


*Our Guide to*

Early Years  
Foundation Stage



NORD ANGLIA  
INTERNATIONAL SCHOOL  
HONG KONG





*Play is central to  
young children's  
learning*





## *Welcome from the Principal*

Welcome to the Early Years Foundation Stage (EYFS) of the English National Curriculum which you will find described in this handbook. The purpose is to give you as much information as possible about how it works and what we do to help your child learn. Please keep it for future reference.

Our approach is based on the best practice from the UK with a strong focus on learning through play. This means there will be free-flow learning from the classroom to the indoor and outdoor play areas. What they have been learning in class will be reinforced by their activities outside with an emphasis on nature, building things and playing with sand, water and mud, for example.

In addition, Physical Education, Music and Chinese will be taught by specialist teachers whilst Art and Drama will play a big part in lessons too.

Mrs Harley is the Head of the School with a Deputy Head and a Head of Early Years as part of her team. The Head of Early Years is in charge of an experienced team of class teachers, teaching and learning assistants and support staff who are dedicated, enthusiastic professionals committed to provide the best education and opportunities for your child to progress.

We aim to encourage your child to enjoy learning, to make substantial progress and to be well prepared for the next level. Our Be Ambitious educational philosophy concentrates on being ambitious for each child academically, socially and personally. Each child is treated as an individual whose confidence is built by our positive approach and who will become both an independent learner and an effective team worker.

Our facilities are designed to encourage that approach and to provide success for each child.

I hope you find this handbook useful and we look forward to working in partnership with you and to welcoming you to the school.

Brian Cooklin, Principal  
Nord Anglia International School (NAIS)





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## *Welcome from the Assistant Principal*

We are delighted that you have chosen NAIS for your son or daughter. We look forward to a happy partnership with both yourself and your child.

During their time with us, we aim for children in the EYFS to develop their independence and confidence in all areas. We aim to create an environment where children feel safe, secure, happy and motivated to learn. This is through a variety of stimulating and challenging experiences, which develop the whole child in line with our school ethos of meeting the individual needs of every child.

We pride ourselves on many aspects at NAIS, in particular, our adult-child ratios, the professional expertise of our staff, our excellent resources, including iPads and interactive whiteboards in every classroom, and superb facilities, including the library, ICT suite, music studio, indoor play areas and an exciting outdoor playground.

At NAIS, the EYFS incorporates Nursery (3 & 4 year olds) and Reception (4 & 5 year olds). In this stage, children in each class are supported by at least two teaching staff, a fully qualified teacher and teaching assistants, as well as a cleaning support assistant. Throughout the year, we are also joined by many other adults who enrich the school experience of your child, for example, we have visitors that include parents, nurses, doctors, dentists, policemen, etc.

We follow the British Early Years Foundation Stage framework (EYFS) currently being taught in all Early Years settings in the UK. The EYFS framework is based on the philosophy that young children learn best through a play-based curriculum, with a balance of adult-led and child initiated activities. Children are continually assessed to ensure they are being suitably challenged. Assessments are carried forward to the child's next class and ultimately to Key Stage 1, to ensure a smooth transition for each child.

Sarah Harley, Assistant Principal  
Nord Anglia International School (NAIS)





A photograph of a classroom where several children in teal uniforms are gathered around a table, looking at a book. The background is slightly blurred, showing other students and classroom decor. An orange speech bubble is overlaid on the image, containing the text: 

*At NAIS, we  
aim to provide a  
caring, relaxed  
and happy  
atmosphere*



# The Foundation Stage Curriculum



We must always remember that 'play' is a young child's work and that the ground we cover will lead automatically to a readiness for reading, writing and mathematical concepts.

Our well-balanced, carefully-planned Foundation Stage curriculum will enable your child to progress towards the English national curriculum. Work is planned through the seven areas of learning, where language, numeracy, social, physical, scientific and technological skills are provided for and developed through conversation, discussion, questioning, reasoning, stories, rhymes, books, social play, games and outdoor activities.

At NAIS, we aim to provide a caring, relaxed and happy atmosphere, which will allow your child to enjoy the learning experiences offered while developing their potential in their own time and at their own pace. Work is carefully differentiated to cater for individual needs. Praise will be given to celebrate successes and support provided in areas for development which are developed further through our experienced teachers' questioning and support. Learning experiences are play-based to ensure wide-ranging and first hand experiences for all, teacher will observe and create problem solving acts and themes based on child's interests and needs. Our personalised learning approach tailors our curriculum to suit the learning styles and aspirations for our

students.

Assessments are made continually throughout your child's education to ensure they are progressing at expected levels and are suitably challenged. E-portfolios are kept by each teacher to evaluate your child's learning. Work samples are collected, which help document each child's progress on their learning journey and celebrate new achievements. These are shared at various points in the year with parents.

Cultural awareness is promoted throughout the year through songs, rhymes, class celebrations and festivals. Time is given for expression through Art, Music, Dance and Drama, often integrated with singing sessions and school assemblies. With specialist teaching in Music, Chinese and PE.

As children who attend NAIS are living in Hong Kong, we feel it is very important that they learn about the customs and language of their host city. Children in the Foundation Stage take part in the Chinese language programme, which is taught by native-speaking Chinese teachers. In Nursery and Reception, children will have a daily Chinese class.

The seven areas of the Foundation Stage curriculum are:

- Communication & Language
- Physical Development
- Personal, Social & Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts & Design

We pride ourselves on being able to offer children specialist teachers to teach in the areas of PE, Music and Chinese. Parents will get the opportunity to meet specialist teachers at parent-teacher consultations.

At the beginning of each term, a curriculum overview will be given to all parents to inform you of the teaching and learning that will take place in your child's class during that term.



*Our teachers  
adopt a thematic  
approach  
to teaching  
Reception*





# Classes

Learning across the EYFS classes takes a play-based approach, whilst ensuring that all children are challenged at the right level for their age and stage of development.

All classes have attractive environments and outside space to play.

## Communication & Language

Development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves and to speak and listen in a range of situations.

## Physical Development

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, fine motor and movement. Children must also understand the importance of physical activity and to make healthy choices in relation to food.

The Nursery learning environment provides a beautiful, large space to play with a relaxed atmosphere and a welcoming 'home from home' experience for all children. The unit includes kitchen facilities, enabling children to participate in cookery activities throughout the week. Children are enabled by highly supportive and caring staff, who have ambitious expectations of all children in terms of their independence, development of interpersonal skills and wider learning.

## Literacy

Development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

## Mathematics

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

## Understanding the World

Involves guiding children to make sense of their physical world and their community, through opportunities to explore, observe and find out about people, places, technology and the environment.

## Expressive Arts & Design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings. This is through a variety of activities in art, music, movement, dance, role-play and design and technology.

## Personal, Social & Emotional Development

Involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.



## A Thematic Approach

Our teachers adopt a thematic approach to teaching and learning in Nursery and Reception. Children will learn by participating in a variety of carefully-planned and structured play-based activities for each theme, with slightly more formal activities beginning in Reception. In the Foundation Stage, we have a flexible approach to learning; often we incorporate mini-topics into our curriculum based on children's interests and their natural curiosity about the world around them.









### Physical Education

At NAIS, physical education plays a large part in the curriculum and is an integral part of developing gross motor skills. These then can be applied in other areas of learning. Children are given lots of opportunity to engage in physical activities and they have 2 PE lessons a week. All PE lessons are taught by a PE specialist.

### Health and Absences

Regular daily attendance is expected, though sometimes absence is unavoidable. Please telephone/ email the school on the day if your child is not able to attend. If your child has had vomiting or diarrhoea, please keep them at home for 24 hours. If they have a contagious illness, such as flu or chicken pox, please keep them home until a doctor certifies that they are no longer contagious.

Please advise us of any medical problems your child may have, particularly when there is a contagious condition or an allergy to materials or food. A health questionnaire must be

completed and returned to admissions prior to entry.

Medicines will only be given in special circumstances and then the medicine must be clearly labelled with your child's name and dosage. If you would like us to administer medicine to your child at school, you will be required to sign a 'medicine approval form' obtainable from the school administration staff.

We have a qualified nurse on the school premises at all times in case of accidents or illness. In addition to this, all staff receive formal first aid training from qualified medical staff every two years. Most minor accidents and illnesses are dealt with at school by the school nurse, and if necessary, these accidents/illnesses will be communicated to you via the home/ school communication book.

In cases of serious accidents or illnesses, parents will be contacted immediately and your child will be taken to a hospital/doctor of your choice.

### Music

We support the children's creativity through a variety of musical activities. We have an extensive range of age-appropriate musical instruments in our music studio, and the children are given opportunities to express themselves through singing, music and movement.

In our EYFS classes, children are exposed to music on a daily basis, taught by a music specialist and also enjoy a singing session.

Our Music curriculum has been designed in collaboration with the world renowned Juilliard School and gives your child a unique opportunity to learn about music through iconic works and regular connections with musicians.







# Life in the Foundation Stage

## Food and Drinks

Nursery and Reception children should bring in their own healthy snack for their morning and afternoon snack times.

All children in EYFS should bring a small plastic bottle/flask of water to school (no juice or milk). Please ensure the bottle/flasks are named and that your child can open and close it independently. There are water dispensers throughout the school to refill water containers when necessary.

Please note: The school is a nut-free zone as a precaution to protect some of our students who have severe nut allergies. Please do not send nuts or any kind of snack that contains nuts for children to eat on the bus or at school.

If your child is celebrating a birthday during term time, please contact the class teacher to arrange a suitable day for distribution of small individual cakes/brownies or cupcakes. Other sweets and presents are not necessary, and once again you are asked to check that any cakes are completely nut-free.

## Behaviour

At NAIS, we have very high expectations of behaviour and always encourage children from a very young age to be helpful and show respect for others. However, we do

understand that from time to time, children sometimes make mistakes or misbehave. This will always be dealt with in a sensitive way and the child will be reminded of acceptable behaviour. If a problem persists, you will be notified and an appointment will be made for teachers and parents to discuss any issues or concerns.

## Reward System


The EYFS has a reward system, which encourages good behaviour, academic achievement and effort. Each student will have the opportunity to earn 'points' and these will go towards individual merit certificates.

Once your child has been accepted to NAIS, they will be allocated a 'House' (Windsor-Red, Caernarfon-Green, Sandringham-Yellow, Balmoral-Blue). Throughout the year, we have a variety of house events, in which your child will participate. For these events, your child should come to school in their house colour t-shirt (which can be purchased from our uniform shop). You will be notified of your child's house colour once your child enters the school. Where possible, siblings will be assigned to the same house.

## Transition

Towards the end of the year, the children participate in a variety of 'transition' activities. We also have a 'transition morning', where the children spend the morning in the following year's classroom, and if possible, meet their new teacher. This is to ensure the move from one year to the next is as stress free and smooth as possible for the children.





*We encourage an awareness of self-respect from the very beginning*



# Life in the Foundation Stage

## Uniform

Despite the children being very young in the Foundation Stage, we encourage an awareness of self-respect from the very beginning. We view the appearance of our students highly as it reflects well upon the school as a whole. Therefore we ask you to ensure your child is dressed in correct uniform (including shoes and socks) at all times.

Please note that shoes should be black leather, preferably without laces, as it is important that children can put their shoes on independently. Encourage your child to dress themselves and teach them how to do up buttons/zips on coats and bags, as they will be expected to do this independently at school.

Information about uniform expectations and which items should be purchased can be obtained from our administration team.

With very young children, we understand that accidents do happen. We therefore ask you to provide a complete spare uniform, including spare socks and underwear to be kept in your child's locker at school.

No jewellery should be worn other than ear-studs. No nail polish or fake tattoos should be worn, and children with long hair should have it tied back in a simple hair-band.

Please label all your child's belongings clearly with their full name to avoid accidental loss. If your child does lose an item of uniform or personal belonging, then we have a 'lost and found' box at the main reception desk. We discourage any toys or other personal possessions being brought to school, unless the teacher has requested them as part of the curriculum studies or for 'Show and

## Security

There is no issue the school takes more seriously than the safety of our students. We have security guards and cameras throughout the campus to ensure unauthorised personnel do not enter the school grounds and all visitors entering the school are required to sign in and out. We believe our students are very safe during the day, and with your assistance, we can continue our high standard of security.

At the beginning of each day, please ensure that children are received by a member of staff at the entrance. If your child comes to school on the bus, then the bus monitor will ensure the safe arrival of your child to their classroom.

Please ensure that your child is collected from a member of staff in the designated area at the end of each school day. It is essential that we have an accurate record of who is authorised to collect your child.

If your child is collected from school, you will be given a security pass, which you must present every time your child is collected. We will not release a child to the custody of anyone unless we have received formal written/verbal notification from the child's parent.

Children using the school bus service will be taken to their bus by a member of staff and the bus monitor will ensure your child is taken home safely.

It is very important to collect your child promptly at the end of each session/day, as young children often become distressed if they think they have been forgotten.

If you need to collect your child during the school day, please go to the main reception area and speak to the school receptionist, who will collect your child from the classroom for you.

Parents must provide the school with at least two contact telephone numbers in case of emergencies. It is vital that you inform the school of any changes to these contact numbers.

If you are dropping off or collecting your child from school, please park in the car park next to the school. Vehicles are not permitted to stop on the road outside of school due to safety reasons. Your co-operation with this will be greatly appreciated.



*We believe strongly  
in working  
together with home*





# Life in the Foundation Stage

The school's "book bag" can be purchased from Aston Wilson. A communication book keeps parents and teachers in regular contact. Please check your book daily and initial each message to indicate it has been read and understood. Your child's class timetable will also be placed in the communication book. Please make sure your child brings their book bag and communication book to school every day. All our teachers' school email addresses will be given at the beginning of each year to provide you with an alternative way to contact them.

While written communication is valuable for providing information, we ask that for any issues or problems, you make an appointment to meet face to face.

NAIS Parent Update can be found on the school's website. Class blogs are also available on Firefly.

Please keep staff informed of major changes in your child's life, such as moving house, new siblings or parents travelling on business, as all of these events may affect the well-being or behaviour of your child. If the teacher is aware of changes, they will observe your child's behaviour and therefore give you valuable feedback to alleviate any issues.

## Parent-Teacher Consultation

We believe strongly in working together with home. Regular meetings are arranged for you to see your child's learning journal and discuss their progress. If you require a meeting with the teacher, please contact your child's teacher to arrange a mutually convenient time.

Other occasions when teachers will meet with parents are the traditional 'Meet the Teacher' event at the beginning of an academic year, as well as curriculum days/events organised throughout the year.

## Pastoral Care

Pastoral care lies at the heart of NAIS and is embedded in everything we do. Our community and positive atmosphere are only a part of a well-structured system that touches all areas of school life, and is the vehicle for our commitment and drive towards the development of curriculum and pastoral practice that can best contribute to students' social, emotional, physical and moral wellbeing.

Your child will spend many formative years of their life in school at Nord Anglia and whilst here, their wellbeing and development as a whole are foremost in the minds of our highly skilled staff. Children are shown and helped by staff to become essential

parts of our community whilst not losing their individuality; shaping attitudes towards trust, confidence and leadership, and how to blend communal spirit with personal best. Of equal importance is what they learn from each other and by reflecting upon their own conduct. Social development and friendships are an important part of a life at Nord Anglia and we do all we can to encourage these, helping children to take responsibility for their own feelings and to look out for others.

## House System

Our house system aims to foster the following qualities of our pupils:

- Community  
Supporting each other and the younger pupils.
- Leadership  
Giving pupils the opportunity to become leaders; being an example and making decisions in their houses throughout their time at the school.
- Competition  
House sports tournaments, singing, debating, charitable work etc. House points for good academic effort and achievement.
- Service  
Service to their house, in being willing to volunteer for house events and competitions. Thinking about their local community and how they can improve it.



# Reading & Library Facilities

At our Early Years campus, we have an extensive Early-Years-specific library, which is used to enhance the curriculum. All children are given the opportunity to choose a library book each week to take home to share with parents. This book should be returned to school each week to enable your child to change it for another.

In addition, Reception children will start to bring home levelled reading books. To help support their early reading skills, we ask parents to read with their child as often as possible. The reading books will be changed regularly and should therefore be kept in your child's book bag to enable the teacher to change it as necessary. At the beginning of the year, we hold a curriculum workshop, which gives parents information about how we teach reading at NAIS and how you can support them at home.

## Buses

Here at NAIS, we view the school buses as an extension of school and the same high expectations are in place for all the students using them. There is often a range of ages present on a bus, and the older children are encouraged to take care of the younger children and act as role models.

If your child is not taking their usual bus home, then parents must inform our bus co-ordinator, who co-ordinates the bus system at NAIS, and the class

teacher the day before. All our buses have a bus monitor, who is responsible for monitoring safety on the bus and who will contact parents if the bus is delayed for any length of time.

## Parents' Involvement

At NAIS, we acknowledge the importance of involving our parents in their child's education, and we encourage the support of parents throughout the school. Parents of Early Years students may also join our Parent Teacher Association (PTA) as "year group reps", which is coordinated by parents and Mrs. Harley. The PTA organise events such as International Day and a variety of other fun activities. Each year, the PTA ask for parent representatives from each class. These class representatives are often involved in supporting a school trip or other school or social events. If you feel you would like to be a class rep or join the PTA, then please feel free to contact your child's class teacher.

In addition to your role within school, we also encourage your support with your child's learning at home. The enjoyment and knowledge that young children get from books is invaluable at this age and we encourage parents to read with their child as often as possible at home. Once children are in Reception, they will start to do homework and will need their parents support to meet the expectations of the homework programme until

they develop a greater level of independence. At NAIS, we consider homework to be an excellent way to review or reinforce work taught in school rather than a way to extend learning. The most valuable homework is reading and sharing books with adults.

## Special Events

Throughout the year, NAIS will also host special events such as Sports Day, Christmas concert, educational trips and special visits to enhance their learning at school. Children also will have opportunities to come together as a whole school community in assembly time. These will be used to extend their learning and share their successes to the whole school community. Parents will be invited to selected ones as well. We have a broad mix of ECAs run by our experienced teachers and children will have opportunities to partake in 1 per week as they will already have a full learning week at school. In addition, our Global Campus also helps students explore the world, learn new skills and set their sights higher, developing a truly international perspective through outstanding online, in school and worldwide experiences.







## Contact us

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*Find out more*  
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