

**ST. PAUL'S**  
**CHURCH OF ENGLAND**  
**PRIMARY SCHOOL**



**Early Years Policy**  
**September 2025**

## **POLICY STATEMENT**

The Early Years Foundation Stage Policy in this school reflects the value and importance of Early Years education, both during and beyond the Foundation Stage. It provides a framework for staff which gives guidance on practice, and outlines procedures for planning, teaching and learning, monitoring and evaluating the curriculum. The policy contributes towards raising educational standards within the school and ensures that the needs of the youngest children are met within the context of whole school policies, curriculum planning, agreed teaching approaches and organisational structures.

## **LINKS TO OTHER POLICIES**

- Safeguarding and Child Protection
- Assessment
- Online Safety/Computing
- Medication
- Behaviour
- Health and Safety
- SEND

## **AIMS AND PRINCIPLES**

At St Paul's Primary School, we believe, that the following aims and principles underpin practice and reflect a shared vision of how children develop and learn, the activities and experiences which help children make progress, and the type of stimulating environment which promotes opportunities for learning.

We aim to achieve these 'overarching principles' through the implementation of the 4 standards for learning, Development and care for children from birth to 5 as outlined in the Early Years Foundation Stage Framework:

A Unique Child

Positive relationships

Enabling

Environments

Learning and Development

## DEFINITIONS AND INDICATORS

- Early Years education is valued, seen as the foundation for education and the beginning of a continuum of learning throughout the primary phase.
- The curriculum experiences of children are appropriate to their age and stage of development.
- The identification of and provision for special educational needs of children are included.
- The importance of 'play', 'first hand' experiences, creativity and critical thinking and an active curriculum are recognised in planning learning opportunities for young children.
- There is shared understanding of the emotional & developmental needs of young children, how they learn and develop skills, knowledge and understanding.
- Policies and work schemes include teaching and learning for children from 4 years old.
- The needs of the children are considered carefully in matters of organisation, management and administration.
- Children experience a smooth transition from home, pre-school or nursery, into the reception class & into KS1.
- Statutory curricular obligations laid down by DFE and the requirements for the completion of the Foundation Stage Profile are followed.

## THE ROLE OF THE CURRICULUM

### A unique child

**“Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured”**

### Induction / Parental Involvement

Reception children are welcomed into school, in small groups throughout the first few days in September and children are assigned a key person.

Staff at St Paul's Primary School believe that staff visiting the children in their current setting, inviting families to pre-school visits to school and induction meetings and information booklets, enable parents to share valuable information which can help make a smooth transition from home, nursery or childminder to school and allows parents the opportunity to ask any questions they may have about starting school.

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Staff also recognise that a continued and ongoing effective partnership with parents and other carers has a positive impact on children's development and learning. Therefore, we aim to provide opportunities for parents to keep staff informed about their child's development or any concerns they may have. Staff are always available to talk. In addition to this, newsletters are sent home and are available on our school website which details school events, workshops to help parents and PTA events and/or fund raisers which are carried out regularly. Parents are made aware of what their child is learning via weekly newsletter which offer suggestions to enhance and consolidate their learning at home. All information is also posted on our web page.

Staff aim to create a welcoming, happy and relaxed environment which enables parents and other carers to feel confident in their role as a partner in their children's education.

All children and their families are valued and respected and no child or family is discriminated against. All children's individual interests and needs are catered for including those with special educational needs in line with whole school policy (See SEN policy) Families and children who are new to English or for whom English is an additional language are supported in line with the whole school EAL policy.

### Health and well-being

Milk and fruit are offered as healthy snacks, and we adhere to the Early Years healthy eating and choking hazards guidance. Children have opportunities for physical development through access to the outdoor area for learning and a weekly PE session in the hall. Children will also be taught directly about good oral hygiene.

All children and their families are valued and respected and no child or family is discriminated against.

### Positive Relationships

All staff involved in the education of young children need to be able to develop good relationships with the children in their care so that they can feel secure, respected and thus able both to make mistakes and cope with minor failures as well as building confidently on their successes.

Parent helpers and students are welcomed and work alongside trained staff to enhance children's learning.

All staff have pediatric first aid training in accordance with statutory requirements of EYFS.

## Effective transitions.

### Key Person

Each child is assigned a key person (Class Teacher/Teaching Assistant). Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents and/or carers. They should also help families engage with more specialist support if appropriate.

Links are developed between the key person in other settings to share information on children who attend before and after school clubs. All children and their families are informed who their key worker is before induction visits take place

### Staff Development

The identification of training needs for teaching and non-teaching staff will take place through Appraisal and/or staff development interviews, as outlined in the whole school policies.

The Foundation Stage Leader will ensure that:

- Appropriate dissemination of training/materials/good practice takes place regularly.
- A record of INSET activities is maintained.
- There is an assessment of the impact of INSET etc. on the quality of teaching & learning.

## Enabling environments.

The Foundation Stage Unit at St Paul's Primary School contains 1 indoor classroom (including an attached area under a shelter) along with the outdoor environment and our Forest School. In addition, another classroom (Berries) is accessed by children in the Foundation stage where appropriate.

All children have access to bathroom facilities and the cloak room in the unit. The children also have access to other equipment and facilities throughout the school such as the computer suite and hall.

Equipment is stored within the department and throughout school in general stock. We try to ensure that we use equipment and resources which reflect the all the communities the children come from and the wider world. The budget is managed by the Foundation Stage Leader; decisions regarding purchases are made through discussions with staff and the needs of the children.

**Observation, assessment and planning**

Staff use information from parents and the child's previous setting, plus their own observations of children on visits in order to establish what each child already knows and understands and can do, to form a baseline assessment with in the first few weeks. The Statutory Baseline is also completed.

Each learning environment is carefully planned and set up to provide activities and resources which take into account the children's many starting points and offers many levels of learning in groups or in solitary play. We encourage children to have selection over activities and resources provided through continuous provision as we believe this promotes independence, decision making and creativity.

Staff are encouraged to observe children working in continuous provision in order to assess individual's abilities interests and development, this information then leads into future planning and decisions regarding the resources and activities for each environment. Making links in children's learning is encouraged and staff are aware that learning is often holistic and take this into account when observing and assessing learning in each area.

Throughout the year staff observe children in order to make secure judgements as to children's progress towards Early Learning Goals. This process of assessment provides a framework for future planning which then enables staff to meet each child's future learning needs.

The Foundation Stage Profile is a statutory requirement and is completed throughout the year. The information is feedback to parents informing them about their child's progress towards the Early Learning Goals at the end of the reception year.

A baseline assessment is administered as soon as possible on entry to the reception class and at the end of the reception year to ascertain progress.

Reporting to parents takes place through Parents Evenings, where parents are invited into school to discuss their child's targets, achievements, interests and experiences, and also annually through a written report based on the Foundation Stage Profile.

The Foundation Stage Profile is discussed with the child's year 1 teacher and used as a basis to inform future learning in year 1.

Regular monitoring and evaluation of the curriculum takes place within each Early Years Foundation Stage as stated in whole school policy.

### Learning and development

Staff are aware of the ways children learn and offer activities and resources that encourage children to learn in a variety of ways through independent choices in continuous provision and adult lead activities, both inside and outside. Teachers extend the learning through modelling activities, talking, thinking out loud, asking questions, encouraging and scaffolding understanding, listening and observing children's responses and actions so as to move their learning on. The use of ICT is used to support children's learning across the curriculum.

### Early Years Curriculum

The Early Years Curriculum is based on the Early Years Foundation Stage Framework and is planned to lead smoothly into the National Curriculum at KS1 in a way which is relevant and meaningful for all children. At St Paul's, we believe, just as when building a house, firm foundations are essential for further building blocks of learning to be secure and stable.

### Learning and development

All areas of learning and development are important and inter-connected. Three areas are crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three prime areas are:

- Communication and language
- Physical development
- Personal, social and emotional development

There are four specific areas through which the prime areas are strengthened and applied. These areas are

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

In planning and guiding children's activities, practitioners must reflect on the different ways that children learn and reflect these in their practice. Three characteristics of effective teaching and learning are:

**Playing and exploring** - children investigate and experience things and 'have a go'

**Active learning** - children concentrate and keep on trying if they encounter difficulties and enjoy achievements

**Creating and thinking critically** - children have and develop their own ideas,

make links between ideas and develop strategies for doing things.

Early Learning Goals establish expectations for most children to reach by the end of the Foundation Stage but are not intended to be a curriculum in themselves.

We aim to provide a coherent curriculum that provides a clear focus for learning and draws together relevant activities which contribute to the development of the whole child. Thus children are able to use and extend what they know, can do and understand within a realistic context.

The wider curriculum at St Paul's consists of:

- Educational visits and visitors to enhance children's learning.
- Links with local community organisations.

## **VISITORS AND THE USE OF SCHOOL PREMISES**

If any member of staff wishes to invite a visitor in to support the curriculum (e.g. Fire Fighters, parents with a new baby) they must first discuss this with their Unit Head and the Head teacher. Only after agreement from the Head Teacher can the visitor enter school. Children are NEVER left unsupervised with external visitors, regardless of safeguarding check outcomes.

## **ADDITIONAL MATERIALS**

### Food and drink


Information is gained from parents before children are admitted regarding any special dietary requirements, preferences and allergies a child has and any special health requirements. Fresh drinking water is available at all times. School follow the DfE guidance regarding healthy eating and potential choking hazards. Children are supervised when eating by a member of staff who is paediatric first aid trained.

### Accidents and injury

Staff are Paediatric first aid trained, including the Unit Head. A written record of injuries and treatment is kept. Parents are informed of accidents and sign a form detailing the injury and treatment. This record is kept in school.


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Risk assessments

Yearly risk assessments are undertaken. Daily safety checks are undertaken by the site supervisor. How risks can be removed or minimised are also recorded and staff inform the unit head.



*Article 29:*

Every child has the right to an education which helps them develop their abilities and talents.



**POLICY REVIEW**

The Early Years Policy will be reviewed annually

This policy will be ratified by the Governing Body in October 2025.

**This policy will be reviewed on or before the following date: September 2026**