



THE *sir*  
DONALD BAILEY ACADEMY

## **Foundation 1**

3-4 Years Old

## **Information Booklet**

**2025-2026**



## Contact Details

**Principal:** Mrs Knapp

**EYFS leader:** Mrs Hopper

**Attendance:** Mrs Hawley

**Admissions:** Mrs Stevens

**Name of School:** The Sir Donald Bailey Academy

**Address:** The Sir Donald Bailey Academy, Bailey Road, Newark, Nottinghamshire,  
NG24 4EP

**Email:** [office@sirdonaldbailey.co.uk](mailto:office@sirdonaldbailey.co.uk)

**Telephone:** 01636 680142

**Website:** <https://sirdonaldbailey.co.uk>

**X:** @sirdonaldbailey



## Frequently Asked Questions

### **How long should I stay with my child at the beginning of the session?**

We recommend trying to leave your child as early as possible as prolonged 'goodbyes' can be distressing for the children. All staff will be at hand to comfort and distract your child when you leave and will always contact you if your child does not settle after a short period of time.

### **If my child attends F1, will they automatically get a place in school?**

A place in our F1 unit does not guarantee your child a place in full-time school. You will need to apply for a school place through Nottinghamshire County Council.

### **What do I do if...**

#### **...my child is late for Foundation 1?**

If on the rare occasion that you may be late, please ensure that you register your child at the office before walking to the classroom.

#### **...my child was sick/had diarrhoea in the night?**

Sickness and diarrhoea are extremely infectious. The 48 hour rule applies. The advice of the Health Protection Agency is that your child should be kept away from school for 48 hours after the last bout of vomiting or diarrhoea. Remind your child about the importance of hand washing and show them how to do it properly.

#### **...my child is not well enough to come to school?**

Please ring the school office if your child is unwell. All children in school have an attendance target of 97%. Please see the attendance leaflet for more information.

#### **...I've been unavoidably delayed and may be late picking my child up from school?**

Don't panic! If you have not arrived by the end of the session, your child will be supervised until you arrive. If you are running late please try to inform the school office so that we can reassure your child.

#### **...I have a particular concern about my child?**

All the staff are approachable and want the best for your child. Try to see your child's class teacher at the end of the session, after the children have been dismissed. The beginning of the session is very busy as learning begins straight away. Alternatively, an appointment can be made with class teachers at an agreeable time if you would like a more in depth chat.

#### **...I need to take my child out of school?**

Please speak to our school attendance officer, Mrs Hawley, who will advise you. Please be aware that we discourage any holidays taken during school time.



## Welcome to Foundation 1

Our Foundation 1 classroom is bright and spacious, an ideal environment for children to explore and learn through purposeful play. The daily routine involves children choosing activities and directing their own learning with the addition of some structured lessons including phonics, mathematics and literacy. This enables us to offer a balance of academic and creative tasks, both indoors and outdoors.

We have a timetable that allows children to have guided teaching time in groups and one to one, along with a free-flow from inside and outside. Foundation 1 is separated into home-time groups: Squirrels, Hedgehogs and Rabbits.

### **The Foundation 1 Team**

#### **Mrs Hopper**

Assistant Principal & Early Years Foundation Stage Leader

#### **Mrs Burgess**

Foundation 1 Teacher for Hedgehogs

#### **Mrs Derbyshire**

Foundation 1 Teacher for Squirrels

#### **Miss Watson**

Foundation 1 Teaching Assistant

#### **Miss Campbell**

Foundation 1 Childcare Apprentice

We hope that this following leaflet can provide some answers to questions you may have. If you do have any additional questions, please feel free to contact the school office.

Email: [office@sirdonaldbailey.co.uk](mailto:office@sirdonaldbailey.co.uk)

Telephone: 01636 680142



## Our Session Times

### 15-Hour funded places:

If your child is due to attend the morning session the times run as follows:

**Drop off 8:30am. Pick up 11:15am-11.30 am**

If your child is due to attend the afternoon session the times run as follows:

**Drop off 12.20pm Pick up 3.05pm—3.20pm**

### 30-Hour funded places:

Are you and your partner each working 16 hours or more? Are you a lone-parent and working 16 hours or more? You could be entitled to 30-hours government funded childcare.

If your child is due to attend the full day, the times run as follows:

**Drop off 8.30am Pick up 3.05—3.20pm**

If your child is staying for lunch we invite you to either bring a pack up from home or to order a school lunch on SchoolGrid. If you are entitled to free school meals please speak to the school office for help with applying for this.

We offer paid places in half-term slots, Monday-Friday. Please express an interest to find out more information on prices and set contract agreements.

### Before and after session times:

At Sir Donald Bailey, we have a breakfast club and an afterschool club that run before and after the session times above. If you are interested in this service, please select the information page on our website for more information or contact the school office.



## Communication and Language

It is really important that children learn to talk and listen so they can communicate with people around them, learn, make friends and have fun. Parents are the best people to help their children learn – they know them best, they care about them most and want to give them the best start in life.

Helping your child learn to talk can be as easy as you talking, listening and playing with them whenever you can. Lots of children struggle to develop their communication skills – if you know what to expect, you can make sure your child is on the right track.

### At 3 years your child will be starting to...

- Use about 500 to 700 words
- Enjoy make-believe play, e.g. dressing-up
- Follow longer instructions with three key words e.g., 'find the cup and put it in Kim's bag'
- Use sentences of around 4 or more words
- Use little grammar words like 'I, me, a, the,' and putting 'ed' endings on doing words e.g. 'We walked' but will use immature grammar sometimes e.g. 'shutted'
- Talk about things that happened in the past and what might happen in the future
- Ask lots of 'what', 'where' and 'why' questions

### Helpful hints from a child's perspective...

- I love make-believe games and really enjoy it when you play these with me.
- Say the words to me how you would say them. I can copy when I am ready but don't get me to say them back to you now. If I say 'I bought the book', say back to me 'yes you bought the book'.
- Because my language is developing so much, I might start to stumble on some words. This is ok, just give me lots of time to talk and try not to draw attention to the stumbles.
- I feel really good when you look at me when I am talking. It lets me know that what I am saying is important.
- Read my favourite book to me over and over again.



## Clothing

School uniform is not compulsory in Foundation 1, however we ask that children come in clothes that are suited for them to be able to comfortably play and explore.

**ALL CLOTHING SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.**

We have a strict no jewellery policy. Small stud earrings and a watch are the only items permitted.

Your child will have their own peg where their coat and a **bag of spare clothes may be kept throughout the session. Even if your child is toilet trained, please bring spare pants and socks, as we often run out of school supplies when so many children need to be changed.** The children will be encouraged to find their coat for outdoor play.

- \* No nail varnish, make-up or jewellery.
- \* Long hair should be tied back.
- \* Shoes need to be sensible to protect children's growing feet and prevent back problems.

### Clothing for All Weathers

In Foundation 1, we spend time learning outdoors. Your child should have suitable clothing for the changing weather.

- \* A hooded coat, scarf, mittens and hat on cold days
- \* A sun hat and long lasting sun cream on hot days

## Toys

This last year, we have had lots of children take school toys away with them. **Please ensure that toys are brought back if they do find their way into your child's bag.**

Please could you also ensure that your child does **not** bring any toys from home. Very often these toys can end up being stolen, lost or broken. We have plenty of toys and teddies for all of the children to use and share.



## Our Timetable

### Registration:

At the start of the session the children are invited to register themselves using their name cards. This invites the children to begin to recognise their name.

### Phonics and Literacy:

During each session the children will take part in phonics and Literacy. Their stage of development will be assessed in order to continue to support and challenge each child.

### Provision Time:

In the free-flow time, children are invited to access the continuous provision, which has been set up to continue to support children's next steps through their interests and the weekly theme.

### Mathematics:

The children take part in a planned mathematics activity to develop their counting skills.

### Snack Time:

Within our timetable we offer fruit and milk to the children. Water is available at all times. Additionally, if you would like to bring in your child's water bottle from home you are more than welcome to, but **please label it**. We just ask for you to not bring in juice or flavoured water, thank you.



## Our Timetable

### Early Years Foundation Stage:

We have activities that are freely accessible to the children. The resources and tasks have been set up with the child's interest and development stages in mind.

We have adult-led activities planned throughout the session where the children are invited to follow the task in small groups.

### Reading:

It is very important that children look at books at home and we ask you to share a story with your child every night. Research has found that children who share stories and nursery rhymes with adults find it easier to learn to read in later years. We have books for you to borrow from the nursery. When sharing a story together, encourage your child to create their own storyline by looking carefully at the pictures and sequence of events.



## Foundation Stage Curriculum



In early years there are three prime areas:

1. Communication and Language
2. Physical Development
3. Personal, Social and Emotional Development

These prime areas are most essential for your child's healthy development and future learning. As children progress, the prime areas will help them to develop skills in the four specific areas of:

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

We have a very practical, hands on approach to learning. Please see our school website for curriculum themes and learning we will be focusing on in Foundation 1 over the academic year.