



Tai Tam Handbook for Parents

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Welcome from Mr Brian Cooklin

Principal of Nord Anglia International School Hong Kong

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 Hanson is the Head of the School with 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)



Welcome from Mrs Ruth Hanson

Head of School Tai Tam

Welcome to our school

It is my pleasure to personally welcome you and your family to our Tai Tam School here in Hong Kong. The team and I look forward to getting to know you and welcoming you into our school community here at NAIPS.

The first week of school is a busy and exciting time for children, parents and teachers. Building new relationships and exploring new surroundings are just some of the experiences you and your child will have this week



For all children, the first day is a big day. Some children may find separating from their parents and carers difficult. We are here to help and support you on how to make the experience of starting school a positive one. Preparing your child in advance by talking to them about their new school and having a play visit will make transitioning into school smoother and easier.

Parents and carers can also find it hard to leave their child on that first day. I am sure that during the initial weeks you will have lots of questions; please don't hesitate to talk with us as we settle your child into their new school.

We believe that your child's time with us will be a very special one. Our promises to you are really important and we want to make sure each day at school is a happy one for your child.

As the year commences we look forward to getting to know you and your family better and working together to create the best experiences for your child.

Please read this handbook carefully, we hope you will find it useful. If you have any comments or concerns about what to expect in the coming year then please do talk with us. We will be more than happy to help.

We hope you enjoy your experience with us,

Ruth Hanson
Head of School Tai Tam



1. School Calendar 2018 -2019

School Calendar 2018-19

August 2018							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

September 2018							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

October 2018							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40	1	2	3	4	5	6	7
41	8	9	10	11	12	13	14
42	15	16	17	18	19	20	21
43	22	23	24	25	26	27	28
44	29	30	31				

November 2018							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44				1	2	3	4
45	5	6	7	8	9	10	11
46	12	13	14	15	16	17	18
47	19	20	21	22	23	24	25
48	26	27	28	29	30		

December 2018							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48						1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31						

January 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

February 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28			

March 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31

April 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
16	15	16	17	18	19	20	21
17	22	23	24	25	26	27	28
18	29	30					

May 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18			1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31		

June 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

July 2019							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27	1	2	3	4	5	6	7
28	8	9	10	11	12	13	14
29	15	16	17	18	19	20	21
30	22	23	24	25	26	27	28
31	29	30	31				



2. Early Years Foundation Stage Curriculum

A child's first experiences of school are instrumental in shaping how they view learning. We seek to create a safe, caring and happy environment where a child believes that they are capable of anything. Our curriculum is designed to allow your child to discover and nurture interest and talents as well as to equip them to become life-long learners. This journey starts in the Early Years.

What will my child learn and how?

Our curriculum is based on the UK Early Years Foundation Stage (EYFS) curriculum incorporated with our own 'Be Ambitious' philosophy. The EYFS consists of two year-groups, Nursery and Reception.

Through careful planning, we ensure that there is a balance of adult led and child initiated learning throughout the day both inside and outside. Pupils are provided with a range of learning opportunities allowing them to achieve 'school readiness' through acquiring a broad range of knowledge and skills that will ensure their future success as learners. Your child will experience practical play-based activities to ensure they reach their full potential. It is our priority that all children have time to learn, play, make friends and grow. We believe learning should be fun.



Our 'Be Ambitious' philosophy is central to what we do in school. At the heart of this philosophy is the belief that all children are capable of learning and achieving highly. We are ambitious for all of our children personally, academically and globally.

The EYFS is based around seven areas of learning, three prime areas and four specific areas. A strong foundation of the three prime areas is essential for other areas of learning and development and so a great emphasis is placed on these in EYFS. The specific areas cannot be encountered in isolation from the prime since children always experience the world through communication, physical and social involvement. Learning is planned following the interests of the child in a purposeful and creative way. The four guiding principles of the EYFS Curriculum are to treat each child as a **unique child**, ensure they build **positive relationships**, create **enabling environments** that ensure children thrive and **develop learning** through a holistic and extended approach to the seven areas of learning.



The three prime areas are:

- Personal, Social and Emotional Development – 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; understand appropriate behavior in groups and to have confidence in their own abilities. These skills are taught daily both directly and indirectly through activities such as carpet time, circle time and assemblies.
- Physical Development – to develop co-ordination, control and movement. To understand the importance of physical activity and to make healthy choices in relation to food. Our PE lessons, taught by our specialist teachers are one part of how children are taught these skills. Their daily activities also incorporate the stimulation of these skills.
- Communication and Language – to develop confidence and skills in expressing themselves and to speak and listen in a range of situations.



The four specific areas are:

- Literacy – to link sounds and letters in order to read and write.
- Mathematics – to develop skills in counting, understanding simple addition and subtraction problems and to describe shapes, spaces and measures.
- Understanding the World – to make sense of the physical world and the community.
- Expressive Arts and Design – to express and explore a wide range of media and materials. To share their thoughts, ideas and feelings through a variety of activities in art, movements, dance, role-play and design and technology.



The Characteristics of Effective Learning:

The Characteristics of Effective Learning are about how children learn rather than what children are learning. The Characteristics of Effective Learning and the prime and specific areas of learning are all interconnected. They underpin everything that our teachers offer in school.

The Characteristics of Effective Learning are split into three elements: playing and exploring, active learning and creating and thinking critically

Playing and exploring

- Finding out and exploring
- Playing with what they know
- Being willing to 'have a go.'

Active learning

- Being involved and concentrating
- Keeping trying
- Enjoying achieving what they set out to do

Creating and thinking critically

- Having their own ideas
- Making links
- Choosing ways to do things



Is My Child Ready for School?

All children arrive with different needs, interests and levels of readiness; therefore, personalised learning is at the heart of what we do. Our 'Be Ambitious' philosophy underpins everything we do and through this we provide your child with the tools to develop their learning characteristics which will lay the foundations for the skills they will need in years to come.

We support children to believe in themselves, 'have a go' and not be afraid to take risks. We seek to develop their resilience and to learn from their mistakes. Positive attitudes developed in EYFS will lead them to become independent learners for life.



Themes

Learning in EYFS is grouped under broad themes that help to frame the learning. These Themes are on a two-year cycle so that our current Nursery will experience a new theme in their Reception year. From this overarching theme, the teachers will plan explicit teaching based on the interests of the child.

At Nord Anglia International Pre School, Hong Kong (NAIPS HK) we create a stimulating learning environment for children to explore on their own; they will learn through playing and exploring under the guidance and support of our teachers. It is this skilful support that will help your child make significant progress in their learning. Our teachers do this by looking closely at what each child can do and then planning activities or experiences that reflect their different ways of learning. Therefore, even though each class will be learning through the same umbrella ‘theme’, they may take this learning in completely different directions. For example, under the theme ‘New Things’ one class may want to learn about new toys and another may want to learn about new life with regard to baby animals. This diversity of learning experiences allows each class to be listened to and allows their ideas to be valued and followed. All children, regardless of the direction they take the learning will always be learning the same skills. So, for example in Literacy if the children are learning to write poems, they will all learn the same skills but the first class may write their poem about toys and the other class would write theirs about baby animals.

Year	Autumn	Spring	Summer
2018/19	Beautiful Things	Water, water everywhere	How Amazing!
2019/20	New things	Where in the world?	Tell Me a Story

Phonics

Phonics is a crucial part of the reading and writing process. Our children from Reception will be grouped for phonics based on their knowledge of the phases of learning. Phonics lessons are short, daily, fun and interactive. Children in Nursery will have much more informal Phonics session based on ‘Phase 1’ of ‘Letters and Sounds’ where children learn to distinguish sounds carefully through games and music



Specialist Teaching:

Mandarin

Mandarin is taught daily in the EYFS. Our Mandarin team has designed an age appropriate and immersion based curriculum. It helps children develop strong listening and speaking skills in Mandarin. We also start to introduce basic characters, radicals and pinyin. In the EYFS children are developing their fine motor skills to enable the correct pencil grip, therefore the focus is not on written work. We teach them through fun and interactive activities, such as songs, dances and various artistic media. When the children show readiness for more formal written work, Chinese character writing will be introduced.

Music

The Juilliard Nord Anglia Performing Arts programme brings a diverse range of music to even our youngest students. Alongside exciting Juilliard created activities, all children will develop their fine-motor, performance and music literacy skills through learning to play the keyboard. With emphasis placed on curiosity, joy, collaboration and confidence in every task, our young people develop a wide range of transferrable skills through the subject in addition to finding their singing voices and participating in ensemble performances.



PE

PE will be taught by our specialist PE teachers twice a week. Physical Education is a vital part of the EYFS curriculum and children will develop their skills in a varied and exciting programme.

Drama (From Reception/ Lower Kindergarten)

Drama and expressive arts is an important part of the EYFS curriculum. Our specialist drama teachers will teach this weekly from Reception. In Nursery, children will have access to high quality Role Play and Small World where they can develop their Drama skills through play



Art (From Reception/ Lower Kindergarten)

In addition to the many creative opportunities open to children in the EYFS through their daily provision, from Reception they will also enjoy an art lesson delivered by one of our specialist Art Teachers.

How will my child be involved in the MIT collaboration and STEAM?

All children in EYFS will be constantly encouraged to be curious and ask questions about the world around them. They will have opportunities to work on whole school projects exploring their environment and work with other members of the school and local community to solve real life problems.





What is Child Initiated Learning?

Child-Initiated Learning allows children to explore their own interests through first hand experiences. This enables children to become independent risk takers and promotes lifelong learning. Children are able to build their independence and extend their learning by selecting or creating activities and resources that are available in the environment.

The children have access to a variety of areas including sensory, malleable, creative, mark making/writing, maths and fine and gross motor. Each area is resourced to promote and extend Child-Initiated Learning.

At NAIPS HK we refer to child initiated learning as ‘Busy Learning’. Busy Learning is at the core of everything we do, and therefore is the focus of our daily teaching. Busy Learning takes place in classrooms and shared spaces, including outdoors.

The adult’s role in Child-Initiated Learning

Adults play an important role in child initiated play. They provide a safe environment for the child to explore and test out their ideas. Adults are there to support and challenge the children during busy learning time and to promote independence.





3. Induction

The induction process is essential to allow children to have a successful, happy start at school where they feel safe and confident in their new environment. Induction into school is planned carefully by staff and has the child at the centre of this planning. There are two points when children can join our school – in August, at the start of the academic year, or during the school year. The process for the two types of induction are detailed below. New children starting in the EYFS will enjoy a gradual beginning to life at school to help families make this transition.

Induction for new starters in August

Nursery

Before the school year starts

May – Parents will begin to receive our Parent Update each week. The Parent Update gives you the latest news from each Campus and will keep you up to date with all of the exciting things that have happened in school so that you can begin to be part of our community.

Early June – The Tai Tam Parent Handbook will be sent to parents; this includes information about what happens in school and will include an agreement form to sign.

Mid-June – Parents will be invited to an ‘Introduction to Our School’ evening. This will give parents a chance to meet the Head of Campus, Head of EYFS and the class teachers, and will provide information about: how to prepare your child for school; how our school operates and information about our curriculum and ethos. This evening will give parents a chance to ask any questions and meet other new parents.

Late June – Parents will be informed of class names, House names and teacher names. Parents will also receive a ‘New Starter Pack’ (see below for details) which includes important documents and forms ready for your child starting school. Parents will also be given a time slot to come into school for two ‘Stay and Play’ sessions and a time slot to meet with your child’s class teacher within the first week of school.





When the school year starts

August – Before your child starts school they will receive a welcome email from their new class teacher along with a ‘Social Story’ about starting school.

First Week of School

Day 1 – Small groups of children will be invited in throughout the day within a timetabled slot. The children will be accompanied by parents for a ‘Stay and Play’ session. This session will allow children and parents to become more familiar with the environment, staff and routines in school. During this day you may have a slot to have an individual discussion with your child’s class teacher about your child.

Day 2 – This day will run the same as Day 1 with a timetabled ‘Stay and Play’ session. If you did not meet your child’s class teacher on Monday, you will do today.

Day 3 – Children will be invited into school without their parents for a half day. You will be given either a morning or afternoon session. *(If your child is only attending Nursery for AM or PM sessions then they will just do their normal session.)* There are no buses on this day, please drop off and pick up your child so we can discuss their progress and how they have settled in.

Day 4 – All children will complete their normal day at school. Refreshments will be provided for parents after drop off, this will give you a chance to meet the Head of Campus and Head of EYFS and will be an opportunity to meet other parents. Please note, if your child is not ready for this big step, then class teachers will meet with parents individually to extend the induction plan. This will be the first day of buses.

Day 5 onwards - All children will complete their normal day at school. Buses are available.

September – You will be invited to a presentation all about our Online Learning Journey ‘Tapestry’. Parents will receive information about our EYFS ethos, Curriculum and Learning Through Play and why it is fundamental to children’s success, progress and development in the Early Years.

Within the first term – You will be invited in for a ‘Parent Consultation’ about your child, their progress and any areas for development.





Reception

Before the school year starts

May – Parents will begin to receive our Parent Update each week. The Parent Update gives you the latest news from each Campus and will keep you up to date with all of the exciting things that have happened in school so that you can begin to be part of our community.

Early June – The Tai Tam Parent Handbook will be sent to parents; this includes information about what happens in school and will include an agreement form to sign.

Mid-June – Parents will be invited to an ‘Introduction to Our School’ evening. This will give parents a chance to meet the Head of Campus, Head of EYFS and the class teachers, and will provide information about: how to prepare your child for school; how our school operates and information about our curriculum and ethos. This evening will give parents a chance to ask any questions and meet other new parents.

Late June – Parents will be informed of class names, House names and teacher names. Parents will also receive a ‘New Starter Pack’ (see below for details) which includes important documents and forms ready for your child starting school. Parents will also be given a time slot to come into school for a ‘Stay and Play’ session and a time slot to meet with your child’s class teacher within the first week of school.

When the school year starts

August – The week before your child starts school they will receive a welcome email from their new class teacher along with a ‘Social Story’ about starting in Reception.

First Week of School

Induction Day for New Starters – New parents and children to our school will be invited in throughout the day, in small groups within a timetabled slot. The children will be accompanied by parents for a ‘Stay and Play’ session. This session will allow children and parents to become more familiar with the environment, staff and routines in school. During this day, you will have an individual slot to have a discussion with your child’s class teacher about your child.

Please note, children who attended our Nursery will start their school year on Day 1.





Day 1 – All children will come to school for the whole day (8.30am – 2.45pm) and will have their lunch at school. They are welcome to get the bus to and from school but it is recommended that parents drop off and pick up the children on this day. Refreshments will be provided for parents after drop off, this will give you a chance to talk to the Head of Campus and Head of EYFS and will be an opportunity to meet other parents.

Day 2 onwards – All children will come to school for the whole day (8.30am – 2.45pm) and are welcome to take the bus if you feel that they are ready to.

September – You will be invited to a presentation all about our Online Learning Journey ‘Tapestry’. Parents will receive information about our EYFS ethos, Curriculum and Learning Through Play and why it is fundamental to children’s success, progress and development in the Early Years.

within the first term – You will be invited in for a ‘Parent Consultation’ about your child, their progress and any areas for development.





Year 1

Before the school year starts

May – Parents will begin to receive our Parent Update each week. The Parent Update gives you the latest news from each Campus and will keep you up to date with all of the exciting things that have happened in school so that you can begin to be part of our community.

Early June – The Tai Tam Parent Handbook will be sent to parents this includes information about what happens in school and will include an agreement form to sign.

Mid-June – Parents will be invited to a Year 1 Curriculum evening. This will be held in Lam Tin for all our Year 1 parents across all three campus'. This evening will give parents a chance to meet the Head of School, Head of Year and the class teachers and will provide information about how to prepare your child for school, how our school operates, information about our curriculum and ethos. This evening will give parents a chance to ask any questions and meet other new parents.

Late June – Parents will find out about class names, house names and teacher names. New parents to our school will also receive a 'New Starter Pack' (see below for details) which includes important documents and forms ready for your child starting school.

When the school year starts

August – The week before your child starts school they will receive a welcome email from their new class teacher.

First Week of School

Day 1 – All children will come to school for the whole day (8.30am – 2.45pm) and will have their lunch at school. Buses will not be running on the morning of the first day of school and need to be bought to school by an adult. They are welcome to get the bus home from school but it is recommended that parents drop off and pick up the children on this day.

Refreshments will be provided for parents after drop off, this will give you a chance to meet the Head of School and will be an opportunity to meet other parents.

Day 2 - onwards – All children come to school for the whole day (8.30am – 2.45pm) and are welcome to take the bus if you feel that they are ready to.

Within the first term – You will be invited in for a 'Parent Consultation' about your child, their progress and any areas for development.



Induction for new starters throughout the year

If your child starts school after the school year has started, they will follow a different induction schedule to ensure that they settle into school happily and successfully.

Before your child starts school

Parents will receive a 'New Starter Pack' (see below for details) along with the Tai Tam Parent Handbook and will include an agreement form to sign.

Your child will be invited in for a timetabled 'Stay and Play' session before they start school. A Parent should accompany them for this 'Stay and Play'. This session will allow children and parents to become more familiar with the environment, staff and routines in school. During this time, you will have a meeting with your child's class teacher to discuss your child.

First week of school

Day 1 – Your child will come to school for half a day including lunch (8.30am – 12.15pm) If your child does 'half days' then they will come in for their normal AM or PM slot. It is recommended that parents drop off and pick up their children on this day but buses may be available on request.

Day 2 onwards – If your child is ready, they will come to school for the whole day (8.30am – 2.45pm) and are welcome to take the bus if you feel that they are ready to. If your child does 'half days' then they will come in for their normal AM or PM slot.



3 weeks after your child's start day – Your child's 'baseline' observations will be available for you to view on Tapestry – you will receive a notification about this.

6 weeks after your child's start day – You will be offered a meeting with your child's class teacher to go through how your child has settled in, the progress they have made and areas for development.



All children new to school will receive the following information before they start in a 'New Starter Pack':

- Tai Tam Parent Handbook
- Panda Booklet (a booklet for you to fill out with information about your child)
- Tapestry Letter and Consent Form (information about our Online Learning Journey 'Tapestry')
- Bus Application Form
- Fee Arrangement and Direct Debit Form
- Medical and Emergency Contact Form
- Consent Form for Offsite Activities
- Consent Form For Visits to our other campus'
- Firefly Information





4. A Typical Day in Nursery

Morning Session and Extended Day:

- Arrive between 8:20 and 8:30am where you and your child will be welcomed in by the class teacher and TLAs.
- Your child will have snack between 9:45 – 10:00 (see guidance about snack and lunch)
- At 11.30 parents/carers of morning session children will need to pick up their child
- If your child is extended day they will be eating lunch between 11:30 and 12:15.
- The school day finishes for extended day children at 2.45pm

Afternoon Session:

- Arrive at 12:30pm where you and your child will be welcomed by the class teacher and TLAs.
- The school day finishes for afternoon children at 2.45pm

	Monday	Tuesday	Wednesday	Thursday	Friday
8.20 – 8.40	Welcome Self-Register Calendar	Welcome Self-Register Calendar Maths Songs/Games	Welcome Self-Register Calendar Maths Songs/Games	Welcome Self-Register Calendar	Welcome Self-Register Calendar Maths Songs/Games
8:40 – 9:00	Assembly	Mandarin	Mandarin	Story Time	Mandarin
9:00 – 9.45	Busy Learning Time	Busy Learning Time	Busy Learning Time	Busy Learning Time	Busy Learning Time
9.45 – 10.00	Snack				
10.00 – 10.15	Break Time				
10.15 – 10.45	Write Dance/Dough Disco/Go Noodle	P.E.	Write Dance/Dough Disco/Go Noodle	Music	Write Dance/Dough Disco/Go Noodle
10.45 – 11:15	Busy Learning Time	Busy Learning Time	Busy Learning Time	Busy Learning Time	Busy Learning Time
11:15 – 11:30	Phase 1 Phonics Carpet		Phase 1 Phonics Carpet		Phase 1 Phonics Carpet
11.30 – 12.15	Lunchtime				
12.15 – 12.30	Circle Time	Circle Time	Circle Time	Circle Time	Circle Time
12.30 – 2:00	Busy Learning Time	Music	P.E.	Busy Learning	Busy Learning Time
	Mandarin	Busy Learning	Library Busy Learning	Mandarin	
2:00 – 2:15	Tidy Up Time				
2.15 – 2.45	Play sharing/Story/Getting ready to go home				Drama: Acting out Scribed Stories

All activities that take place are centred on the children's interests; teachers review the children's learning and achievements each week and use to plan for the next week's activities to ensure that children make excellent progress during their time in EYFS.

Mandarin, PE and Music are taught by a specialist teacher.



5. A Typical Day in Reception

- Arrive between 8:20 and 8:30am where you and your child will be welcomed in by the class teacher and TLAs.
- Your child will have snack between 9:45 – 10:00 (see guidance about snack and lunch)
- Your child will be eating lunch between 11:30 and 12:15.
- The school day finishes at 2.45pm

	Monday	Tuesday	Wednesday	Thursday	Friday		
8.30 - 8.40	Register and Carpet Time						
8.40 - 9.00	Assembly (8:45)	Phonics	Phonics	Phonics	Phonics		
9.00 - 9.15	Busy Learning	Busy Learning	Busy Learning	Busy Learning	Writing Input		
9.15 - 9.30		PE	PE		Busy Learning		
9.30 - 9.45							
9.45 - 10.00							
10.00 - 10.15	Break	Break	Break	Break	Break		
10.15 - 10.30	Maths	Music	Maths	Maths	Busy Learning		
10.30 - 10.45	Art	Busy Learning	Busy Learning	Busy Learning			
10.45 - 11.00							
11.00 - 11.15							
11.15 - 11.30	Lunch				Lunch (Duty)	Lunch	Lunch
11.30 - 11.45							
11.45 - 12.00							
12.00 - 12.15	Play Reflection						
12.15 - 12.30							
12.30 - 12.45							
12.45 - 1.00	Mandarin	Mandarin	Mandarin	Mandarin	Mandarin		
1.00 - 1.15	Busy Learning	Busy Learning	Busy Learning	Music	Drama		
1.15 - 1.30				Busy Learning	Busy Learning	Busy Learning	Busy Learning
1.30 - 1.45							
1.45 - 2.00							
2.00 - 2.15							
2.15 - 2.30							
2.30 - 2.45	End of Day Routine						

All learning is based around the individual needs of each child. To allow this our timetable is flexible and fits to suit the needs of the individual learner as they develop through the year. As well as supporting your child's social and emotional development, all other areas of learning including Phonics and Maths are taught daily. Practical, hands on activities enable children to learn these subjects in an enjoyable, memorable environment where they are both nurtured and challenged.

Mandarin, PE, Art, Music and Drama are taught by a specialist teacher.



6. A Typical Day in Year 1

- Arrive between 8:20 and 8:30am where you and your child will be welcomed in by the class teacher and TLAs.
- Your child will have snack between 9:45 – 10:00 (see guidance about snack and lunch)
- Your child will be eating lunch between 11:30 and 12:15.
- The school day finishes at 2.45pm

Below is an example timetable of a typical Year 1 week. This is not necessarily how your child’s timetable will look, this will be shared with you at the beginning of term.

	8.30	9.00	9.45	10.00	10.45	11.15	12.15	1:15	2.00	2:45
Mon	PSHE	PE Swimming	B R E A K	Maths	Mandarin	L U N C H	Phonics/ G. Reading	English	Theme	E N D O F D A Y
Tues	PE	Art		Maths	Mandarin		Phonics/ G. Reading	English	Theme	
Wed	Drama	Maths		English	Mandarin		Phonics/ G. Reading	Explorers		
Thur	Maths	Music		English	Mandarin		Phonics/ G. Reading	PE	Theme	
Fri	Assembly	English		Maths	Mandarin		Phonics/ G. Reading	Theme	Theme	

In Year 1 English, Maths, Theme, Phonics and Guided Reading are taught by the class teacher. This will follow the English National Curriculum which builds upon the Early Learning Goals taught in Nursery and Reception.

Mandarin, PE (including swimming on a weekly basis), Art, Music and Drama are taught by a specialist teacher.



7. School Hours

- Nursery Morning session 8:30 - 11:30
- Nursery Afternoon session 12:15 – 2:45

- Nursery full day, Reception and Year 1
Classes begin at 8:30 and finish at 2:45
Lunch 11:30 – 12:15



Beginning of the Day procedures

Parents who are dropping their children off at school will be asked to wait in the upstairs foyer until the doors open at 8:20. This will give children the chance to organise themselves and their belongings (with support from you initially) ready to start the day at 8:30.

Bus children will be welcomed into the school from staff as soon as the bus arrives and are supervised until classes begin.

End of the Day procedures

Children who are catching the bus home will leave the classroom first with an adult to join their bus line. They will then be escorted safely onto their bus by an adult.

Parents who are picking up their children will be asked to wait in the foyer until the doors are opened at 2:45, when you can go and collect your child from the classroom. Please ensure that you have your pick up card ready to ensure the safety of all of our children.

One pick up card will be provided for each child by the school, if you require more please let the school know with the name of your child accompanied with \$20 for each extra card required.

If there are any changes to your pick up or drop off arrangements please let your class teacher know by email and taitambus@nais.hk if needed.



8. Snack Time and Lunch Time

All children must have a small, healthy, snack in a labelled container that they can open themselves. The children will access their snack at a set time in the morning. Within each campus of our school we operate a very strict NO NUTS policy. This includes Nutella. Any snacks containing nuts will be confiscated and sent home at the end of the day. Please ensure that you communicate this with your helpers.

All full day children will have a forty-five minute lunch break. This will include time to eat their lunch and play. The children are required to bring in a healthy lunch, which must be in a labelled container that the children can access themselves. Be aware that there are no facilities for adults to warm children's food. Again, please be aware that there is a very strict NO NUTS policy across our campuses. Please ensure that you communicate this with your helpers. Nursery children in the morning program are not required to bring in a lunch as they will leave school at 11:30 and are expected to eat lunch outside of school.



All children are required to bring a plastic bottle/flask of water to school each day (no juice or milk). Please ensure the bottle/flasks are labelled and that your child can open and close it independently. There are water dispensers throughout the school to refill water containers when necessary. Please ensure that you communicate this with your helpers.

9. Buses

Here at NAIPS HK, we view the school buses as an extension of school and the same high expectations are in place for all the students using them. They are escorted from the bus to school at the beginning of the day and from school on to the bus at the end of the day by an adult ensuring safety at all times.

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 NAIPS HK, and the class teacher the day before. If circumstances change on the day please do telephone the school to ensure that the message is received by your child's teacher.



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. When the bus arrives at the designated bus stop you will be required to show your pick up card to ensure the safety of all our children.

For information regarding our bus routes please check our website which will contain the latest times and information.



10.Attendance and Health

Regular daily attendance is expected, although 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.

We have a qualified nurse on the school premises at all times in case of accidents or illness. 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 email.

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.



11. Intimate Care

At NAIPS HK, we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect. EYFS children sometimes need support in managing their toileting and changing needs and the teachers in the school will support them with this. Please note that children from Nursery and above should be fully toilet trained unless there are extenuating circumstances that have been previously agreed. All children will be encouraged to be as independent as possible in their changing needs but adults will support as necessary. In signing the Parent Handbook consent form, you are agreeing to allow the teachers in the school to support your child as required.

12. Safety

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 children 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 safely escorted into the school and into their classroom. 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 from your child's classroom 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. We will not release a child to the custody of anyone unless we have received formal written/verbal notification from the child's parent.





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 do not park in front of the school. Your co-operation with this will be greatly appreciated.

13.Pastoral Care

Pastoral care lies at the heart of NAIPS HK 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 NAIPS HK and whilst here, their wellbeing and development 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 NAIPS HK and we do all we can to encourage these, helping children to take responsibility for their own feelings and to look out for others.

14.Behaviour

At NAIPS HK, 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.

The EYFS has a reward system, which encourages good behaviour, academic achievement and effort. Each student will have the opportunity to celebrate their successes.



15. House System

Once your child has been accepted to NAIPS HK, 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.

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.



16. School Trips

There will be a variety of trips organised through the year by the teachers which will enhance the children's learning, these may include short walks in the local area or trips further afar. Teachers will always communicate with parents about these in advance and provide you with the details and consent forms



17. Parental Engagement

Parental engagement is massively important to us at NAIPS HK and is an essential part of your child's learning. We want to open our doors to parents and invite you to join your child in their learning journey throughout their school life. This journey starts with the Early Years Foundation Stage (EYFS) and we would like you to engage with us right from the start.

Parental engagement happens in many ways and is based on a relationship of trust and understanding between parents and teachers. We are really looking forward to working in partnership with you to ensure that your child has a successful and enjoyable time at our school. We have put together a timetable of events and other aspects of parental engagement that you can look forward to during your child's first year at NAIPS HK (specific dates will be confirmed nearer the time):

Curriculum Overviews

Will be available on Firefly termly to highlight the objectives that will be taught and the learning opportunities that will be available for your child linked to the theme for that term. This is your chance to get a feel for the current theme so that you have an understanding of what your child will learn and how they will learn it.

Learning Journeys

An online learning journey 'Tapestry' is available to parents. This online learning journey is full of photos, videos and observations that the teacher has made about your child's learning and progress. Please follow this link for more information: <https://tapestry.info>

Celebration Afternoons

At key moments throughout the year, you will be invited into school to celebrate your child's achievements. This is a time for your child to show you around their learning environment and explain to you what they do at school.

Blogs

On FireFly there will be blogs each week where you can find lots of information about what your child has been learning during the week. It will also include ideas on how to help and support learning at home.





Parent Consultation and Reports

Both are more 'formal' discussions with you as parents about your child's learning, progress and next steps. This will be a chance for you to learn about what your child has learnt, how they have learnt it and where they need to go now to challenge themselves further with their learning.

Parent/ Teacher Communication

You are welcome to come in to talk to your child's teacher if you ever have any questions or concerns. We do ask that you give us notice if you wish to discuss something more than a quick message as teachers need to have their focus on all children when school is in session. We will then quickly arrange for you to come in and speak to your child's teacher at greater length. In addition to this, all staff have emails so that they can be reached if you ever have any questions for them.

Parent Workshops

There will be many parent workshops throughout the year where you are invited in to school to learn about your child's learning. During your child's first year in the EYFS workshops may include:

- Curriculum – what we teach, how we teach it and why we do it like that.
- Child Initiated Learning and Guided Learning – what the difference is and the importance of getting the right balance between the two.
- Characteristic of Effective Learning – what these are and how they affect your child's learning, how we plan so that we ensure your child can be successful in developing effective learning techniques.
- Learning Journeys – the way that we collect evidence about your child's learning and how we share this with you.
- Phonics – how we teach your children their letters and sounds during their time in the EYFS and what you can do at home to help.
- Maths – how we teach your child maths in the EYFS. During this session, we will give you practical ideas to help with your child's maths learning at home

We are delighted that you have chosen NAIPS HK as a place for your child to learn and we are really excited to begin our partnership with you to ensure that your child is successful and happy at our school.



18. 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 at all times.

EYFS: In Nursery and Reception please note that shoes should be a trainer (of any colour) without laces, as it is important that children can put their shoes on independently.

Year 1: In Year 1 shoes should be black leather, preferably without laces, as it is important that children can put their shoes on independently. For PE they will need to wear white PE trainers again preferably without laces so that they can put them 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 peg 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.





19. Emergency Weather Warning Procedures

As a school, we are bound to follow the regulations, ordinances and directives of the Education Bureau (EDB) of Hong Kong. In all cases, we will abide by the warnings as required by the Hong Kong Government and as issued through the Hong Kong Observatory. When there are Typhoon Signals and Rainstorm warnings, the Education Bureau makes a decision on such mornings at 6:00 am and issues this information to the media. If the school is to be closed, we will post a notice on the school website and issue the information by all possible means. Please make sure your helpers are aware of these procedures.

If the signal is raised before school starts, the following procedures will operate:

Typhoon Signal Number 1	All classes operate normally
Typhoon Signal Number 3	School is closed and all classes are cancelled
Typhoon Signal Number 8 or above	School is closed and all classes are cancelled
Amber Rainstorm	All classes operate normally
Red Rainstorm	School is closed and all classes are cancelled
Black Rainstorm	School is closed and all classes are cancelled

If the signal is raised during school hours, the following procedures will operate:

Typhoon Signal Number 1	All classes operate normally with the usual dismissal times (including extra-curricular activities).
Typhoon Signal Number 3 or above	All classes will be dismissed. (Notice of the signal being raised is issued to schools several hours before it is actually hoisted, giving time to make arrangements to get pupils home safely.)
Amber Rainstorm	All classes operate normally
Red or Black Rainstorm	All classes remain in school until the warning is removed and buses are authorised for safe travel. Parents are free to come and collect your child if it safe for you to do so.



At all times and on all occasions, staff will maintain a register and record who is collected. They will continue to care for your children until all have been safely collected.

Thank you for your assistance with these safety procedures. For information regarding weather conditions, please use the following:

- Hong Kong Observatory website: www.weather.gov.hk (You can download their app to your smartphone or tablet.)
- Hong Kong Observatory telephone: 187-8200 (Press 1 for Cantonese, 2 for Mandarin, 3 for English)

20. Library

Because reading is such an important part of the Early Years curriculum, your child will have the opportunity to take home a library book each week. We would love for you to share the books at home and discuss them with your child. Your child will have a set day when they will change their library book. This will be communicated to you by your child's class teacher. Please bring the library book back on the allocated day in order for your child to receive a new one. You will be expected to pay for any lost books.



21. Extra Curricular Activities

We offer a wide-ranging programme of extracurricular activities, including arts and sport, for your child to participate in and thus enhance their learning and development. These activities will be running on two afternoons per week after school by our teaching staff. We understand that young children will be very tired after school so these opportunities are only for children in Reception and Year 1 and we recommend only 1 activity per week. Different clubs will be run each term and are not run in the first weeks or last weeks of term.

22. Birthdays

We understand that birthdays are a significant event in the lives of young children. If your child is having a birthday during term time and you would like to celebrate at school, please contact the class teacher to arrange a suitable day for a small class celebration, for which you may



provide 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. Please ensure that you communicate this with your helpers. Please note this is not an expectation as all birthdays will be celebrated in school.

23. Toys

To prevent toys getting lost or broken, we ask that you do not allow your child to bring toys from home to school. Any toys bought to school will be kept with the class teacher during the day and then returned at home time.

24. Transition

To ensure children move to their new year group feeling happy and confident we plan a careful transition program to support them with this process. Transition begins in Summer term with teachers planning activities and adapting routines to prepare children for their new environment. This continues into Autumn 1 of the next academic year with their new teacher. Staff meetings and dedicated times are allocated to allow communication between both current and new teachers. The information below outlines some of the key transition practices within each year group.



Transition from Nursery to Reception

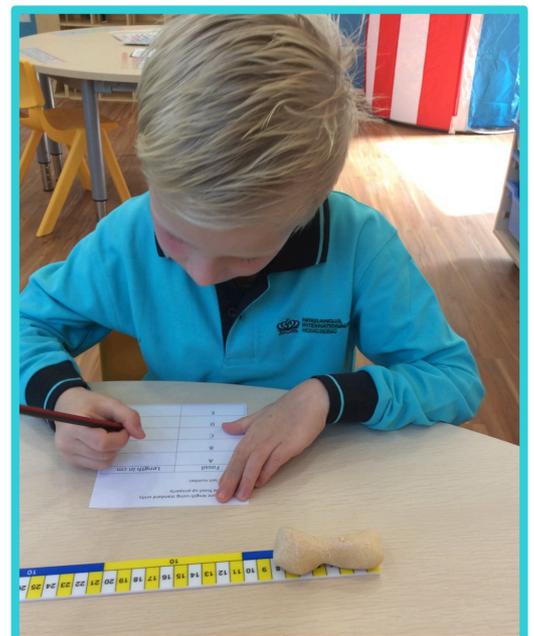
- Social Stories read to the children in school and sent home to parents too.
- Teachers will plan in time to discuss the change, answer questions from the children and talk about transition
- Play sessions planned where the teachers in Reception come to Nursery for snack, stories and Busy Learning
- A 'Transition Day' planned where Reception children go to Year 1 for the morning



- Art and Drama Specialist Teachers plan time to visit Nursery children to introduce themselves and talk about their subjects and model Art and Drama within Busy Learning
- Mandarin lessons will begin to be taught in the Mandarin Learning Space
- Parents invited to a workshop about the transition process and their next learning next academic year with Head of School and Head of Early Years
- Handover between Nursery teachers and TLAs and Reception Teachers and TLA.

Transition from Reception to Year 1

- Parent information meeting about Year 1 – to be presented in Lam Tin
- Teachers to plan and deliver Guided Reading Groups
- Play sessions planned where the teachers in Year 1 come to Reception for snack, stories and Busy Learning
- Reception children to go with Reception teachers to play in Year 1 environment when the Year 1 classroom is free.
- A 'Transition Day' planned where Reception children go to Year 1 for the morning with a Year 1 teacher
- PSED opportunities planned into timetable giving children opportunities to discuss: What are you excited/nervous about? Have you got any questions about Year 1? What do you hope you will learn in Year 1?
- Handover between Reception teachers and TLAs and Year 1 Teachers and TLAs – photos of the children annotated with key information including data and Tapestry observations
- Year 1 teachers come to Reception to observe carpet times and Busy Learning.
- Year 1 teachers to plan from EYFS Curriculum where appropriate and to use Tapestry to observe, assess and inform planning.
- Year 1 environment and routines to mirror Reception in the first half term
- Reception writing books passed to Year 1 and Year 1 teachers use these books at the start of the year for writing





25. Glossary of EYFS Terms

EYFS	Early Years Foundation Stage
Development Matters	The curriculum that we use to teach the EYFS. This curriculum is split into 7 areas of learning as well as 3 characteristics of effective learning
Areas of learning	Within the EYFS there are 7 areas of learning: PSED, PD, C&L, EA&D, UTW, L, M
Prime areas	The prime areas of learning are PSED, PD and C&L. The prime areas are important because they lay the foundations for children's success in all other areas of learning and of life
Specific areas	The specific areas of learning are L, M, EA&D, UTW. The specific areas provide the range of experiences and opportunities for children to broaden their knowledge and skills
PSED	<u>Personal Social and Emotional Development</u> This area supports children to develop a sense of themselves, a range of social skills, respect for others and a positive disposition to learn. Children's emotional well-being is also supported in order to help them understand and manage their feelings and behaviour.
C&L	<u>Communication and Language</u> This area supports children's developing competence in listening and understanding as well as speaking and communicating. Children are given opportunities to build these skills and gain confidence to use them in a range of situations.
PD	<u>Physical Development</u> This area enables children to use their senses and bodies to explore the world around them and make connections between new and existing knowledge. Children have the chance to be active to improve their skills of coordination, control, manipulation and movement. Children also develop an understanding of healthy living practices.
L	<u>Literacy</u> This area focuses on learning the skills needed for reading and writing.
M	<u>Mathematics</u> This area enables the children to develop their understanding of numbers, calculating, shapes, space and measures.



UtW	<p><u>Understanding the World</u></p> <p>This area looks at supporting children in developing the knowledge, skills and understanding to help them make sense of their world. They have the opportunity to explore creatures, people, plants and objects and undertake practical ‘experiments.’</p>
EA&D	<p><u>Expressive Arts and Design</u></p> <p>This area develops children’s creativity by providing a range of opportunities, materials and media in which to express themselves and use their imaginations. The children are encouraged to explore and share their thoughts, feelings and ideas.</p>
Characteristics of Effective Learning (CoEL)	<p>The focus of the CoEL is on how children learn rather than what they learn (process over outcome). Underpinning the CoEL is the understanding that during their earliest years, children form attitudes about learning that will last a lifetime. Children who receive the right sort of support and encouragement during these years will be creative and adventurous learners throughout their lives. The CoEL are split into 3 areas: Active Learning, Playing and Exploring and Creating and Thinking Critically.</p>
Active Learning	<p>Children concentrate and keep on trying if they encounter difficulties, and enjoy achievements.</p>
Playing and Exploring	<p>Children investigate and experience things, and ‘have a go’.</p>
Child Initiated Learning	<p>Play in which children choose what and how to play and who to play with. This is a fundamental part of the EYFS curriculum and is why we give so much curriculum time to this aspect of learning. Children learning through play, leading their own learning is what the EYFS is all about.</p>
Busy Learning Time	<p>This is the time in the day that is dedicated to children leading their own learning by accessing the continuous provision that has been carefully planned and resourced by the teachers both inside and outside.</p>
Hook	<p>An exciting event that helps children to be ‘hooked’ into their learning at the start of a theme or a lesson. For example, at the start of a lesson about shapes in Mathematics the teacher may hide shapes around the room for the children to find to help engage their interest in the learning that is about to take place</p>



Themes	Themes are used throughout the school to hang the children's learning on. It helps to engage interest and steer the learning so that it is meaningful for the children.
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More information can be found here:

http://www.foundationyears.org.uk/files/2015/01/EYFS_Parents_Guide-amended1.pdf

