



Dear Parent(s),

Welcome to a new term in the Foundation Unit at Brookside. We hope you all had an enjoyable Summer break.

We would like to introduce you to a few routines which ensure that the unit runs smoothly and encourages the children to settle in easily.

- There is a self-registration system for the children to indicate whether they are having dinners or sandwiches. These are gold and blue boxes located near the entrance area of the unit. Please encourage your child to post their name in the correct box.
- We encourage all the foundation children to come straight in to the unit in the morning. School starts for Foundation at 8.45 a.m. We will open the gates each morning.
- There is a trolley in the entrance area with individually named pegs for coats and space to put their outdoor shoes.
- This is our morning arrival routine. Please encourage your child to follow this independently.
 1. Hang up coat on trolley in entrance
 2. Take off outdoor shoes and put on the trolley
 3. Put lunchbox on blue trolley
 4. Complete self registration
 5. Put book bag in tray
 6. Sit on the carpet and complete activity on the coloured rug
- We will help the children change in to their indoor plimsolls a few at a time once they are all on the carpet.
- If you have opted for letters rather than email, we will put them into your child's reading folder. If you would prefer to receive your letters via email, please notify the school office. We try and communicate Foundation information via text but occasionally we will send out a letter, which we will put in all children's book bags.
- School fruit is provided as part of a national scheme but your child may also bring in their own fruit to eat either in the morning or in the afternoon. Please put fruit in a labelled container or clearly name the piece of fruit to avoid any confusion!
- School milk is available each day, but for your child to receive this you need to have registered online.
- At Brookside, children are provided with a water bottle and are encouraged to drink water regularly during the day. They can help themselves to a drink of water whenever they wish. Your child will bring their water bottle home every Friday to be washed and refilled.
- Any money, letters or reply slips should be given to a member of staff in the morning.
- Thursday is our main PE day. Children can come to school in a PE tee-shirt, leggings or jogging bottoms and trainers. PE shorts can either stay in individual trays or be brought in weekly in book bags. The children will change in to their shorts in school. Please ensure items are clearly named and easy for your child to put on and take off. Our first PE session will be on Thursday 13th September. Brookside PE kits are available on the school uniform website.
- We do not allow children to bring in any toys from home as they invariably get lost or broken. We will be encouraging children to bring specific things to school for show and tell times or related to a topic. We have some special school soft toys for those who need it!

- We have different themed items that the children bring home or are asked to bring in to school. These include a Show and Tell bag, Red Ted and the Special Box. More details about these will follow later!
- Please ensure school jumpers and cardigans are named and remind your child to hang them on their peg when they take them off.
- At the end of the day, the children will leave through the side doors of the unit and through the outside area gates. We come out from about 3.20 p.m. to begin with, as it takes a while to hand over each child to their adult, especially at the beginning of the year. Please bear with us as we get to know names and faces and understand that children are not allowed to leave until we call their name.
- During the first week we will send home a sheet to fill in about your child's drop off and pick up routine. Please fill this in for a typical week to indicate whether family/friends/other providers are dropping off or picking up and let us know if there are any changes to this.

Each term our topics are inspired by key books we read with the children. We also like to follow the children's lead in what we explore, to follow their interests. We cover all the areas of learning through our topics, with a continued focus on play-based learning.

We will have a meeting for parents/carers towards the end of September to talk in more detail about phonics, reading, maths and the Early Years curriculum as a whole, more information will follow.

We have 4 staff working in the unit. Mrs Clark (Rising Rockets) and Miss Youngs (Shooting Stars) are the teachers. Mrs Evans (Rising Rockets) and Mrs Hewitt (Shooting Stars) are our teaching assistants working in the unit.

We readily welcome help from parents/grandparents/carers in the Foundation Unit. If you are able to help at all during the week with reading, creative activities, playing games etc., please let us know. Any help would be hugely appreciated, even if it is not on a regular basis.

For those of you who are not aware, we are on Twitter so you can keep up with what we are getting up to in the Foundation Unit! Our Twitter account is @brooksideunit.

Finally, we hope your child settles quickly into school life. Please do not hesitate to pop in or make an appointment to talk to one of us if you have any concerns, but please don't be offended if we ask you to take off your shoes on our lovely new carpets! You can always email us via the school office.

Mrs Clark and Mrs Evans

Play means...

exploring, talking, thinking,
 trying, imagining, daydreaming,
 inventing, risk taking, giving,
 sharing, making choices,
 working, relaxing, challenging,
 turn taking, pausing, running,
 skipping, jumping, shouting,
 whispering, singing, making
 friends, being yourself, being
 someone else, role playing,
 acting, caring, negotiating,
 reading, writing, counting,
 measuring, trying things out,
 feeling, leading, following,
 problem solving, storytelling,
 building, laughing, smiling...

learning.