

Welcome to Galley Hill Early Years



Miss Elsey
SENCo



Mrs Oakley
Teacher &
Early Years Lead



Mrs Smyth
Early Years
Practitioner



Miss Walmsley
Teacher



Mrs Prince
Early Years
Practitioner



Mrs Meggit
Teacher



Mrs Parsons
Teacher



Miss Stanbridge
Early Years Practitioner



Mrs Dumpleton
Student Teacher



Miss Kent-Bourne
Teaching Assistant

Uniform- Pre loved

Uniform

The uniform is as follows:-

School polo shirt & fleece/sweatshirt/cardigan
Charcoal grey/black skirt/pinafore dresses
Charcoal grey/black trousers/short trousers/tailored shorts.
Grey/black socks, Grey/black/navy blue tights
Black shoes/black trainers
Blue & white checked dresses, white socks for the summer.

PE kit:

Royal blue T-shirt.
Black shorts.

Online Ordering - You can order the school logo uniform items online at both Mapac and Fosters Schoolwear at www.mapac.com/education/parents and <https://www.fostersschoolwear.co.uk/shop/?school=Galley+Hill+School>

Please note that the prices may be subject to an additional delivery charge. However, if you select the 'deliver to school' or 'click and collect' options, delivery is free of charge.

Jewellery

Galley Hill Primary School follow the Hertfordshire guidance on the wearing of jewellery. For Health & Safety reasons, no jewellery should be worn in school unless a child has pierced ears, in which case one pair of small plain stud earrings will be allowed. During any physical activity, children must have their stud earrings covered with micro pore tape, which should be supplied by parents. Teachers cannot remove or replace earrings. Please may you also ensure that your child does not wear nail varnish to school or fake tattoos.

PE Kits are not needed until Summer term

What if my child requires extra support?

- Each child is different and the support required varies.
- If a child needs support with an area of learning then the class teacher will arrange the support from herself or the EYP (Early Years Practitioner).
- If progress is not made then the class teacher will speak to the parent so we can work together to support your child.

Supporting individual needs

<https://www.galleyhill.herts.sch.uk/send/>

Please see our school website for detail about how we support children with SEND.

If we feel your child has SEND we will contact you and speak to you about our concerns and how we can work together to support your child.

If you would like to speak to a SENCo please contact Miss Elsey or Mrs Larner.

Miss Elsey and Mrs Larner job share. Mrs Larner works the beginning of the week, Miss Elsey works the end of the week.

Mrs Larner leads on Speech and Language support.

You can ring or email admin@galleyhill.herts.sch.uk and we will we contact you.

Mrs Jackson and Mrs Dance are also members of the SENCo team.

Supporting individual needs

Individual medical needs –we ask parents to share information about their child's individual medical needs so if required a Health Care Plan (HCP) can be created with the parent.

(medical condition, diagnosed syndrome, epilepsy, part formed bowel, liver function)

Asthma form- pump in school

EpiPen form- pen in school

Children should be out of nappies when they start Nursery.

eric

← → ↻ <https://eric.org.uk/potty-training/#when-should-you-start-potty-training> 📄 ☆ 📧 ⬇️ 📄 ☰



Free helpline: 0808 169 9949 Mon to Thur, 10am - 2pm

Information & advice ▾ Help for you ▾ Professionals ▾ Get involved ▾ Shop 🔍 [DONATE](#)



Feedback



[Home](#)

On this page...

Arbor



- School system.
- All parents need to download the Arbor APP.
- Check attendance.
- Update information (e.g. telephone number).
- Pay for lunch club or extra time.
- You will receive communication from school.

Enter the school grounds using the Pudding Lane gate at 8.30am.



Adults, please wait at this gate at 11.30am, 12.15pm or 2.30pm to pick up or drop off your child. For 3.15pm collections please enter the gate and wait outside the Nursery door.

Start of school day

At 8.30am the Nursery staff will open the Nursery door. Please say goodbye to your child at the door. The children will carry their belongings into the classroom. The gate is open at 11.30am and 12.15pm for a couple of minutes. Then it is closed for safety reasons. Late children will have to be taken to the school office.

A Good Start to the Day!

It is important that children arrive punctually at the start of the day ready to start their learning. Nursery door will close at **8.40am for Nursery**. After this time, a LATE mark is recorded on the register. If your child arrives after **8.40am** for Nursery you will need to take them to the office to be registered. Children who are on time for school are able to settle quickly to an early morning activity and begin their day whereas children who are late not only have their own learning disrupted, maybe joining an activity halfway through, but also disrupt the learning of others.

Attendance



At Galley Hill we want all of our children to have the best possible education. We feel that good attendance (above 96%) is essential to ensure that your child has full access to the curriculum to support their development both socially and academically.

Contact the school office on the first day of absence. If not it will be classified as unauthorised attendance.

Do not send your child to school if they have an infectious illness: Chickenpox, measles, German measles, mumps, etc.
If your child is sick or has diarrhoea, they **must** be kept off school for **48 hours** from the **last** incident.

Attendance

The LEGAL Bit.

By law, all children must receive a full time education. As a parent/carer, you are responsible for making sure that your child attends school regularly and on time. If your child fails to attend school regularly and the absences are unauthorised, as a parent/carer you are guilty of an offence under Section 444 of The Education Act 1996. Children also have a right to an education under the United Nations Convention on the Rights of the Child.

Term Time Holidays

Parents do not have the right to take their child out of school for a holiday. The Government implemented from September 2013 that there would be no authorisation of family holidays. As a school we do monitor unauthorised absences closely and will issue a fixed penalty notice if this:

In line with new Government Guidance we will issue a fixed penalty notice following 10 sessions (5 days) of unauthorised absence in a 10 week period.

We always work with parents to support any absences or when your child's absences are becoming a concern.

It is the Local Authority who issue and take the money. Schools do not get the fine money.

Attendance

However, there may be exceptional circumstances and some requests for leave of absence may be granted at the discretion of the Headteacher. In these circumstances parents must apply to the school in writing in advance, an application form can be filled in from the office. This application must be made if you need to take your child out of school for any period of time. Evidence for the exceptional circumstance will be requested. A leave of absence will only be authorised if it is an **exceptional** circumstance and your child has good attendance. Being able to get a cheap holiday or having a birthday is **not** an exceptional circumstance.

All term dates are published on our school website and should be referred to before booking a holiday. Please refer family members to the dates who are booking holidays for you.

Park and Stride



Please do not park near the school gates, pavement or the grass.

It is not safe.

There is not enough space around the school gates and it is very dangerous for those trying to walk their children to school and those using push chairs or buggies.

Use the car park next to the cricket pavilion, on Galley Hill by the dip.

When your child starts our school in Nursery

Some children might become upset. By the end of the first week there might be some tired tears!



Each child is different and some may take a little longer to settle

Our transition processes are based on the best interests and needs of your child



We will work with you to help your child to settle and be confident in their new surroundings

Getting to know you and your child

We will do this by:

- Home visits.
- Julys stay and play session.
- Information gathered from you and the previous setting.
- Transition for each child carefully planned by the class teachers using the information gathered.

Galley Hill has 3 Early Years classrooms

- The Nursery – Team Amber



There are two Reception classrooms.
Team Turquoise and Team Garnet.



Early Years outside area is used by Nursery and Reception



Early Years have woodland lessons in our woodland.



Please provide named wellies and waterproof coats for your children. Wellies can stay at school.



How we communicate with you

Communication is so important. It plays a huge role in ensuring that we (school and home) are regularly sharing information to best support your child.

We do this by...

- Daily chats at drop off and pick up time. Please arrange a time to meet with teacher if you require a longer conversation.
- Two parent consultation meetings in October and February, and an end of year written report.
- Open classrooms. 3.15pm first Thursday of each month.
- Online learning journal (Tapestry).
- Newsletters emailed each Friday to all parents.
- Email – *admin@galleyhill.herts.sch.uk*
- School Website <https://www.galleyhill.herts.sch.uk/>
- *Class page of the school website*
<https://www.galleyhill.herts.sch.uk/reception/>
- <https://www.galleyhill.herts.sch.uk/nursery/>

School website

The school calendar has events for the school year recorded and updated.

Under Key information, Admissions (5th down) are powerpoints that share with you the information from this meeting.

Please use the class page on the school website to find out information about what your child will be learning.

Click on the pupils tab, class pages, and then the class.

- FROGS (PTA) Event
- School Event
- School Holidays
- [Show more categories](#)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2 Inception (Year 0)	3	4	5 Year 0 Meet the New To...	6 Inception (Year 0) Parents home to p...	7	8
9 New Primary Year	10	11	12	13 Year 0 Lessons (Day)	14	15
16 Year 0 Practitioners	17 Year 0 Practitioners	18 Year 0 Practitioners	19	20 Year 0 Lessons (Aft) Open up for class	21	22
23 Half Day - School	24 Occasional Days	25 Occasional Days	26 Occasional Days	27 Occasional Days	28	29

What will my child be learning?

Prime Areas of Learning	Specific Areas of Learning
Personal, Social and Emotional	Literacy (reading and writing)
Communication and Language	Mathematics
Physical Development	Understanding the World
	Expressive Arts and Design

How does my child learn?

Characteristics of Effective Learning

Characteristics of Effective Learning

Playing and exploring – engagement

Finding out and exploring
Playing with what they know
Being willing to 'have a go'



Active learning – motivation

Being involved and concentrating
Keeping trying
Enjoying achieving what they set out to do



Creating and thinking critically – thinking

Having their own ideas
Making links
Choosing ways to do things



How will my child learn?

Your child will learn through a mixture of adult led lessons as a whole class or in small groups. They will also learn through their own play and exploring the environment.





Adult led activities/sessions/lessons

The first few weeks of school will focus on teaching your child how to use all areas and resources in the Early Years environment, the routines of the class and giving time for the staff to get to know each child and the children to know each other.

During the Autumn term mornings or afternoons your child will have 2 adult led sessions. Each week your child will have a wide range of lessons from the 7 areas of learning. These adult led sessions or lessons might be taught as a whole class or a small group.

Child Initiated Learning

We call the time when children can play or choose what they would like to explore 'ChIL'.

This stands for Child Initiated Learning.

The children will be able to choose which resources or activities in the environment that they would like to use, explore or learn from. They can use the indoor and outdoor areas.



Daily Routines

Routine is very important for children. Timings vary depending on the time of the year and the children's needs.

8.30am/12.15pm **Busy Fingers Time** – Arrival and registration – Fine Motor Daily Activities.

Welcome Carpet Time – Hello song, Calendar, Nursery Rhyme of the Week, Fun Physical (Gross Motor Dancing)

Adult-Led Time – Activities or lessons led by an adult.

Snack

Child Initiated Learning Time - Activities inside and outside (ChIL) supported by adults.

Adult-Led Time - Activities or lessons led by an adult.

Story Time – Story/ Nursery Rhymes

**11.30/12.15/2.30/
3.15pm**

Home Time

11.30-12.15 lunch time

Independence

- Hang up own coat and bag.
- Take off and put on own coat.
- Put own book bag and lunch box away.
- Change independently for P.E. in Summer term
- Sit for appropriate length of time for adult led activity and snack time.
- Sit at a table, sit appropriately on a chair, quiet table voices, wait for others on their table, table manners.
- Use T sign to ask to use the toilet independently.

We support learning at home in a variety of different ways

Look out for:

- Parent consultations meetings in October and February.
- Home learning suggestions (that may include phonic or maths activities).
- Information and tips in newsletters and the school website.

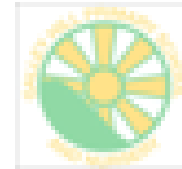
What can I do at home to help my child?

- Talk in clear sentences, introduce and use new words
- Nursery rhymes
- Share stories and tell stories
- Encourage to mark make and write name using name card
- Recognise numerals 1-5
- Use family meal time to teach table skills and manners

This handout is in your pack.

To ensure your child is school ready, please spend time practicing these skills.

Starting School Checklist Is your child ready for school?



Social Skills

- I enjoy interacting with other children and adults.
- I can share and take turns.
- I like new experiences, including everyday life such as shopping, walking and attending events.
- I can follow instructions and follow rules.

Independence

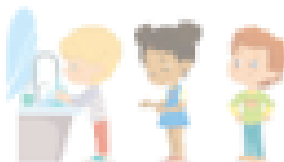
- I have talked with my parent/carer about what school will be like.
- I know I can talk to someone if I have worries at school.
- I can use a pencil/pen to mark make (not write) letters.
- I know how to play with a range of toys and use join things using what I have learned with these tools.
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Dressing

- I can put on and take off my uniform by myself, including doing buttons and zips.
- I can put my shoes and socks on and take them off.
- I can put on my own coat, hat and gloves.
- I understand that some parts of my body are private.

Health

- Any health problems have been addressed by my GP.
- I can sit on chairs with my legs/ankles/feet/hands on floor.
- I am explained with a dentist.



Tidying

- I can use the table independently, wipe my self/food/flush the toilet.
- I can wash and dry my hands on my own after using the toilet.



Self-Care

- I can ask for help when I don't feel well.
- I can wash my hands with soap and water for 20 seconds, especially before I eat.
- I brush my teeth twice a day with help.
- I can wipe my nose.
- I am learning to cough and sneeze into a elbow or on tissue with my hands folded. I tell them what I am feeling when I feel sick, frustrated etc. I am learning ways to calm myself down like breathing in 10, taking a deep breath or talking to an adult.

Readiness

- I have a good bedtime routine which includes a bedtime story.
- I have set boundaries, just like they do in school.
- I understand that if I am hungry, I need to get a drink of water.
- I know to ask an adult for help if I do not understand what I am supposed to be doing.

Meal-Time

- I like eating a variety of healthy food.
- I can use a knife and a fork.
- I can open my packed lunch.
- I can open packaging and wrappers.
- I can carry a small tray.



How is phonics taught ?

Phonics

Each day, every child has a phonics lesson.

This will start with recognising sounds they hear in the environment and repeating sounds they hear. When appropriate they will be taught the sounds that single letters make.

We provide all parents with information for how to support your child at home with phonics.

<https://www.supersonicphonicfriends.co.uk/>



SUPERSONIC

Phonic Friends

- SSPF is our chosen phonics scheme at Galley Hill.
- This scheme uses a lot of rhyme and actions to help children's learning, as research shows this really aids children's remembering
- It has lots of fun woodland characters linked to different phonic skills, e.g. Build it Bill and Segmenting Seb!
- In Nursery, we aim to secure **Firm Foundations**



Firm Foundations Phase 1

Listening – no flashcards allowed

Firm Foundations in Phonics

	General Sound Discrimination	The Strands
Aspect 1	Environment Sounds	Tuning into sounds (auditory discrimination)
Aspect 2	Instrumental Sounds	Listening and remembering sounds (auditory memory and sequencing)
Aspect 3	Body Percussion	Talking about sounds (developing vocabulary and language comprehension).



How will my child learn to read?

Reading

Communication and Language is the first step to reading. Children need to be able to focus, pay attention and listen to others in a small group. Children also need to be able verbalise their thought and wishes and have a two-way conversation.

Sharing songs, stories and rhymes at home and school enables children to expand their vocabulary, create their own stories and retell familiar ones.

Daily teaching of **phonics**. Each teacher will use many opportunities during the day to **read books** to the children and share books with the children. Each child will be able to take a **library book** home to read each week. The adult can read it to them and let them tell the story to you or use the pictures to make up a story.



How will my child learn to write?

- Fine Motor control is imperative to be able to hold a pencil effectively. This starts with muscle building and control through activities such as Playdough, Lego, painting and using tweezers.
- Emergent writing is encouraged, all marks that children make are important. Being able to give meaning to the marks made is also very important.
- Fine motor control lessons are held that teach children how to hold a pencil and make controlled marks.



Maths



There are many aspects of the Maths curriculum that we teach in Nursery

- Counting objects, actions and sounds
- Subitising, the ability to recognise amounts without counting them
- Recognising numerals 1-5 then to 10
- Counting beyond 5
- Comparing amounts using vocabulary 'more than', 'less than', 'fewer'.
- To continue, copy and create repeating patterns
- To compare length, weight and capacity

Learning Journeys

- We use electronic learning journeys to record each child's learning while they are in our Early Years setting.
- This is how we assess each child's progress.
- Each parent or carer can assess these online at any time during the year.
- You can read the observations that the staff have written about your child.
- You can write your own comments and upload evidence of your child's learning at home.
- You will be sent information from us so we can set you up with an account.

<https://tapestry.info/parents-carers.html>

Preparing for school



- Please name **all** clothes and PE kit.
- Appropriate shoes for playing outside. Velcro please if possible. Your child needs to be able to take them off and put them on independently
- Bring named book bag everyday
- PE may be on a different day. PE kit to stay in school. (In Summer term)
- Inform adults who will pick up your child if it's going to be someone different
- Children will be outside in cold weather and use digging area. Waterproofs and wellies. Named wellies in a bag.
- Named water bottle in school every day.
- No toys to be brought into school.
- Practise getting dressed and undressed at home.
- Practise putting on and taking off their coat.
- Encourage your child to ask for help if they need it.



Any questions?

Please look at the uniform.

Spare loved before uniform – please make a donation.

Walk back to the classroom, collect your child and walk back to the office to exit.