Welcome to Early Years at Jewell Academy

Early Years is a magical time filled with discovery, laughter, play and growth.

Our dedicated and caring team is here to nurture, inspire and support your child every step of the way. Through exciting learning experiences and purposeful play, we encourage every child to explore new ideas, develop confidence, make new friends and discover the joy of learning.

Together, we aim to create a happy, safe and stimulating environment where every child feels valued and has the opportunity to flourish.

Here, we begin building the strong foundations for a lifelong love of learning.

#Letyourlightshine

Our school day

Starting school is a big step, and we know it can be hard when your child comes home and simply says, 'I just played!'. While children might not share all the little details, their days are always busy, carefully planned, and full of learning through play. From phonics and story time to exploring, creating and building friendships, so much happens each day. We thought you might enjoy seeing an example of our daily routine so you can get a little glimpse into their busy school day.....

Morning

- 8:45am Doors open. Fine motor, reading and maths activities.
- 9:00am Morning Register
- 9:00am - 9.30am Phonics and Drawing Club
- 9:30am - 10:30am Discovery Time
- 10:30am -10:45am Outside play & Challenge time
- 10:45am - 11:15am Number Sense maths and challenges.
- 11.15am - 11.30am Singing and Stories

Lunchtime



- 11:30am -12:00pm Hall
- 12:00pm -12:30pm EYFS Garden.

Afternoon

- 12:30pm -12:45pm Mindfulness
- 12:45pm Afternoon Register
- 12:45pm -1.15pm Maths Challenges
- 1:15pm -2.30pm Discovery Time
- 2:30pm- 2:50pm Snack and Toothbrushing
- 2:50pm - 3:00pm Singing and Stories.

Attendance & Absence Guidelines

Jewell Academy | Every Day at School Matters

"We want all our pupils to achieve success. Good attendance is key to this. Every day at school matters."

Attendance Policy

Target Attendance: Regular attendance is vital to success. Jewell Academy target is **97%**.

Reporting Absence:

If your child cannot attend, contact the school office:

- Phone: **01202 774830** (Mrs Mead / Mrs Lowe)
- Email: **office@jewell-aspirations.org**

Appointments:

Medical/dental appointments should be made outside school hours where possible. Letter or appointment card required as proof.

Please refer to the school policy page on our website for details.

Punctuality & Collection

⏰ School Timings

- **8:45am:** Doors open & early settling-in sessions start.
- **9:00am:** Lessons begin.
- **After 9:15am:** Marked as late; affects attendance record.

🔑 Collection Passwords

Parents/carers must set a collection password in admissions paperwork.

If an unexpected situation prevents the usual collector, children will **NOT** be dismissed without this correct password.

Holidays in Term Time

🚫 Term-Time Absence Law

Law prevents parents from taking children out of school for holidays during term time.

Exceptional Circumstances:

Any absence request must be for exceptional circumstances only and addressed to The Principal, Mrs Waddington.

A school request form must be completed. Please contact the office for a copy.

Illness & Sickness Guidelines

Reporting Daily: Report illness to the office by **9:30am** every day of absence.

⚠️ 48-Hour Sickness Rule

Any occurrence of sickness or diarrhoea requires your child to remain away from school for **48 hours after the last bout** of illness.

In-School Illness:

Sickness/diarrhoea during the school day will result in your child being sent home to recover.

Evening or Weekend Illness:

If sick over the weekend/evening, keep off school for 48 hours following the final instance.

Medicines & First Aid Guidelines

Essential Health & Safety Information for Parents

Medicines Policy

General Administration

Staff **WILL NOT** normally administer medicines.

Antibiotics & Pain Relief

- **3 times a day:** Administer one dose in the morning, one at collection time, and one before bed.
- **4 times a day / Pain Medication:** Parent responsibility to attend school at the correct time to administer.

Long-Term Medication Exception

Parents must complete a form stating the medicine, dosage, and regularity.

Parent Responsibilities

It is your responsibility to ensure there are sufficient quantities of medication and that it is in date.

Asthma & Emergency Medication

Asthma medication (including spacers) and Epipens must always be available at school in a first aid bag with your child. Administered by a First Aider if needed.

Healthcare Plans

A healthcare plan is required for conditions like asthma. Please speak with the office or Early Years team to arrange.

First Aid Procedures

Accident Notification

If your child has an accident at school, you will be notified under the following circumstances:

1. Bump to the Head

- Your child will receive a **pink slip** and **bumped head letter** with advice on danger signs to look for.
- Letters are issued even for low-level bumps so parents are aware—please do not be alarmed.
- You will also receive a phone call from a staff member.

2. Further Medical Attention

If an accident requires further medical attention, we may request that your child be collected immediately and taken to a GP or A&E.

Child Safety First

Our trained First Aiders ensure prompt care and clear communication with parents.

School Uniform & Essentials

Opal Reception Class 2026-2027 | #proudtobeajewell

For all children to feel a sense of belonging and to be ready for learning, they need the correct uniform.
All items must be clearly labelled with your child's name.

Uniform Checklist

- **Turquoise t-shirt** (school logo)
- **Black v-neck jumper** (logo optional)
- **Plain black bottoms** (joggers / leggings / shorts / skirt)
- **Socks:** Plain black or white
- **Footwear:** Black trainers or black school shoes
- **Book bag** (school logo optional)
- **Waterproof coat** with hood (daily)
- **Winter wear:** Warm hat & gloves
- **Wellies:** Named pair to stay at school
- **Spare clothes bag** (labelled)

✓ PE kit is NOT required

Ordering Uniform

Logo items are purchased directly online:

www.brigade.uk.com

Please order early! Allow 14–21 working days for delivery.

Note: There is no physical shop; items must be ordered online.

Spare Clothes Bag

🎨 **Messy Learning**

Children in Reception participate in regular 'messy' learning (water & sand play, muddy puddles, painting, playdough & sensory play).

👕 **What to Include in the Bag:**

Please provide a complete spare set of labelled clothing:
- Underwear (pants & socks)
- T-shirt & jumper
- Trousers / skirt

Pack in a labelled PE-style bag to keep on your child's peg.

Thank you!

Hot Meals, Snacks & Packed Lunches

Essential Food & Nutrition Information for Parents

Hot Meals, Milk & Snacks

🥯 Breakfast & Daily Snacks

All children are offered a small bagel snack on arrival at school. Daily fresh fruit and vegetables are provided during snack and lunch times—no additional snacks are required.

🥛 School Milk (Cool Milk)

Children aged 4 receive free school milk until their 5th birthday. Afterwards, parents can opt to continue paid milk via the Cool Milk website.

🍲 Universal Free Hot Meals

All Reception, Year 1, and Year 2 children are entitled to a free hot school meal.

⚠️ **Orders must be placed in advance via ParentPay by Tuesday of the week before.**

💻 ParentPay Account

Unique ParentPay login details will be provided on your child's first day.

🔗 **www.parentpay.com**

📦 Alternative Options

You may choose to send a packed lunch. A packed lunch MUST be provided if a hot meal has not been ordered.

Packed Lunches Policy

🥗 Balanced Nutrition

A balanced diet improves concentration, brain power, memory, mood, and physical wellbeing. Please ensure packed lunches offer healthy, nutritious foods.

🌐 NHS Healthier Families

Visit the NHS website for lunchbox ideas & advice:

www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/

🚫 STRICT NO NUTS POLICY

Nuts and foods containing nuts are **strictly prohibited** on school premises due to severe allergies.

✂️ Choking Hazard Safety

Please cut all **grapes and cherry tomatoes in half lengthways** as per NHS safety guidance.

Toothbrushing & Water Bottles

Healthy Dental Routines & Hydration at Jewell Academy

Toothbrushing at School

🪥 Big Brush Club Initiative

Early Years at Jewell Academy is proud to have recently become part of the Big Brush Club — an NHS toothbrushing initiative.

🦷 Aim of the Programme

For every child to brush their teeth with fluoride toothpaste once a day at school, and ideally twice a day at home too! Teaching good brushing routines early helps reduce oral health inequalities.

📝 Consent & Letters

Existing Preschool Families: If your child already attends, you have received a consent form and do not need to resubmit.

New Families: Letters are included in admissions packs. These must be completed and returned even if you do not wish your child to participate.

🌐 More Information

Please speak with a member of the Early Years team or visit:

https://bigbrushclub.co.uk/

Water Bottles Policy

💧 Daily Water Bottle

Please send a **named water bottle** to school with your child. This will remain at school and will be washed and refilled daily with fresh water.

⚠️ Water Only Guidance

Following advice from Big Brush Club's dental nurse, children should **not** have free access to squash, juice, or flavoured water in their bottle, as this significantly raises the risk of cavities.

🍎 Lunch & Snack Alternatives

Children can be offered alternatives to water during lunch and snack times if needed. Please discuss this with the Early Years Team if required.

Trips, Visitors & Events

Inspiring Opportunities & Parent Partnerships at Jewell Academy

Trips & Visitors

🚌 Inspiring Experiences

Our curriculum offers a wide range of inspiring opportunities and experiences. We regularly invite visitors in to enhance learning and take children on a day trip during the Summer Term.

✉️ Contributions & Communication

We usually request a parent/carer contribution to cover activity costs. Details will always be communicated via email letters from the office.

💻 ParentPay (Cash-Free)

We are a cash-free school. Please pay for all trips and visitors using your ParentPay account. Payment received is taken as consent for your child to participate.

🔗 **https://www.parentpay.com/**

🤝 Payment Support

Please speak with the office or a member of the Early Years Team if you need support with payments, as options may be available to help.

Events & Learning Links

🏫 Classroom Visits

We invite all parents and carers in to visit our classroom and share our learning throughout the academic year as part of Learning Links. Please refer to half-termly Topic Overview letters for dates.

🎉 Celebrations with Families

Special occasions are celebrated together with families, such as:

- Winter Festival (Christmas / Diwali / Eid)
- EYFS Sports Day
- EYFS Graduation

💡 Parent Workshops

We offer opportunities to attend and build skills to support child learning, e.g.:

- Phonics and Reading workshops
- SEND specific workshops

📧 Stay Connected

Please regularly check your emails as official letters and updates will be sent directly to you.

School Readiness : How You Can Help at Home

Practicing key skills to make your child's journey to Reception as positive as possible

Routines & Independence

🌙 Healthy Routines

- Build a good bedtime routine, limiting screen time (approx. 10-13 hours sleep).
- Eating a healthy breakfast before leaving for school.
- Brushing teeth with fluoride toothpaste twice a day (supervised until at least seven).

👕 Growing Independence

- Putting on and taking off clothing, including jumper, coat, and shoes.
- Using the toilet independently, wiping, and washing hands.
- Getting dressed with little help (e.g. after toilet or PE).
- Using cutlery (knife, fork, spoon) and drinking from an open cup.

Communication & Development

🗣️ Building Relationships & Communicating

- Practising sharing and taking turns with toys.
- Asking for help by speaking clearly (basic English or sign language).
- Talking about feelings and explaining why.
- Sharing story books, looking at pictures, and talking about characters.
- Recognising written name on coat peg or jacket.
- Listening to and following simple instructions.

🏃 Physical Development

- Walking up and down steps (one foot at a time, using wall for support).
- Building stamina to walk longer distances (e.g. 5-10 minutes).
- Running, jumping, and balancing without adult support.
- Doing simple puzzles, colouring, and drawing to strengthen grip.
- Using a range of craft tools such as scissors and glue.

Child Development & Support Info

Guidance, transition support, and school contact details

Development Concerns

👶 Worried About Progress?

If you're worried about your child's progress, talk to your childminder / nursery / pre-school team, health visitor, local children's centre or Family Hub as soon as possible.

🏫 Transition & Reception Support

If your child may need additional support to settle into Reception, make sure you attend transition events with your child and share as much information as possible with us.

🤝 Working Together

We will be happy to work with you to find suitable strategies to support your child.

Further Questions & Contact

💡 Information & Website

We hope you have found the information helpful. If you have any further questions please refer to the school website:

🔗 **[link removed]**

💬 Office Team Support

Alternatively you can speak with a member of the office team.

📞 Get in Touch

☎️ Phone: **01202 774830**

📧 Email: **office@jewell-aspirations.org**