



**AVON HOUSE
PREPARATORY SCHOOL**

FOUNDATION 1

Puffins

Parent Pack

Please read and keep



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Dear Foundation 1 Parents,

May I welcome you to the Early Years Foundation Stage. I'm sure your child's school journey will be a happy one full of positive experiences.

I am the Early Years Foundation Stage Coordinator and Foundation 2 Mallards class teacher. It is my strong belief that the outstanding results we achieve within the Foundation Stage are as a result of the dedicated work of our fantastic and highly motivated team. Our staff work hard to ensure that we provide a safe, warm and caring environment in which your children can learn and develop.

This pack contains information about life in the Foundation Stage at Avon House Preparatory School and we hope it will answer many of the questions you might have.

We will be following a themed topic-based curriculum covering all the seven EYFS areas, more information will be available via the Parent Portal.

For the first day of term (Wednesday 4th September) we invite Foundation 1 children to start at 9.00am. Please bring your child to the entrance at the side of The Travellers Friend pub where they will be met by Early Years staff. Please ensure your child has their school rucksack on their backs. This is the point that we will ask you to say goodbye and let the Foundation staff take the children into the classroom. We will continue to use the same entrance (The Travellers Friend) until half term. After the Half Term break, Foundation 1 children will join the school's normal meet and greet system at the main gate from 8.00 am. Senior staff are on duty to assist as the children arrive and the children are escorted to the classroom. The school gate is locked at 8.30 am.

At home time (3.30pm), you are to wait on the school forecourt for the main gate to be open. Once the main gate is open, you are to walk round to the Puffins classroom. Please wait by the Puffins play-area gate located in the Pre-Prep playground. Please ensure you have specified a collection password on the Early Years Questionnaire as this will be utilised if your usual collection arrangements change.

There will be a EYFS Reading and Communication Diary that is to be used as and when required as a way for us to communicate with you and for you to communicate with your Puffins teaching staff.

School lunches are prepared and cooked on the premises by Thomas Franks, the school's catering company. They produce a wide choice of food and cater for vegetarian, halal and other diets. The Weekly Menu is displayed outside the school kitchen and is published in the Parent Portal on the School's website. Pupils eat lunch in the School Hall and are supervised by their class staff who encourage the children to eat. The children are also given a fruit snack with a drink of milk or water mid-morning and drinking water is available for the children throughout the day in their regulation school water bottles which children will be given on the first day of term, payment for which should be made via ParentPay. You will receive ParentPay log in details prior to starting in September.

The school uniform list is included as part of this pack. Please ensure that all items of your child's uniform items are named clearly and securely (including accessories (hats/scarves/gloves), socks and shoes).

Thank you in advance for your support.

Yours sincerely

Mrs Tant
EYFS Coordinator



The Early Years Foundation Stage

Avon House Preparatory School plans activities and experiences that help children to progress in their development and learning. The Government's Early Years Foundation Stage (EYFS) is organised into seven areas of learning and development (three prime and four specific areas). All areas of learning and development are important and inter-connected. The three prime areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive.

These three prime areas are:

Personal, Social and Emotional Development	Communication and Language	Physical Development
<ul style="list-style-type: none"> • Develop a positive sense of themselves and others • To help them develop positive relationships and respect for others • Manage feelings and understand appropriate behaviour in groups • Have confidence in their own abilities 	<ul style="list-style-type: none"> • Have opportunities to experience a rich language environment • Develop confidence and skills when expressing themselves • Speak and listen in a range of situations 	<ul style="list-style-type: none"> • Have opportunities to be active and interactive • Develop co-ordination, control and movement • Develop an understanding of the importance of physical activity • Make healthy choices in relation to food

It is also important to support children in the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

Literacy	Mathematics	Understanding the World	Expressive Arts and Design
<ul style="list-style-type: none"> • Encourage children to link sounds and letters • Encourage children to read and write • Develop interest in a variety of reading materials including poetry, fiction and nonfiction texts 	<ul style="list-style-type: none"> • Have opportunities to develop and improve their skills in counting • Understanding and using numbers • Calculating simple addition and subtraction problems • Describe shapes, spaces and measures 	<ul style="list-style-type: none"> • Have opportunities to explore, observe and find out about people, places, technology and the environment • Guide children to make sense of their physical world and community 	<ul style="list-style-type: none"> • Provide a wide range of media and materials to enable exploration and play • Share thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and in design and technology

Ref: Understanding the revised Early Years Foundation Stage (2021)



Long Term Plans for Early Years Foundation Stage September 2024 - July 2025

Avon House Preparatory School aims to provide a welcoming and happy learning environment which is safe and secure, where children can play, explore, experiment, develop confidence, be curious and learn.

We are confident that our curriculum is a base for a solid foundation for lifelong learning, preparing children for later life by working toward the goals laid out in the Early Years Foundation Stage Framework.

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

We at Avon House Preparatory School realise that parents are the main educators of their children and therefore we will encourage effective partnerships between the teaching team and parents. Together our aim is to help children achieve the above goals by: -

- Helping children understand that written symbols, both words and numbers have meaning.
- Supporting children's explorations and developing an understanding of the world around them.
- Encouraging the use of written and spoken language.
- Encouraging the children to develop self-esteem and confidence in themselves as well as respect for others.
- Providing the children with the opportunity to use mathematical concepts in a way they will understand.
- Supporting and encouraging children to solve problems and draw on a variety of resources.
- Providing a wide range of resources and materials for children to explore their creative skills.
- Promoting the use and development of gross and fine motor skills and encouraging children to be confident in using them to their full ability.
- Creating an environment in which children will learn to respect and care for each other and all living things, as well as the environment we live in.

In the EYFS, we have a Foundation Tree where, every term, we send home a different set of coloured leaves for you to write on when your child has achieved a target at home. The leaves are sent into school so that we can recognise home achievements in school.

In Foundation 1 at the end of the Autumn Term, you will receive a report detailing your child's progress in the prime areas and a summary of how they have settled. At the end of the academic year, you will receive a report detailing your child's progress across the 7 areas of learning and development.



Getting Ready For School

When entering the Foundation Stage, we aim to make the transition from home to school an enjoyable and stimulating experience, setting the foundations for a positive attitude to a more formal education in later years.

To help your child with the transition process, please work on the following skills:

- Ability to ask to go to the toilet
- Ability to go to the toilet and wash hands independently (*NB children need to be clean and dry before attending Avon House Preparatory School*)
- Ability to change into Dance shoes
- Make attempts to put on their own coat and fasten it
- Ability to use a fork and spoon to eat independently
- Ability to use a cup
- Ability to say please and thank you
- Ability to share toys etc and interaction with other children
- Play games with your child to improve communication and concentration skills
- Read lots of stories with your child
- Talk to your child about daily events and their environment



Foundation 1 Books To Read With Your Child

Little Red Hen	Byron Barton
The Very Hungry Caterpillar	Eric Carle
Owl Babies	Martin Waddell and Patrick Benson
Winnie the Pooh	A A Milne
The Tale of Peter Rabbit	Beatrix Potter
Stone Soup	Marcia Brown
There was an Old Lady who Swallowed a Fly	Pam Adams
The Tiger Who Came to Tea	Jill Tomlinson
The Gruffalo	Julia Donaldson & Axel Scheffler
Winnie the Witch	Valerie Thomas & Korky Paul
The Elephant and the Bad Baby	Elfrida Vipont & Raymond Briggs
We're Going on a Bear Hunt	Michael Rosen
The Runaway Wok	Ying Chang Compestine
Rosie's Walk	Pat and Laurence Hutchins
Slow Loris	Alexis Deacon
One Snowy Night	Nick Butterworth
Dear Zoo	Rod Campbell
Stellaluna	Nathan Byron
Look Up	Jannell Cannon
The Lion Inside	Rachel Bright
Red Knit Cap Girl	Naoko Stoop
Dogger	Shirley Hughes
Farmer Duck	Martin Waddell
Once There Were Giants	Martin Waddell and Penny Dale
The Snow Day	Dr Thomishia Booker
Brown Boy Joy	Ezra Jack Keats
Each Peach Pear Plum	Allan Ahlberg and Janet Ahlberg
The Snail and the Whale	Julia Donaldson
Once Upon an Alphabet	Oliver Jeffers
The Wonder	Faye Hanson
The Cat from Hunger Mountain	Ed Young
Lullaby (For a Black Mother)	Langston Hughes
You Choose!	Pippa Goodhart & Nick Sharratt
Almost Anything	Sophy Henn
Traditional Rhymes	
Alphabet Books	
Counting Books	
Rhyming Books	



Uniform

School Uniform Regulations

Winter/Summer uniform: Pupils in Foundation 1 wear tracksuits all year round.

School coats: The regulation coat must be worn by all pupils. If children do not have a school coat they may be excluded from trips or outings.

Shoes: Pupils in Foundation 1 wear white trainers all year round.

Jewellery and religious artefacts: For health and safety reasons, we do not allow any adornments or religious emblems. No items of value should be brought into school. Analogue watches may be worn in the Prep Department once pupils can tell the time.

Hair: Hair accessories are to be kept to a minimum. Hair must be tied back where possible with dark blue or black hair bands and hair ties only. Short hair must be neat and well-groomed, without grooming products.

Class Uniform List

Foundation 1 – All Year

- * AHS Sky blue polo shirt
- * AHS Royal blue sweatshirt and joggers
- * AHS Outdoor coat
- * AHS Waterproof trousers (for weekly walks)
 - White socks
 - White trainers (simple plain white with no accessories or flashing lights – must be Velcro fastening)
 - Wellington boots (any colour/design)
- * AHS Woolly hat
- * AHS Scarf
 - Navy or royal blue gloves
- * AHS Rucksack

**Items to be purchased from Forest Casuals.*

***There is a lightweight Regatta jacket available from Forest Casuals for the Summer Term if required.*



Foundation 1 – PE Kit (all year)

- * AHS PE Bag (although PE Kit could be put into the school rucksack for F1 only)
- * AHS Sports T shirt
- * AHS Sports shorts
- White trainers (simple plain white with no accessories or flashing lights – must be Velcro fastening)
- White socks

Foundation 1 – Dance Kit (all year)

- * AHS Navy blue T shirt
 - * AHS Navy blue Lycra shorts
 - Black ballet shoes – buy a size bigger than your normal shoe size
 - White short socks
- * These items are of a regulation design and only obtainable from the official school outfitter:
Forest Casual and Schoolwear: 144 High Road, Loughton, Essex IG10 4BE
Tel: 020 8508 2848 www.forestcasualwear.co.uk

All items of clothing must be clearly and securely named. Sewn in labels can be ordered from Forest Casual and Schoolwear – style 2, blue writing. Forest Casuals also offer an initialling service on some uniform items.

Educational Visits

When a packed lunch is required (for example when on an educational visit), we recommend packing a fruit snack plus a healthy lunch. Lunch suggestions include a sandwich / pasta pot / salad bowl with limited, small, snack accompaniments. Large sharing bags are not permitted. No chocolate or sweets, however a small biscuit bar such as a Penguin / Kit Kat is allowed. A named water bottle is required. No nuts, fizzy drinks or glass bottles.



School Hours

The school year is divided into three terms. The current year's term dates are included in this pack.

The school gates open at 8.00 am and pupils may arrive from this point. The school operates a meet and greet service for all pupils with senior staff on duty to assist as children arrive. Please note different arrangements are in place at the start of the Autumn Term for children new to the school in Foundation 1 and Foundation 2 (see welcome letter for details). Staff on duty in the playgrounds will ring the bells at 8.30 am ready for children to register in class. The school gate is locked at 8.30 am.

Breakfast Club operates from 7.30 am and at 8.00 am Breakfast Club pupils in Foundation 2 to Year 6 are sent to the correct playground while Foundation 1 pupils go straight to class.

The school day finishes at 3.30 pm for Foundation 1 to Year 1 and at 3.40 pm for Years 2-6, with the exception of Mondays when the Prep Department only (Years 3-6) finishes at 4.15 pm. Children are to be collected from the correct playground. Pupils who are not picked up by 3.40pm will be taken to the library where you will be charged a late collection fee.

Extra-curricular clubs for Year 1-6 finish promptly at 4.30 pm (apart from Monday which is a 4.15pm finish) at which time children in clubs should be collected from the main gate. All children who are uncollected will be taken to the library. The main school gate is locked at 4.30 pm and all parents collecting after this time should use the main school reception door. Siblings collecting pupils must be 14+ years.

Wraparound Care Breakfast Club, Tea Timers and Holiday Club

The school offers a service whereby our staff will take care of children at either end of the school day.

Breakfast Club operates from 7.30 am. Breakfast will have a hot food option as well as cereal, yoghurt, fruit and a drink offering.

Tea Timers is run after school, on-site by our staff who provide a variety of activities until 6.00pm.

Tea Timers is open to all our pupils subject to availability with those booking termly in advance given priority. We will do our best to accommodate occasional users but this may not always be possible due to the restrictions of staff to pupil ratios.

Pupils are taken to Tea Timers after lessons or a club where they are registered and split into age related groups.

Further details for Wraparound Care can be found on the School's website.

Our Holiday Club, which operates during some weeks of school holidays, is open to all children aged 3-11 years and offers a wide range of activities for children to enjoy. Dates and further details can be found on the School's website.



Assemblies

The school enjoys joining together as a group to share school news, celebrate successes and sing.

The EYFS and Pre-Prep Department have their own assembly on Monday mornings. This is a time to celebrate EYFS and Pre-Prep birthdays and any awards children have received outside school. They will also listen to and share in a story with a message or moral or find out about topical festivals and religious celebrations.

The Prep Department also have an assembly on Monday mornings. This will be a time to share information and hear a short message with a moral.

We have a whole school assembly every Friday at which visiting speakers are invited to talk to the children on a variety of subjects. During this assembly our weekly awards are presented across the whole school: Kindness; Helpfulness; Resilience; Presentation; Courtesy; Organisation; Perseverance; Exemplary Behaviour. The Weekly Award for each week is indicated in the parent information area on the school website and the winner is announced in our newsletter The Weekly Flight.

On occasion, parents are invited to attend assemblies. Parents who attend are asked to stay for the duration of assembly in order to not disrupt the proceedings by leaving.

House System

Avon House Preparatory School operates a house system throughout the school. All children are assigned to a house on entry and they usually stay in that house throughout their time at school. House points can be awarded for class work, acts of kindness, helpfulness and general good manners as well as sporting achievements and inter-house competitions. Each child has a scroll in their classroom to which their house points are added and they are awarded a Bronze Award certificate in assembly for achieving 25 house points and the subsequent award for each additional set of 25 house points. In the Foundation Stage, the children have a 'smiley' chart and are awarded smiley face stamps rather than house points. They receive a certificate in assembly for every set of 10 smiley stamps. Each house is led by a member of staff who encourages the children to participate in house events. House meetings are held at regular intervals.

The houses are named after famous people with a local connection:

Cavell (blue; House Leader Mr J Evans): Edith Cavell (1865-1915) was born in Norfolk. She trained as a nurse and served in the British Red Cross Hospital during the First World War and is famous for helping British soldiers to escape from German-occupied Belgium. Her uncle was Rector of All Saints, Woodford Wells.

Churchill (purple; House Leader Mr J Babra): Winston Churchill (1874-1965) was a Member of Parliament for Wanstead and Woodford, who later became Prime Minister during the Second World War. He was also an officer in the British army, a historian, a writer and an artist.

Morris (yellow; House Leader Mrs S Gleadell): William Morris (1834-1896) was born in Walthamstow and lived in Woodford during his early years. He studied at Oxford University and became a famous designer of wallpapers and fabrics. He also wrote books and poems.

Pankhurst (orange; House Leader Ms A Heath): Emmeline Pankhurst (1858-1928) was born in Manchester. She became famous for leading the suffragette movement, campaigning for votes for women. Her daughter, Sylvia, lived in Woodford Green for many years.

A House Captain from Year 6 is selected each year by the staff and children in the relevant house.



Behaviour Management and Reward Systems

The pupils discuss and agree their class charter as a set of behaviour guidance for the year with their class teacher as they enter their new class and this is displayed in their classroom.

The pupils are encouraged to behave in line with their class rules with praise and rewards used to promote this. We have a behaviour system named 'Going for Gold'. Each class displays a chart made up of gold, silver, green, yellow and red card on their wall. The pupil starts the day on the green panel. For an achievement or if the pupil's behaviour is positive the pupil's icon will be moved up the chart to silver and so on. At the end of the day if an EYFS pupil is on silver or gold they will receive the corresponding colour star sticker, Pre-Prep and Prep pupils will receive one house point for silver and two for being moved to gold. If however a pupil's behaviour is not in line with the class charter they will be given a verbal warning. If the behaviour continues then they will be placed on yellow and then onto red. For pupils placed on yellow or red, a card will be given to them which will go to lessons that are taught by specialist staff. Pupils on red in EYFS will be given thinking time whereas Pre-Prep pupils will have 5 minutes withdrawn from Golden Time (this is where the children have free choice of a range of 'fun' activities on Friday afternoons). Prep pupils will miss the following morning break with timeout on 'The Wall.' At the end of each day the pupils' names will be reset on green.

At the end of each week, one pupil from each class will be chosen by their class teacher as the 'Star of the Week' and will receive a special certificate detailing the reason.

School Policies

You will find a set of school policies on the School's website which will help you to fully understand school procedures. These include:

- Avon House Mission Statement
- Anti-Bullying
- Behaviour and Discipline
- Curriculum
- EYFS Settling In and Key Worker
- EYFS to KS1 Transition
- First Aid
- Homework
- Out of Hours Care
- Parent Partnership
- Safeguarding (Child Protection)
- Sex and Relationships
- Sickness and Medication
- Supervision of Pupils
- Teaching and Learning

If you need additional help with policies and procedure please contact the Head Teacher or Deputy Head.



School Clubs

The school offers a number of extra-curricular activities which run before school, after school and at lunchtime.

Application forms are sent home the previous term. We endeavour to make sure that all children applicable are included in the extra-curricular programme should they wish to be and so clubs are not allocated on a first come, first served basis. In the case of sports clubs, priority is given to those pupils who play in school teams i.e. netball, tag rugby etc.

This is a list of clubs that are offered. Not all clubs are available across all age groups and pupils in Foundation 1 do not start clubs until the Spring Term. Some clubs are only offered in specific terms and will be notified at the appropriate time via the extra-curricular clubs system.

Art for Art's Sake	ICT Explorers
Bat, Bowl, Catch	Karate
Board Games	Lego Club
Coding	Mile Before School
Computing	Mindfulness
Construction Crew	Mini Tennis
Cookery	One Planet
Cricket Squad	Origami
Cross Country	Petite Painters
Dance	Puppet Story Telling
Drawing	Rounders
Film Club	Sewing Bees
Football	Strings Club
Gardening	Squash 57
Girls' Cricket	Table Tennis Coaching at WWC
Girls; Football	Tennis at WWC
Hama Beads	Warhammer

School Communication

The school operates an open door policy allowing parents to meet with staff outside of the normal parent consultations.

If you need to speak to a member of staff regarding anything to do with your child there are several ways you can communicate with school. You can call the School Office, email or required a face to face meeting. The School Office will process your request within 48 hours however if this is a matter of a serious nature then please tell the School Office and the class teacher will respond that day. If you would prefer to speak to a senior member of staff this should be done via the School Office and you will receive a response within 48 hours.

Please be aware that it is not always possible for staff to talk to you at the end of the day unless by appointment as they have after school activities to attend.



Staff List

Head Teacher Mrs A Campbell
Deputy Head Mr G Biston

School Governors Mr M Barrett (Chair)
 Mr J Blake Mrs F Cookson Miss K Lovejoy Mr D Malyon

Department Heads

Prep Mr J Manning	Pre-Prep Mrs R Telling	Early Years Mrs P Tant	STEM Mrs N Hooley	English Ms H Grant
Humanities Mr J Babra	Languages Miss F Whitestone	RPS Mrs P Hussein	Music & Drama Mr D Reed	Sport Mr M Thornley Mrs S Gleadell

Class	Teacher	Class	Teacher
F1 Puffins	Mrs R Buhorah	F2 Mallards	Mrs M Palmer
F2 Kingfishers	Mrs P Tant	Year 1 Pelicans	Miss R Saharoy
Year 1 Cranes	Miss M Bettany	Year 2 Herons	Miss A Neal
Year 2 Flamingos	Mrs R Telling	Year 3NH	Mrs N Hooley
Year 3KY	Miss K Youngman	Year 4PH	Mrs P Hussein
Year 4FW	Miss F Whitestone	Year 5JB	Mr J Babra
Year 5KI	Miss K Ioakim	Year 6JM	Mr J Manning
Year 6HG	Mrs H Grant		

Class	Support Staff
F1 Puffins	Mrs R Lord
F2 Kingfishers & Mallards:	Mrs P Kalsi & Mrs F Alvi
Year 1 & Year 2:	Mrs N Monehen, Ms A Heath, Miss L Westmaas, Mrs J Chambers
Year 3 & Year 4:	Miss S Young, Mrs R Sehdev, Mrs A Pool
Year 5 & Year 6:	Miss A Feeney, Mr J Evans, Miss J Dade

Specialist Staff

Inclusion Lead	Miss J Lewis
Art/Design Technology	Mrs E Mistry
Computing	Mr G Biston
Spanish	Mrs V Gagliano Styczynski
School Counsellor	Mrs N Ramasamy
Music (Peripatetic)	Mr W Alexander, Mr S Brooker, Mr D Cook, Mrs O Paliy, Miss M Smith, Mr D Storey
Sport	Mr J Evans
Swimming	Miss C Beckett, Mr P Norris, Miss C Russell

School Bursar	Mrs Z Mughal
HR and Head's PA	Miss J White
Admissions and Marketing	Miss V Barrett
School Secretary	Miss M Diedrick
Welfare Administrator	Mrs R Spelman
Accountants	Messrs. Pawley & Malyon-Salisbury House, EC2M SSQ



TERM DATES 2024-2025

AUTUMN TERM 2024

Commence: Wednesday 4th September

Half-Term: Monday 21st October – Friday 1st November

End of Term: Friday 13th December at 1.30pm (F1-Year 5)
Year 6 Study Skills Session until 2.30pm

SPRING TERM 2025

Commence: Tuesday 7th January

Half-Term: Monday 17th – 21st February

End of Term: Friday 28th March at 1.30pm

SUMMER TERM 2025

Commence: Tuesday 22nd April

Half-Term: Monday 26th May – Friday 30th May

End of Term: Friday 4th July at 2.30pm