



**MALTMAN'S GREEN**  
SCHOOL

# Early Years Foundation Stage (EYFS) Policy

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## Related documents

Access Policy; Admissions Policy; Admissions, Attendance and Children Missing from Education Policy; Anti-Bullying Policy; Assessment, Recording and Reporting Policy; Curriculum Policy; Data Protection Policy; Discipline, Behaviour, Rewards and Sanctions Policy; Early Years Risk Assessments; English as an Additional Language (EAL) Policy; Employment Manual; Equal Opportunities and Anti-Prejudicial Discrimination Policy; Exclusions Policy; Fire Evacuation and Lockdown Policy; Health and Safety Policy; Medical Policy; Off Site Visits Policy; Pastoral Care and Pupil Support Policy; Personal, Social, Health and Economic Education (PSHE) Policy; Privacy Notice; Relationships and Sex Education (RSE) Policy; Safeguarding and Child Protection Policy and Procedures; Special Educational Needs and Disability (SEND) Policy; Spiritual, Moral, Social and Cultural Development (SMSC) Policy; Supervision Policy; Teaching and Learning Policy.

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## 1 Introduction

This overarching EYFS Policy is in accordance with the Statutory Framework for Early Years 2021, giving a holistic view of the School's Early Years Foundation Stage provision.

The Statutory Framework for Early Years 2021 states, "Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up."

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year. At Maltman's Green, children join us full time at the beginning of the School year in which they are five. We also have a Pre-School day care (Little Malties) and Nursery. Girls in Little Malties can join in the term after they turn 2 and can attend any number of sessions. In Nursery girls are expected to attend at least 5 mornings a week.

Girls join our Nursery class in the academic year in which they turn 4.

Whilst we are exempt from the Learning, Development and Assessment requirements of Statutory Framework for Early Years 2021, in Nursery and Reception the following four guiding principles shape our practice across our setting:

- Every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured.
- Children learn to be strong and independent through **positive relationships**.
- Children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers.
- **Children develop and learn in different ways** and at different rates. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.

In line with EYFS principles, at Maltman's Green School, we:

- provide quality and consistency across EYFS classes;
- have a key person approach which develops close relationships with individual children;
- provide a secure and safe learning environment, indoors and out;
- provide a balanced curriculum;
- plan challenging and enjoyable learning experiences, based on the individual child, informed by observation, assessment and the child's interest;
- provide opportunities for children to engage in activities that are both adult-initiated and child-initiated;
- work in partnership with parents and within the wider context; and
- provide equality of opportunity and anti-discriminatory practice, ensuring that every pupil is included and supported.

## 2 The Early Years Curriculum

Using the important and inter-connected Prime and Specific Areas of learning from the Statutory Framework for Early Years 2021, we plan an exciting and challenging curriculum based on our observation of the children’s needs, interests and stages of development.

In planning and guiding children's activities, we reflect on the different ways that girls learn and ensure we are enabling them to explore, create and think critically and be active. Schemes of work are based on a series of topics, offering experiences across the Prime and Specific Areas of learning, using both the inside and outside learning areas. We follow the girls’ interests and this is reflected in our short term planning. We continually draw on our links with the community to enrich their experiences by taking them on visits and inviting engaging speakers and workshop providers into the School.

The Prime Areas are crucial in igniting the girls’ curiosity and enthusiasm for learning and for building their capacity to learn, form relationships and thrive. The four Specific Areas enable the Prime Areas to be strengthened and applied.

Prime Areas of Learning		
Personal, Social and Emotional Development	Physical Development	Communication and Language
Self-regulation. Managing self. Building relationships.	Gross motor. Fine motor.	Listening, attention and understanding. Speaking.
		

Specific Areas of Learning			
Literacy	Mathematics	Understanding the world	Expressive Arts and Design
Comprehension. Word reading. Writing.	Number. Numerical patterns.	Past and present. People, culture and communities. The natural world.	Creating with materials. Being imaginative and expressive.
			

Each Area encompasses a balance of adult-led and child-initiated learning. Pupils have whole group and small group teaching. Whole group teaching increases as the girls move through their Reception year, preparing them for the more formal environment of Year 1.

We strive to promote our 5 Maltman’s Green mindsets (Perseverance, Respect, Collaboration, Empathy and Independence), which provide strong values for our pupils are

embedded in our daily practice. We are also mindful of our school motto, 'Excellence with a sense of fun', when planning activities across the EYFS.

### 3 Inclusion

We value all of our children as individuals irrespective of their ethnicity, culture, religion, home language, background, ability or gender. We believe all our girls matter and we give each and every one of them the opportunity to achieve their best.

We continually monitor pupils' progress and strongly believe that early identification of children with additional needs is crucial in enabling us to give the child the support that they need. We provide additional 1:1 support for those needing extra time to consolidate learning and work closely with parents and outside agencies.

We plan challenging activities for pupils whose ability and understanding are more advanced.

We use resources which reflect diversity and are free from discrimination and stereotyping. For any EAL child joining us in Early Years, we have a detailed conversation with parents about their levels of understanding. We ensure we have a few key words in home language to support them, as well as promoting their own language and culture through songs and providing them with opportunities to share their culture through their 'Marvellous Me' box in Little Malties and a book in Nursery and Reception.

### 4 The Learning Environment

The Early Years classrooms are organised to allow girls to explore and learn independently and collaboratively, securely and safely. The rooms are set up in learning spaces, supporting the Prime and Specific Areas.

Each class also has access to an outside space - 'the outdoor classroom'. This allows the girls to develop their skills in a safe alternative environment.

### 5 Observation and Assessment

We recognise that assessment plays an essential role in helping parents/carers and school staff to recognise girls' progress, understand their needs, plan activities, and offer appropriate, targeted support.

All pupils are assessed by the Head of Pre-Prep or EYFS coordinator prior to entry into Early Years. These sessions involve an informal assessment of the child's current development and a conversation with parents to ensure that the School is one where the child will flourish socially, emotionally and academically.

Ongoing assessment is an integral part of our learning and development process. Staff observe the girls to understand their level of achievement, interests and learning styles, and to shape learning experiences for them reflecting those observations.

We ensure assessment opportunities do not entail prolonged breaks from interaction with children, nor require excessive paperwork. Observations (formative assessment) are recorded on the platform Tapestry. All parents/carers have a login to Tapestry, providing the opportunity to access and view the digital learning journey as well as contribute their observations of learning and achievements captured at home.

Children are assessed (summative assessment) each half term in all 17 sub-strands of learning and their progress is continually monitored. Assessments are recorded on the Tapestry platform. Each half term a progress meeting is scheduled to discuss judgements, set targets and implement booster and support groups where appropriate.

In the autumn term we administer, on a one-to-one basis, the 'on entry' CEM BASE assessment (summative) for all Reception children. For all Nursery children, we administer the 'on entry' ASPECTS BASE assessment (summative). Both assessments give standardised baseline data in literacy and mathematics. In May the Reception children complete the CEM 'on exit' BASE assessment and the Nursery children complete the ASPECTS 'on exit' BASE assessment again giving standardised data and allowing for an analysis of progress across the year. Data is triangulated with Continuum judgements.

Formal reports for all girls in Early Years are provided at the close of the autumn and summer terms. In Little Malties the report comments on the three Prime Areas alongside a social commentary. In addition, the Little Malties girls are given a 2 check report within a month of them joining the setting. This only applies to girls who are 2 at the time of joining Little Malties.

The Nursery and Reception autumn reports comment briefly on all Prime Areas plus Literacy and Maths, alongside a social commentary. In the summer term Little Malties and Nursery have full reports on all Prime and Specific Areas, including specialist lessons. There is also a Class teacher social commentary that links to the Characteristics of Effective learning.

The summer term report for Reception covers all Prime and Specific Areas, including strengths and next steps, and gives a social summary. An overview indicating attainment against each of the 17 Early Learning Goals and a summary on their Characteristics of Effective Learning will also be published to parents. Parents are given the opportunity to discuss these judgements with the Reception teacher in preparation for Year 1.

Parent evenings are held in both the autumn and spring terms for all of Early Years, and give the opportunity to discuss children's social, emotional and academic gains and areas for ongoing target.

## 6 Transitions

Transitions are carefully planned for and time is given to ensure continuity of learning. At any transition we acknowledge the child's needs and establish effective partnerships with those involved, with the child and with other settings, including other nurseries and carers. Children attend a classroom induction morning to develop familiarity with the setting and school staff late in the summer term prior to joining their new Early Years class.

In the final term of Reception, the Year 1 teacher will meet with the Early Years staff and discuss each child's development against the Early Learning Goals and their Characteristics of Effective Learning. This supports a smooth transition into Year 1 and helps the Year 1 teacher to plan an effective, responsive, and appropriate curriculum that will meet the needs of each individual child.

## 7 Partnership

We recognise that children learn to be strong and independent from secure relationships. We aim to develop caring, respectful, professional relationships with the girls and their families. Parents are children's first and most enduring educators and we value the

contribution they make and encourage them to play an active part in their child's education both at home and at school.

Working with other services and organisations is integral to our practice in order to meet the needs of our children. At times we may need to share information with other professionals, providing the best support possible.

## 8 Safeguarding and Welfare

Children's safeguarding and welfare is paramount. We have a secure environment and stringent policies, procedures and documents in place. We teach children how to be safe, make choices and assess risks.

We comply with the Statutory Framework for the Early Years Foundation Stage (2021) and meet the associated regulatory requirements for Safeguarding and Welfare to:

- promote the welfare of children;
- promote good health, including oral health;
- prevent the spread of infection and take appropriate action when children are ill;
- manage behaviour effectively in a manner appropriate for the children's stage of development and individual needs;
- ensure all adults who look after the children, or who have unsupervised access to them, are suitable to do so;
- ensure that we maintain the correct pupil to adult ratios and that all staff are suitably qualified;
- ensure that the premises, furniture and equipment is safe and suitable for purpose;
- maintain records, policies and procedures required for safe, efficient management of the School and to meet the needs of the children; and
- protect the physical and psychological wellbeing of all children. See Maltman's Green School's Safeguarding and Child Protection Policy and Procedure and Employment Manual incorporating Code of Conduct).

### 8.1 Oral Health

Healthy eating habits and good oral health are continually promoted. Girls in Early Years are expected to rinse their mouths daily with water, after snack or lunch. Oral health is further supported by termly visits from a local dental practitioner.

## 9 Behaviour

The Head of Pre-Prep and Early Years Coordinator are the named people responsible for behaviour management issues regarding all Early Years pupils.

## 10 Ratios

We ensure that girls are adequately supervised and that children are always within sight and hearing of staff. We meet the requirements of the Statutory Framework for the Early Years Foundation Stage (2021) with the following adult to child ratios.

### 10.1 Little Malties

- The manager holds a Level 3 qualification.

- The manager has more than two years' experience of working in an Early Years setting.
- The named deputy is skilled and qualified to take charge in the manager's absence, ensuring a Level 3 qualified person is always in situ.

## 10.2 For children aged 2

Statutory regulation 3.33 is met at all times.

Level 3-6	1:4
Level 2	1:4, in the presence of a Level 3 or above

## 10.3 For children aged 3 and over

Statutory regulation 3.35 is met at all times.

Level 6	1:13
Level 3-5	1:8
Level 2	1:8, in the presence of a Level 3 or above

## 10.4 Nursery

Statutory regulation 3.34 is met at all times.

Level 6	1:13
Level 3-5	1:8
Level 2	1:8, in the presence of a Level 3 or above

## 10.5 Reception

Level 6	1:30
Instructor	1:30
Level 3-5	1:13
Level 2	1:8, in the presence of a Level 3 or above

## 11 Paediatric First Aid

All EYFS staff hold a recognised Paediatric First Aid certificate, as noted in Annex A of Statutory Framework for the Early Years Foundation Stage (2021). The School ensures at least one person with the aforementioned certificate is on the premises and is available at all times. Paediatric First Aid training is renewed every three years. Lists of staff who hold a valid Paediatric First Aid certificated are displayed in each of the Early Years classrooms, as well as the school medical room.

## 12 Premises

Indoor space requirements meet the Statutory Framework for the Early Years Foundation Stage (2021) requirements:

- 2 year olds – 2.5 square metres,
- 3-5 year olds – 2.3 square metres.

## 13 Risk Assessments

We ensure that all reasonable steps are taken to ensure staff and children are not exposed to risks. Rigorous daily checks and enhanced cleaning procedures are in place. A battery of written risk assessments, informing staff practice and management of risk are available on request.

## 14 Staff Supervision

EYFS staff receive termly supervision, which provides support, coaching and training, and promotes the interests of children. Supervision fosters a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues. It also provides further opportunities for staff to discuss any issues particularly concerning children's development or wellbeing.

## 15 Monitoring and Review

- Priorities relating to the EYFS are identified in the Pre-Prep development plan.
- Relevant staff training and development needs are outlined in the development plan.
- The Head of Pre-Prep and EYFS Coordinator carry out monitoring of the EYFS as part of the whole school monitoring.
- Whole school policies equally apply to the EYFS, as they incorporate the mandatory requirements.