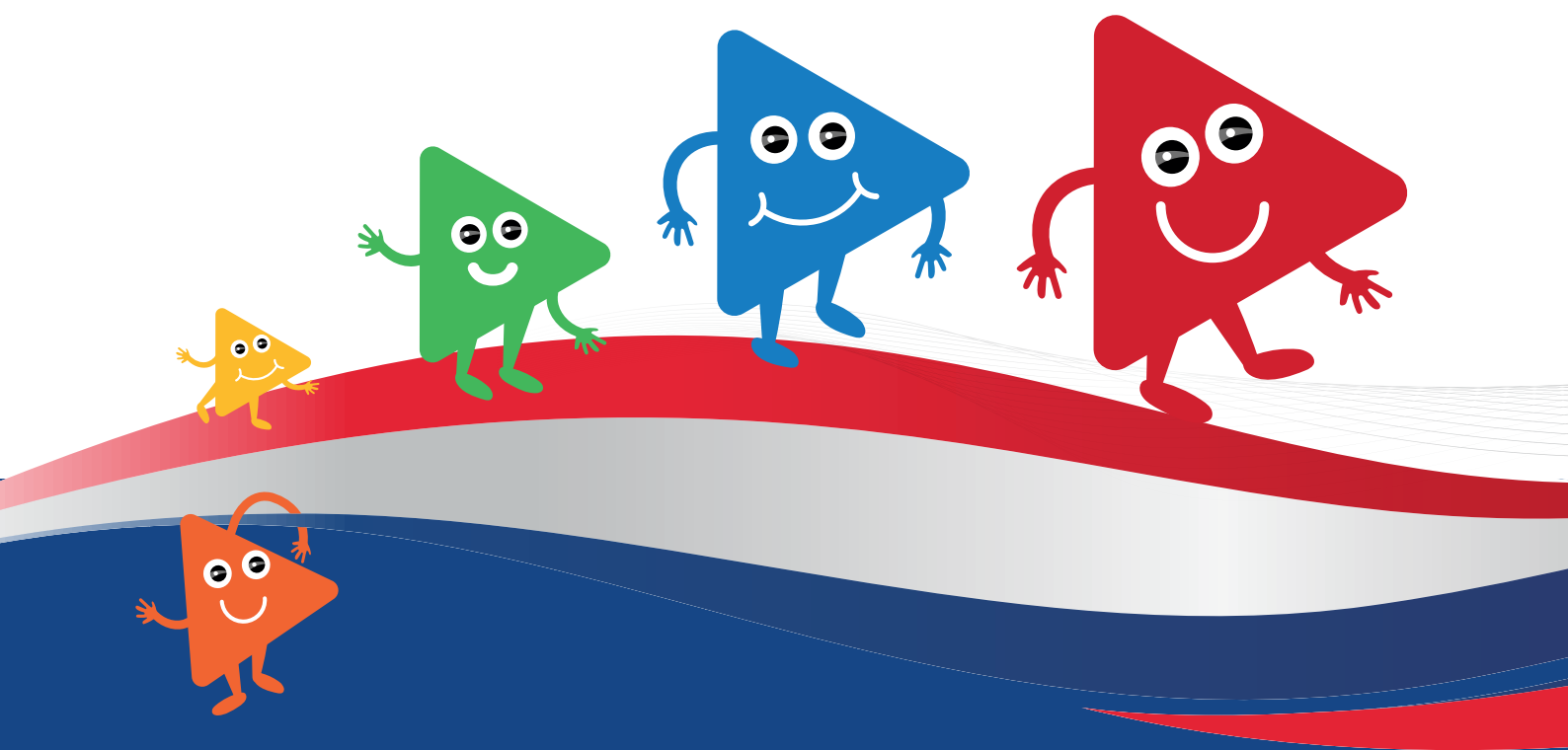


THE
BRITISH
SCHOOL
OF AMSTERDAM
EARLY YEARS
SCHOOL



Welcome to Nursery

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Head's welcome

We are looking forward to your child joining the Nursery.

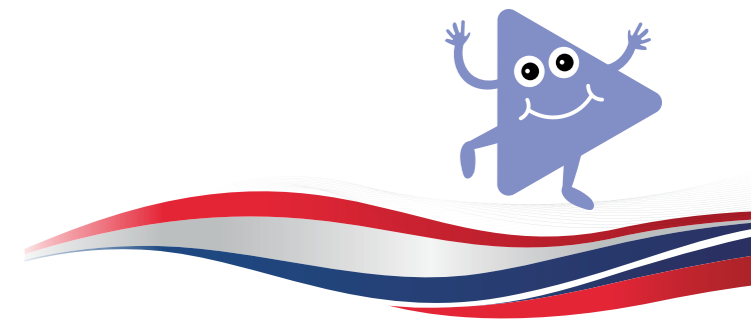
We want you to know that they will be nurtured and well cared for. Our dedicated staff strive to ensure that your children feel happy in their environment and feel part of the school community.

We are sure that parents will want to know more about the Nursery department and how they can support their child's transition.

Please take the time to read the information provided and, should you have any questions, please do not hesitate to contact me.

I look forward to meeting you in September.

Kind regards,
Linda Naghieh
 Head of Nursery
l.naghieh@britams.nl



Nursery Induction

We welcome parents to join their children in class during the Nursery induction week. The groups are smaller during induction week which allows the staff to focus on individuals and support those who may find the induction period difficult.

During the induction week your child's teacher will arrange an online meeting with the family to get to know each other and give you the chance to ask questions.

For the first two days of induction, your child will have a short session and on the third day a long session if your child can manage it. Staff will work with you to make the induction experience as happy and positive. We realise some children may need a more gradual entry into school, so their induction can be spread into the following weeks if necessary. Staff will discuss all options with you.



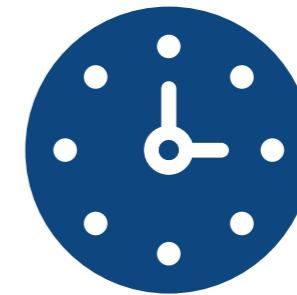
You will be provided with details of your child's personalised induction programme closer to the start of term.



School Hours

The Nursery school day is structured as:

8.30 - 8.50 am	Children arrive
12.00	End of morning session/start of afternoon session
15.10	End of school day



We expect parents to be punctual at drop off and pick up times.

Class Allocation

When classes are created, children are grouped according to the number of classes in the year group. There are currently 4 Nursery classes with a maximum of 25 children in each class. There is 1 teacher and 3 nursery officers in each class.

We try to ensure equal allocation of the following in classes:

- number of pupils
- ratio of boys and girls
- number of children that need learning support

- number of children with English as an additional language
- a language 'buddy' who shares the same language as your child



Many of the children in the Early Years are learning English as an additional language. Such children often start school speaking little or no English but very soon gain the confidence and skills to communicate quite freely in English; this being their second and in some cases their third language. All recent research indicates that a child will learn English more effectively if they continue to develop their first language at the same time. Children's knowledge and skills transfer across languages from their first language they have learned at home, to the school language. With such evidence in mind we do not separate children who speak the same language, rather we try to ensure that there is at least one other child in the class who shares the same language.

All the classes in the Early Years School are named after trees. In Nursery we have:



In the Nursery

We recognise:

- That every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
- The importance of positive relationships – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.
- That the environment plays a key role in supporting and extending children's development and learning.
- That children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.



Teaching and Learning

Which curriculum do the children follow?

We follow the Foundation Stage Curriculum.
There are three prime areas of learning:

- Personal, Social and Emotional development
- Communication and Language
- Physical Development

The specific areas of learning are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive arts and design



Managing Behaviour

Our approach

A very important part of learning, especially in the Early Years is Personal, Social, Emotional development. This may be the first time that a child has had to share toys and start to consider the feelings of others.

Inevitably there will be times when the staff have to help a child understand that a type of behaviour displayed is not acceptable in school and this is the way we deal with these situations:

- Firstly we explain why the behaviour displayed is not acceptable in school and ask that the child does not repeat it.
- If the behaviour is repeated we explain again why the child should not behave in this way and what will happen if the behaviour is repeated.
- If the behaviour is repeated we take the action mentioned to the child (ie: perhaps coming inside or sitting quietly to think for a while.)



We do not use the phrase “naughty chair” and if a child is asked to sit for a while we give them a minute or 2 minute timer.

It is important for young children that we address these incidents immediately and that we are consistent.

Sometimes a situation will be dealt with by staff and they will not feel it necessary to involve parents but sometimes we may need your help – perhaps to explain to a child in their own language why a behaviour is not acceptable in the classroom and sometimes to work with the staff in trying to manage a behaviour at home and in school.



Observations

What we see

Part of our job as Early Years practitioners is to observe the children at various times and record these observations.

Through our observations of the children interacting and at play we can discover many things.

- Personal interests/dislikes
- Level of knowledge/ability
- Social skills and much more...

Our observations help us to plan the next steps to provide for the needs of each child and also help us to assess how each child is learning and their developmental levels.



Assessment

And record keeping

The staff in the Early Years use the **Evidence Me** profile app to record children's achievements against the Early Years profile. Teachers are able to take a photograph to capture the child's learning, to add notes and record the achievement against the EYFS curriculum. In February and June, parents will be sent copies of the reports generated through this app.



Supporting Your Child

At home

There are no specific expectations but if you would like to help your child at home, on the following pages there are some suggested activities to help develop skills such as gross and fine motor skills.



Little Stars Fitness

Little Stars Fitness provides a stimulating learning experience to teach children about the importance of health, nutrition and fitness. It is hands-on and gives children a practical experience that can be taken home.

- It has a constant and consistent healthy message to inspire the children and their families.
- It believes the key to bringing good nutrition into the home is through the children.
- Children will enjoy fun fitness sessions using real mini gym machines and exercise equipment followed by smoothie or juice making. Updates, including nutritional information & recipes will be given regularly ensuring everyone benefits.



Sports and Games

During the course of the year Nursery children enjoy sports and games sessions with a sports coach. Children develop fundamental movement skills and become increasingly competent and confident in balance and co-ordination individually and with others.

We teach yoga and follow the "Massage in Schools" programme.

Ballet

There are optional weekly ballet lessons led by the teacher from the English Ballet School. There is an additional fee for these classes.



Our Parent Portal

Firefly

Inside the portal you will find up-to-date information about your child (or children) and you will also be kept informed of relevant school information, such as policies and handbooks and also the class blog to see what they have been up to during the week. To access the new Parent Portal you will need to use the email address that we have for you in our school database.



firefly.britams.nl



School Uniform

Everyday uniform



Branded items in school online shop:

- navy blue branded sweatshirt or cardigan
- navy blue branded polo shirt
- BSA branded book bag

Not sold by school:

- white polo shirt
- grey or navy blue trousers and/or skirts
- school shoes (must be suitable for outdoor use and easy to use such as Velcro straps)

Details of the school uniform can be found on the school website and on Firefly.



Only branded school items can be purchased from our online **Uniform Shop**. For non-branded items, you can purchase them from Marks & Spencer or other external retailers.



Class Parents

Each class will have one or two class parents. They will update you and remind you about things happening in your child's class – such as term themes, non-uniform days, class events etc.

If you are willing to be a **Class Parent**, please inform your child's class teacher.



Snacks and Lunch

What do I need to provide?

Children need fruit or a similar healthy snack for snack time every day. Children who attend full time need two snacks. This is eaten in the classroom. Snacks should be packed in a named, plastic box. Children need a water bottle so that they can drink water throughout the day.

Children attending full days eat their lunch at school. Parents can either supply the lunch from home or can arrange for lunch to be provided by our school catering service **Markies**.



We aim to be a 'nut-free' school.

There are a number of people in the school with a severe nut allergy, so we ask you to ensure that no snacks or lunch contain nuts/traces of nuts. For example, items such as Nutella, pesto, hazelnut yoghurt or peanut butter.



If your child brings in grapes or cherry tomatoes for their snack or lunch please make sure they are cut into pieces as they are a choking hazard for small children.

Birthdays



Children are very welcome to celebrate their birthday in school and often bring a small individual 'treat' to share with their class at snack time, e.g. a small plain cupcake, a small box of raisins or some fruit. Party bags, small toys, sweets or lollipops may not be supplied.



Whilst the School respects that it is not realistic to invite all children within a class or year group to a birthday party, we do ask that if distributed at School, invitations are handed out with due discretion and consideration to all children in the class. Please do not ask class teachers to hand out invitations to the children unless there is one for every class member. Teachers should not be put into the position of explaining to some children why they are not invited.



Sickness

If your child is unwell then they must stay at home. If symptoms include vomiting or diarrhea they **must** stay at home for 24 hours after they were last ill.

A child who has had a fever (temperature above 37.5) must be free of the fever without medication for 24 hours before returning to school.

The Head of School has the right to exclude pupils from school if they feel a pupil is too sick to attend and/or are causing risk of infection to others.

The Head of School may exclude pupils who have, or are suspected of having a contagious disease. Parents must inform the School if their child has been diagnosed with a contagious disease.

This will be communicated to all parents including the symptoms and possible side effects. Parents are advised to contact a doctor should they feel concerned.

Absence Procedure

Absence due to illness:

Call or email the Receptionists before 9.00 am. You only need to notify us on the first day that your child is absent; you do not need to call every day.

Absence due to holiday or family events:

Complete a 'Leave of Absence Form'. You can always find the form on Firefly.

If you do not notify us when your child is absent from School, we will contact you to ensure that your child is at home.



To avoid us calling you unnecessarily please follow these steps. **Please ensure that you telephone or email the School before 09.00am** if your child is going to be absent.



After School Care

Majest Global

The British School of Amsterdam works in partnership with after school care provider **Majest Global** to provide reliable, good quality after school care for children. Majest Global provides after school care exclusively to British School children between the ages 3 to 12 years.

The facility is open every day after school 3.00 – 6.30pm and during school holidays 8.00am to 6.30pm.



For all enquiries, please use the contact or meet us buttons on the school website, www.britams.nl



Getting Prepared

Other information



Bikes and scooters

- Scooters and small bicycles (loop fietsen) can be left at the gate of the Early Years playground. Larger two wheeled bicycles can be locked in the bicycle racks next to the Early Years playground.



Bike Safety

- Please ensure your bicycle is safe to transport children. Watch out for their feet in the spokes of the rear wheel.



How Can You Help?

CHECKLIST

- ☐ Be on time for school. Children find it easier to settle when they are present for the register and staff explain the routine of the day with a visual timetable to help non-English speakers.

- ☐ Deter your child from bringing toys to school as they can easily get lost or damaged.

- ☐ Encourage independence in different ways such as pulling trousers up themselves, putting their bookbag in the tray in the mornings, and putting their lunchbox on the trolley.



- ☐ Label as many belongings as possible.

- ☐ Buy shoes that the child can do up and undo themselves such as with Velcro instead of laces. Shoes should be well fitted and comfortable.

- ☐ Provide a change of clothes that your child can keep in class.

- ☐ We go outside almost every day so make sure your child comes to school with suitable outdoor clothing and has a pair of rubber boots (wellingtons) that can be kept at school.

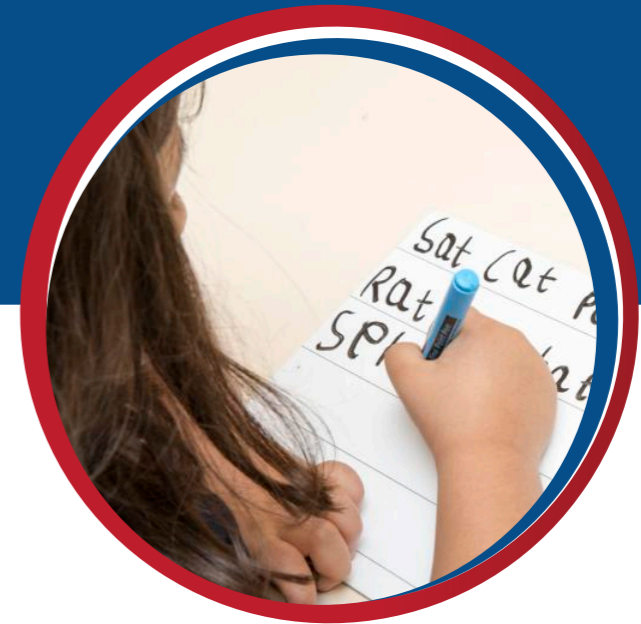
- ☐ Many of the things you throw away we can make use of such as old mobile phones, boxes and other materials. Please check with us before you throw them away!



Writing

Forming letters

If your child is interested in forming letters please help them to learn the lower case letters seen below and only use capitals for the initial letter of their name.

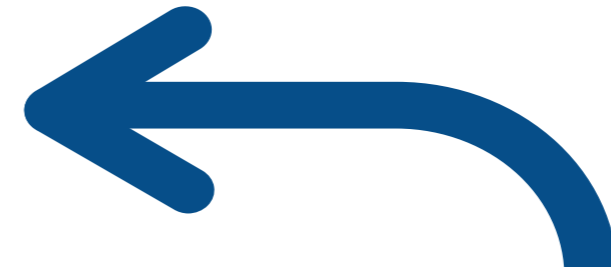


abcdefghijklmnopqrstuvwxyz

Changing Your Sessions

How we can help

- Please discuss your wish to change sessions with the staff in your child's class. They will be able to give advice about how they feel the changes will affect your child.
- The Nursery staff are able to provide you with a "Request to change session" form. Please fill one in and return the signed form to the staff in your child's class.



- The Head of Nursery will check session availability. If the increase is possible you will be sent written confirmation of the change and date it takes place.
- If the desired sessions are not available your child's name will be put on a waiting list for the specific sessions and you will be contacted when they are available. You will then receive confirmation of the change and the date it will commence.



Child Protection

The British School of Amsterdam is committed to safeguarding and promoting the welfare of children and young people and expects all staff and parents to share this commitment. The school has a child protection policy and guidelines which are in line with Dutch national procedures and which all members of staff are expected to adhere to. All reported incidents are legally obliged to be investigated following a strict code.

It is important for parents to know and to adhere to the rules of the host country. In the Netherlands any form of physical punishment - for example, smacking or hitting is against the law. If a child discloses that they have been punished in this way, as a school, we are obliged to follow up with parents and carers and, depending on the severity, report the incident to child protection services (Veilig Thuis) in order that appropriate support can be given to the child and their parents and carers.



Contact Us

We are here to help you. If you ever have any questions or queries or just want to ask for some advice, please contact us.



Linda Naghieh,
Head of Nursery:
l.naghieh@britams.nl

Claudia van der Laar-Newson,
Head of Early Years:
c.newson@britams.nl



Your Contact Information

Keeping up-to-date

Please ensure that the School has your most recent contact information. If you move house, please ensure that you have provided details of your new address.



It is very important that we have a contact telephone number for every family.



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www.britams.nl

Havenstraat 6
1075 PR Amsterdam

+31 20 67 97 840