday to Thursday and 9.00 - 12.00 on Fridays. Children attending all day or for the afternoon session may either bring a packed lunch or enjoy a school lunch (currently £2.60 for 2 courses).

### When can my child start?

Children are eligible to start with us at the beginning of the term after their 2nd birthday.

### How does early years funding work?

#### 2 year old funding:

From April 2024, eligible working parents of 2-year-olds can access 15 hours childcare support. Some parents of 2-year-old children may also be entitled to 30 hours childcare support, if they receive some additional forms of government support.

**3 and 4 year old funding** - In England ALL 3 and 4 year olds are entitled to 15 hours free early years education per week. Funding is available from the beginning of the term after their 3rd birthday.

**30 hours funding** for 3 and 4 year olds - qualifying parents who meet a range of criteria are entitled to an extended entitlement of 30 hours free early years education per week (1140 hours per year).

Please go to <https://www.childcarechoices.gov.uk/childcare-expansion/early-years-childcare> for more information about funding and eligibility

### Can I split my funding?

Funding can be split between more than one provider, maximum of 2 sites per day.

### What about unfunded sessions?

The cost is £18.00 per 3 hour session for 2 year olds and £14.70 for 3 and 4 year olds. Parents are invoiced half termly.

### How do I apply?

To book sessions for your child or any queries please speak to Amanda Solomon in the school office.

### Reception

Children can start reception at primary school from the September after their fourth birthday. You will need to apply online for a primary school place between September and January. Applications must be made online via Northumberland County Council's website.

Before your child starts school there are a number of consent forms to complete to ensure their transition is a smooth one. These will be provided in a pack from the school office.

The school website <http://www.hipsburn.northumberland.sch.uk/> has a huge resource of information that can help you with your Hipsburn Primary School journey. There is a school calendar which keeps you informed about dates and the Newsletter keeps you up to date with events. The 'Information for Parents' and 'Our School' has all the policies that may help you and includes information about subjects such as school dinners. Each class has their own page and this has support information to help with learning plus a guide to what the children will be doing that term and it is also a place to celebrate what the class has been doing.

## School Uniform

Full details can be found on the website in the [Uniform policy](#) but in summary we have high expectations at Hipsburn Primary School. Our uniform consists of a royal blue sweatshirt, pale blue polo shirt and grey trousers or skirt. Pupils may wear unbranded clothing. All children's clothing must be clearly marked with their name. It can be very challenging for staff and parents when a child has lost an item of clothing and it has not been labelled with their name. So your support to label items is greatly appreciated.

### Standard

- Grey formal school trousers/grey formal school pinafore/skirt
- Royal blue sweatshirt/cardigan/fleece
- Plain pale blue polo shirt
- Plain black/grey/white socks or tights

### Summer

- Blue checked cotton dresses or blue blouses and (matching) skirt
- Grey formal school shorts
- Sunhat/cap

**Footwear**      Sensible dark school shoes (no trainers/sports shoes/sandals)

**Coats**            Sensible, practical and suitable for outside weather. Warm and waterproof in winter.

## P.E. and games

Children in Reception will have weekly PE sessions and where appropriate preschool will have the opportunity to join in with coached sessions. Preschool may come dressed in their own suitable clothing for being active and reception children need to come dressed for PE in the following kit:

- Plain white t-shirt or polo shirt
- Plain navy or black shorts
- Plain navy, black or grey jogging bottoms in winter or for outdoor sports

The children will also need a school bag big enough to carry their A4 school reading folder provided by school. It is most useful if they have a backpack that could also be used for school trips.

## **The transition process**

When possible we do offer open mornings and as a prospective parent you will be able to come for a tour of school by booking an appointment. Your child will have the opportunity to come for some taster sessions and we will plan these with you so as to meet each child's needs as appropriate.

## **Preschool to Reception**

We are so fortunate to have a seamless transition between Preschool and Reception as we are able to work as an EYFS unit. Therefore, the children in Preschool are familiar with all the adults, routines and system as well the learning environment.

## **ParentPay**

Once your child starts reception class in September, you will be sent details of how to activate your ParentPay account. The school is now cashless and all payments are made via this online payment system (payments for milk, school trips, after school clubs and so on). Please note that all children in reception, year 1 and year 2 receive free school meals as part of the Universal Free School Meals Scheme.

**We hope that this booklet has been useful. Please visit our website or contact us if you have any questions about starting Hipsburn or the admissions process.**

**You can contact the school office via:**

**Telephone: 01665 830210 Email: [admin@hipsburn.northumberland.sch.uk](mailto:admin@hipsburn.northumberland.sch.uk)**

