

AUCKLAND COLLEGE  
INDEPENDENT SCHOOL

WELCOME TO PRE-PREP 1



**Parent Pack**

**2023-2024**

*Every Pupil Matters*  
*Every Moment Counts*

# WELCOME TO AUCKLAND COLLEGE



Dear Parents/Carers,

The time has finally arrived when your child will be joining a new Pre-Prep class. I am sure you will begin to prepare yourselves and your child as well as possible; new uniforms and lots of chats about the big day. Often though, you are not prepared for how exhausting and emotional this process is for all of you.

Being your child's teacher is a big responsibility and we feel very proud that we can be part of this big step for you and your child. All children are special and unique, and all children will settle into their new class in different ways. Some, will appear to take it all in their stride, whilst others may find those first few days a little trickier.

We want to reassure you that, however your child behaves in these early days, we are here to support you and make this transition as smooth and positive as possible.

We thought that it may be helpful if we share some experience with you, on how children can sometimes seem at the end of their first busy days at school.

- Over the first few days, some children may be a little tearful at home time. This is usually because they are rather tired after a long day and when they see you again they realise they have missed you! If you are concerned or want to discuss this, please speak to a member of staff.
- It is natural to want to ask your child about their day, but you may find that your child is reluctant to answer questions. This is very common and is generally because they have been so busy all day that they may just need to switch off for a while and have some quiet time. It is best to not bombard your child with questions but instead, let them slowly share their day once they have had time to relax a little.
- Tiredness can also affect your child's behaviour. You may find they seem a bit grumpy or irritable when they get home. This usually settles after a few days.
- Some children may be extra hungry when they come home from school. They will have had their snack or lunch, but all of that learning can make children very hungry and thirsty. You may wish to give your child a snack and drink after school.

Starting a new class can be a big change for some children but also the beginning of an exciting journey. Please remember that we are here to support you and your child. If you have any concerns, please come in and see us.



# Let me introduce myself...



*My name is Miss Mott and I will be your child's teacher in Pre-Prep 1.*

*I joined Auckland College in September 2022. I am a qualified teacher and specialised in Early Years during my PGCE. I have also completed a degree in Early Childhood Studies.*

*Before working at Auckland College, I worked as a Higher-Level Teaching Assistant and Nursery Educator for two years and have worked with children from ages 2-10.*

*As your child's teacher I will help them to become familiar with Pre-Prep and to feel confident and safe within the school. We do lots of fun activities throughout the week and learn exciting new things such as sounds using Twinkl Phonics, number skills and Spanish!*

*I'd love to hear about everything your child has been doing at home and the things they are particularly interested in. If you have any questions or concerns, please let me know.*



# Auckland Early Years: Key Information

## The School Day

The school day starts at 8:30am and the school day finishes at 3pm. Breakfast Club starts at 7:30am and After-School Club starts straight afterwards in our classroom until 6pm. If your child arrives between 7:30am and 8am, please take them straight to the PP2 classroom for Breakfast Club. From 8am till 8:30am, your child can either have breakfast in the PP2 classroom and then a member of staff will bring them into PP1 when they have eaten, or they can come straight into the PP1 classroom for some free play time before Breakfast Club finishes at 8:30am. Your child will have daily Numeracy, Literacy and Phonics sessions. They will also learn about the world around them and how to make positive relationships.

## Uniform

Please ensure that ALL uniform is clearly labelled with a permanent marker or printed labels, especially jumpers, coats and jackets, as these are generally the ones that are can get lost. Please ensure all coats and clothes bags are hung on your child's peg and lunch boxes are put inside the boxes provided. We do our absolute best to ensure the right uniform goes home with each child, but sometimes accidents do happen. If an item is lost, we can quickly address it via Class Dojo and ask for the item to be returned the following day. If all clothing is clearly labelled and labels are maintained well, then it will be much easier for all.

## Phonics

We will be teaching your child about letters and sounds using the Twinkl Phonics scheme. We use a multi-sensory approach for teaching, reading and writing which targets all types of learners - visual learners, auditory learners, tactile learners and kinaesthetic learners.

Phonics covers 5 basic skills; learning letter sounds, letter formation, blending, identifying sounds in words and learning tricky words by sight. They are all terms of which you and your child will become very familiar with, as we will discuss them daily.





# Auckland Early Years: Key Information

## [Class Dojo](#)

Class Dojo is a classroom rewards and communication app used to share information about the school. It connects parents and teachers on student conduct and performance through real-time reports as well as a direct messaging service to the teacher. There are also class and whole-school news feed for notices, information, photos and videos of what your child's class have been up to. You will receive an email asking you to sign up to Class Dojo when your child starts in PP1. Please do this as soon as possible, as this will be the first place any important information or notices will be communicated to you.

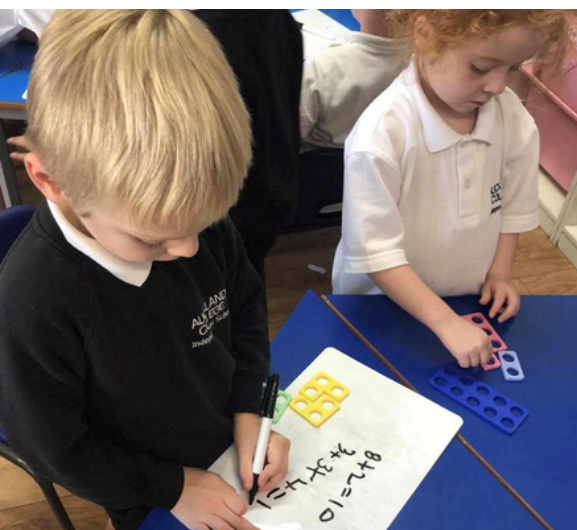
## [eyLog](#)

We use eyLog to track and report your child's progress and to inform you of any observations of your child. eyLog allows your child's class teacher and TAs to log observations using the tablets within the classroom and communicate these to you. You will receive updates regarding your child's development, and you will also be able to communicate about your child's progress at home through this system.

Each term, the teachers complete reports for your child's progress using this system. These are sent directly from eyLog and we ask that you read and sign these. We hold our parents' evenings after the reports are issued, so if you have any queries these can be raised then, if not immediately. Your details will be added to eyLog within a couple of weeks of your child starting in Pre-Prep.

## [Enhanced Curriculum Activity](#)

Every half term, your child will take part in an Enhanced Curriculum activity every Friday afternoon. This will be something that is not on the standard curriculum, such as Pilates, Makaton or drama. Your class teacher will communicate each term the Enhanced Curriculum activities via Class Dojo. Some of the activities require your child to wear their PE kit; this will be communicated also.



# Auckland Early Years: Key Information

## PE

Pre-Prep 1's PE day is Wednesday. Children should arrive to school dressed in their full PE kit on Wednesdays. Please make sure each item of your child's PE uniform is clearly labelled.

Any changes to arrangements will be communicated via Class Dojo. Uniform standards must be adhered to and for safety purposes it is very important that children do not come for PE wearing laced shoes; please allow them to wear Velcro or ready-laced shoes which they cannot untie.

## Snacks and Water

Children should bring a snack (which should include at least one piece of fresh fruit or veg) and a bottle of water into school every day. This should be taken home daily to be washed and fresh water provided for the next day. The children will also be provided with an afternoon snack by the school.

## Spare Clothes

Please ensure your child has a full set of clean clothes in school at ALL time. This does not have to be school uniform. Please include at least one top, one pair of socks, two pairs of trousers/short/leggings, two pairs of underwear and a pair of shoes if you have room in your child's bag. This should be kept on your child's peg.

Please note that even if your child is fully toilet-trained, we often have incidents where a child spills something over themselves or fall in a puddle and they require a change of clothes, so it is essential they always have a change of clothes in school.

## Open Door Policy

We operate an 'open door' policy at Auckland, which means, quite literally, our door is always open. If you need to have a quick word with a teacher, you can approach in the morning or afternoon and see if they are free. If it's a little more than a few minutes you need, please just approach in person or via Class Dojo and ask for a short meeting.



# Auckland Early Years: Key Information

## Medication

If your child requires any medication to be administered during the school day, please inform a member of PP1 staff, and then the medicine can be left at the school office. You will also need to complete a medication form at the school office before you leave. Please do not leave it in your child's bag.

## First day in Pre-Prep Arrival Time

On your child's first day of Pre-Prep, we suggest coming in between 8:00am and 8:30am or from 8:50am onwards. This is to avoid coming in during preparation for outdoor morning playtime (8:45am till 9:15am) as this is a busy time and can be difficult for the class teacher to introduce themselves to you and your child.

## Playtimes

PP1 have three set playtimes within the school day and an additional playtime during afterschool club. At all times only Pre-Prep children and staff will be present on the yard.

## Accidents and Incidents

All accident forms completed during school hours (8:30am-3pm) will be logged on SchoolPod, the school's online database. You will receive an email informing you that your child has had an accident, a member of staff will give you the details of the accident verbally when you collect your child, and if you would like a copy of the accident form, you can get a printed copy from the school office. Any accident forms completed during Breakfast Club, After-School Club or Holiday Club will be on paper and a parent or carer will be required to read and sign the form at home time.

Incident forms are always completed on paper, and a parent or carer will be required to read and sign this at home time.

## Homework

The children will receive one piece of homework every Friday via Class Dojo each week. Homework observations/pictures can be submitted through eyLog or Class Dojo to your child's class teacher.



# *Auckland Early Years*

## *Pre-Prep School Uniform List*



- Auckland College blue polo top (available from school office at £10 each)
- Auckland College Pre-Prep jumper (available from school office at £10 each)
- Grey trousers/shorts or grey skirt
- Black school shoes (please allow them to wear Velcro or ready-laced shoes which cannot untie)
- Blue and white pinstripe Summer dress (Summer term only, available at Kitted Out in Aigburth at £30 each)

### **P.E Kit**

- White badged polo shirt
- Black badged sweatshirt
- Black jogging bottoms or shorts
- Trainers (no pumps please, we've found not appropriate for outdoor playtimes)



All PE uniforms available from  
Kitted Out Schoolwear  
Aigburth Road L17 0BL



# A REMINDER FOR PARENTS...

## EARLY YEARS FOUNDATION STAGE FRAMEWORK

### What is the Early Years Foundation Stage?

This is the stage in your child's life that gets them ready and prepares them for school, as well as for their future learning and successes. The EYFS was created to ensure your child's first 5 years are happy, active, exciting, fun and secure, as well as to support their development, care and learning needs.

All nurseries, pre-schools, reception classes and childminders who are registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

### What is the EYFS Framework?

The EYFS Framework is there to support all professionals working in the Early Years age group. It has a large emphasis on the adult's role in helping the children develop. It sets out:

- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge;
  - Assessments that will tell you about your child's progress through the EYFS;
- The expected levels (Early Learning Goals) that your child should reach at the age of 5, which is usually at the end of their reception year.

### How your child will be learning:

Your child will be learning skills, acquiring knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first:

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

These prime areas are those most essential for your child's healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas:

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



