

Brook Butterflies

Staff

Mrs Ross



Mrs Jolliffe-Jones



Mrs L Humphries



Miss Bloomer



Mrs Price





Family Groups



- All children are allocated a family group leader who monitors their progress.
- At the beginning and near the end of each session the children enjoy focus times with their family group leader.
- In the focus time before they go home the children will be read a story or sing songs before they go home.



Structure of Session

8:40–9:10
Registration/handwriting

9:10-9:25 Phonics
Day of the week, Number,
shape, weather

9:25-9:30
Visual Timetable

9.30-10.00 Outdoor Activities

10:00–10:20 Break and Social
Time/ Rhyme time

10:20-11:15 Child Initiated
Learning

11:20-11:45 Story and word
time

12:25-12:35 Registration/
handwriting

12:35- 12:50 Phonics
Day of the week, Number, shape,
weather

12:50 – 12:55
Visual Timetable
12.55-1.30pm

Outdoor Activities

1.30 – 1.50 Break and Social
Time/Rhyme time

1.50 – 2:50 Child Initiated Learning

2:50-3:15 Story and Word Time

3:20 – 3:25 Home time

Beginning of Each Session

- On the first day bring your child to the Butterfly entrance. Doors will be opened by staff for a 8.45am and 12.25pm start. The afternoon sessions entrance is from the side gate adjacent to the school gates and parents will not be able to bring the child through the door. There will a staff member to walk them to their pegs.
- You bring your child into the cloakroom area, help them to locate their coat peg and hang up their coats. (side entrance, one member of staff will take messages)
- Children can then put their lunchboxes in the trolley and book bags in the box in their family group area.
- Please then take your child to the carpet area where they are able to self register using their name cards.

At the end of the session

- The Butterfly doors will be opened for you to collect your child at 11.50am and 3.25pm.
- At 3.25 please come into the Butterflies room and collect your child from their family group.
- *Please wait* for your child to be dismissed by their family group leader. This is very important.
- If you have any issues, feel free to speak to your child's Family Group Leader at the end of the session, once the other children have been dismissed into the care of their parents/guardians.

Early Years Foundation Stage Curriculum

Primary areas:

- Communication and Language- Understanding, listening and speaking.
- Personal, social and Emotional- Making relationships, self confidence/ self awareness, managing feelings and behaviour.
- Physical development- Health and self care, moving and handling.

Specific areas:

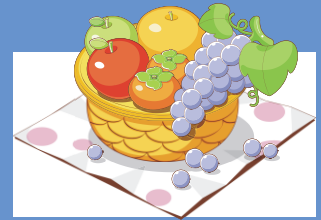
- Literacy- reading and writing
- Mathematics- Number and shape
- Understanding the world- Technology, people and communities, the world.
- Expressive arts and design- Being creative, exploring and using media and materials.

Phonics



- We use Ruth Miskin phonics program. This begins in pre-school and continues throughout school.
- Each day the children will join in with a phonics activity that practise listening and talking skills. This is to give the children tools they need to discriminate between different sounds.
- As the children progress through the programme they will join in with rhyming and rhythmic activities, learn letter sounds and will be taught the tripod grip to hold a pencil and write their name.
- Children will take part in word work which exposes children to new vocabulary and to talk in sentences.

Cafe/Lunch Times



- We provide water at our cafe. The children can independently access the cafe throughout the session. Each child has a carton of milk and a piece of fruit during snack time.
- If your child attends all day they are able to bring a packed lunch or you may pay for a school cooked lunch. Money can be added on your parent pay account.
- We do ask that children bring a healthy packed lunch that does not include any fizzy drinks, sweets or chocolate. We also ask that you do not send your child with any foods containing nuts as we do have some children with nut allergies.

Assessment

- Assessment of all 7 areas of learning.
- Ongoing often through observations
- Parents evening each term
- Wow moments so you can contribute to children's learning journeys.
- Home learning set each week.

Supporting Learning At Home

- Share books regularly with your child. Children will be given a book bag when they start and books will be changed each Monday.
- Let them draw, paint or use scissors with supervision
- Let them play with toys and games and try to join in whenever possible
- Ideas are given weekly on the newsletter which relate to the topic and rhyme of the week.

Getting ready for pre -school

- Good bedtime routine
- Encourage your child to talk in sentences
- Help your child to learn how to put their coat on and off
- Toilet trained and the importance of hand washing
- Start using a knife and fork properly
- If your child has only ever been at home with a parent then practise separation maybe useful

Uniform

Children in Butterflies now wear uniform.

- Grey trousers (long or short) or a grey pinafore/skirt
- Blue check/gingham dress – summer only (optional)
- Royal blue sweatshirt/cardigan/fleece (Named sweatshirts can be brought through Totally Uniform in Kingswinford)
- Light blue shirt/blouse or polo shirt (long or short sleeved)
- Sensible shoes (**no trainers or high heels**)

TOILETING

All children attending Butterflies should be fully toilet trained and out of nappies. We are fully prepared for occasional accidents and won't expect children to be totally independent in using the toilet. Please supply spare pants and a change of clothes in your child's bag just in case and reassure them that they shouldn't worry if they have an accident in pre-school.

If your child is not yet toilet trained please use the summer holidays to train them ready for September.

Links with Parents

- Parents are encouraged to come into the Butterfly room at the start and finish of the session.
- A Butterflies newsletter is sent home every week with all of our news. This also includes home learning activity ideas for you to share with your child. There are also regular school newsletters.
- Parents are asked to participate in activities arranged by Brook Butterflies. Rhyme time is every Tuesday at 11:30am and 3:10pm.
- We hold different events, rhyme time, graduation ceremonies and open sessions to which parents are invited.

What your child will need

- All children with long hair need to have it tied back for health and safety reasons.
- Please ensure all belongings have your child's name on them.
- Brook school book bags are very useful for letters, artwork and library books.
- Please do not send your child into pre-school with jewellery. If your child has pierced ears they should only wear stud type earrings, as this is a health and safety issue

Day Care

- We run day care along side our pre-school sessions.
- These sessions include:
- Breakfast club- £3.50
- Morning session- £10.50
- Afternoon session - £10.50
- After school club- 3.10- 4.45- £5.25
- 3.10- 5.45- £8.00
- Session places need to be booked in advance on our online pay system. No money or sessions can be booked on the day and they must be booked 48 hours in advance.
- If you are interested in booking a place please speak to us for more information.

Emergency Procedures

- There are a number emergency procedures that we have to practise during the year.
- These include:
 - Fire drill
 - Lock down
 - Rapid assembling
- We give the children warning about these and treat it like a game with the little ones.
- We do not give parents warning before hand.



This is the system we use for text and email messaging. If no one in your family is registered you will not receive important messages from school. Please do not wait to be upset that you or your child has missed something. School has advertised this service for many months now. It is your responsibility to sign up so that you can receive school messages.

We have just launched Parent Pay. Through this we provide an on line payment service for trips, dinner money, Buddies etc for your convenience. You should be able to pay at any time and from home or elsewhere.

Please look at www.brook.dudley.sch.uk

and

GET THE APP.

For you to access all the important school notifications you will need to download the app and get your own personal login information from the school.

Download the School Life app from either the Google Play store (for Android smartphones and tablets) or the Apple App Store (for iPhones, iPods and iPads).

Search for 'Schoollife' (all one word) and then look for the School Life logo;



CHILD PROTECTION

AT BROOK PRIMARY SCHOOL WE FOLLOW THE DUDLEY SAFEGUARDING CHILDREN PROCEDURES. THIS MEANS WE WORK IN CLOSE PARTNERSHIP WITH SOCIAL SERVICES TO MEET THE NEEDS OF OUR CHILDREN.

DUTY OF CARE

TEACHERS AND OTHER EDUCATION STAFF ARE ACCOUNTABLE FOR THE WAY IN WHICH THEY EXERCISE AUTHORITY; MANAGE RISK; USE RESOURCES; AND PROTECT PUPILS FROM DISCRIMINATION AND AVOIDABLE HARM.

ALL STAFF, WHETHER PAID OR VOLUNTARY, HAVE A DUTY TO KEEP YOUNG PEOPLE SAFE AND TO PROTECT THEM FROM SEXUAL, PHYSICAL AND EMOTIONAL HARM.

CHILDREN HAVE A RIGHT TO BE SAFE AND TO BE TREATED WITH RESPECT AND DIGNITY.

IT FOLLOWS THAT TRUSTED ADULTS ARE EXPECTED TO TAKE REASONABLE STEPS TO ENSURE THE SAFETY AND WELL-BEING OF PUPILS.

FAILURE TO DO SO MAY BE REGARDED AS PROFESSIONAL NEGLIGENCE.



CHILD PROTECTION

OUR DESIGNATED SAFEGUARDING LEAD FOR CHILD PROTECTION IS MISS. S NICKLIN-
DEPUTY SAFEGUARDING LEAD IS MRS M FELLOWS WHO ALSO DEALS WITH CHILD
PROTECTION ISSUES.

ANY PARENT, CHILD, MEMBER OF STAFF OR OTHER COMMUNITY MEMBER MAY EXPRESS A
CONCERN TO SOCIAL SERVICES. SOCIAL SERVICES DO NOT LIKE SCHOOL TO REPORT
THIRD PARTY ISSUES. THEY ASK US TO ENCOURAGE PEOPLE TO MAKE THEIR OWN REPORTS.

WHEN CONCERN NOTES ARE COMPLETED AT SCHOOL, A DECISION IS MADE WHETHER
THE SITUATION WILL BE MONITORED OR PARENTS SPOKEN TO, OR IF THERE IS SUFFICIENT
SERIOUS EVIDENCE, FOR A REPORT TO BE MADE TO SOCIAL SERVICES.

**ONCE SUCH A REPORT IS MADE, SOCIAL SERVICES WILL INVESTIGATE, NOT THE SCHOOL,
AND DETERMINE THE BEST COURSE OF ACTION FOR THE CHILD INVOLVED.**

Morning sessions – Wednesday 2nd September 2020
9.30am-11.30am

Start date – Thursday 3rd September 2020

Afternoon sessions – Wednesday 2nd September 2020
9.30am-11.30am

Start date – Thursday 3rd September 2020

All day (30 hour) Wednesday 2nd September 2020
9.30am-11.30am

Start date – Monday 7th September 2020

Start Dates

Induction
stay and
play