



Hall Green Primary School **Full Time (30 Hour) Policy**

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INTRODUCTION

This policy reflects the values and philosophy of our school 'Your Chance to Shine' and how we work to promote this. It gives a framework and guidance within which all staff work to promote resilience, honesty, ownership and respect.

2 AIMS AND OBJECTIVES

The Curriculum for full time children will underpin all future learning by supporting, fostering, promoting and developing children's in all 7 areas of development.

3 ORGANISATION AND MANAGEMENT

The daily routine involves carpet time, small and large group activities and tidy up time. The children make choices about their activities and recognise that learning is a social interactive process between child, adult, materials and environment.

There is a balance of adult-led, adult initiated and child initiated activities, delivered though indoor and outdoor freeflow time. Full time children will take part in more child initiated opportunities during the afternoon with the emphasis being on promoting communication and language and key skills. Or they will take part in extra maths or phonics activities during PM taught sessions if needed.

4 PLANNING

All staff are committed to planning as a team around the needs and interests of the children. Planning will follow the same format as the EYFS policy with extra activities planned and timetabled for full time children.

Planning meetings are held weekly between staff. At these meetings activities/learning objectives are selected from our medium plans as deemed appropriate to meet the needs and interests of the children. The activities are then set out on our weekly planning sheets. The plans are extended/differentiated accordingly at this stage. Children are also involved in short term planning and asked for their ideas.

5 ASSESSMENT

As stated in the EYFS policy assessment should not entail prolonged breaks from interaction with children, nor require excessive paperwork. Key observations will be carried out to support assessment.

6 BEHAVIOUR

Our aim is that all children will flourish in a secure environment in which expectations are clear and children are free to develop without fear of being hurt or hindered by anyone.

Children will be supported and encouraged by adults to verbalise their feelings and to adopt a problem-solving approach to dealing with social conflict in order to develop self-discipline and self-esteem in an atmosphere of mutual respect.

Adults will have more opportunities to promote behaviour expectations, good manners and social skills with the full time children.

_ Recurring problems will be tackled by all staff in partnership with the parents to establish an understanding of the cause.

7 PARENT AND COMMUNITY LNKS

Our aim is for parents to be partners in their children's learning and to be fully informed of their children's progress. We encourage parents to see us at the beginning/end of a session with any queries or immediate needs and to attend parent evenings and events.

Parents of full time children will be expected to provide a healthy packed lunch for their child and to pay £20 per week unless their child goes home for lunch.

Parents are responsible for renewing their code every 3 months.

8 MONITORING AND EVALUATION

The Early Years Coordinator J Gorton will be responsible for overseeing the delivery of the appropriate curriculum and the evaluation of its success. This information will be shared with Early Years staff at regular meetings and will be used to support future planning and development initiatives.

The Early Years staff are responsible for the day to day running of their classes.

The Head Teacher A. Gilbert along with the 'School Improvement Team' has overall responsibility for monitoring the quality of teaching and learning.

9 The EYFS GENERAL WELFARE REQUIREMENTS

At our school we take necessary steps to safeguard and promote the welfare of children. This includes that no staff are to use personal phones, smart watches or cameras at all while children are present in the classroom. (Please refer to full school policy.) All of our team have appropriate qualifications, training, skills and knowledge. We promote the good health of the children including talking about personal hygiene, healthy eating, activity and oral health. We take necessary steps to prevent the spread of infection, and take appropriate action when they are ill. We follow policy and procedure in regards to Covid-19 when necessary. We follow school documentation with regard to injury at school and each week a named person is in-charge of restocking and checking first aid supplies.

Outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose. Each day all members of staff are responsible for checking the garden, gazebos and ensuring all gates are locked. At the beginning of any outdoor session staff will ensure the gates are locked to ensure the safety of all children.

Each member of EYFS staff at Hall Green Primary School plan and organise an appropriate curriculum so that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs. We keep data, records and policies as

previously outlined for the safe and efficient management of the setting and to meet the needs of the children.

10 REQUIREMENTS

- Parents must sign a full time agreement
- Failure to make a prompt payment will result in the full time place being terminated.
- Any periods of absence will not be refundable.
- Children will attend Nursery on time and be collected on time.
- All full time nursery places will remain at the discretion of the Head Teacher.
- Full time means a Monday to Friday place, 8.45 – 3.30.
- Two weeks' notice in writing is required to terminate the contract and two weeks fees are payable for this period.
- If the school has to take legal proceedings to recover arrears, parents are liable for those costs to be added to the outstanding amount.

PLEASE NOTE: There may be times where Nursery has to close due to unforeseen circumstances, ie. extreme weather conditions, etc. Parents would not be charged on these occasions.

Nursery will however close on the following occasions – training days (5 per year), and scheduled school holidays. Parents will be notified in advance and not be charged for these days.

Next review July 2024