



A School Start & Transition Guide

Dear Parents, families and children,

Firstly a HUGE welcome to our USI Early Years community for our new children and an equally HUGE welcome back to our existing children. We are happy that you have chosen (or continue to choose) our Early Years Setting for your child and we are excited to start the new school year with you.

I know the teaching teams are looking forward to getting to know you and your child and to ensure a smooth transition I would like to use this letter to communicate some key pieces of information.

Please read the below information carefully.

New Class

Please go to our Early Years Welcome Web page and find the **Meet the Teacher and Meet the Co-Teacher Posters**. Please spend time with your child looking at both these posters.

Welcome to Early Years

We believe that building strong relationships between home and school are essential. It is important that we work together. You will be invited to a Meet the Teacher meeting in the first few weeks of the school year. This is an opportunity to meet the teaching team, for them to find out more about your child and for you to ask any questions.

There will also be a Welcome to Early Years presentation run by the Head of Early Years on Sunday 1st September at 8:45. Please drop off your child and come and join the presentation. If you think you may be needed to support your child on their first day then you can bring an additional family member or the presentation will be recorded and posted on Class Dojo to watch at your convenience. This presentation is mainly directed at our new parents but existing parents are of course welcome to join too.

Transition

For our new and existing children we will have a settling in week for the new school year. Transition is really important, and we want to make sure that the children feel settled and secure in the environment. We also want to allow time for the children to build relationships with their new teaching team and not get over tired with everything new happening around them.

We understand that every child is unique and will manage this transition in different ways. Some children will walk in and have no problems settling and others will need time and even some gentle persuasion to separate, there may also be tears and upset. Our teaching teams are experienced and understand the needs of children. They will work closely with you to ensure the best possible outcomes for all the children (and parents!).

To support the transition into the new environment we will have a strict transition timetable for the first few weeks of school, please look at the timetable for **FS1** or **FS2**.

The Transition Timetable

FS1 Week 1 & Week 2

Day	Sunday 1 st September	Monday 2 nd September	Tuesday 3 rd September	Wednesday 4 th September	Thursday 5 th September
Timings	Introduction Day 8:00-10:30 *Welcome to Early Years Presentation 8:45	8:00-11:30	8:00-11:30	8:00-11:30	8:00-12:30
What to bring...	Water Bottle Change of Clothes (kept in bag)	Snack Water Bottle	Snack Water Bottle	Snack Water Bottle	Snack Lunch* *keep separate Water Bottle
Day	Sunday 8 th September	Monday 9 th September	Tuesday 10 th September	Wednesday 11 th September	Thursday 12 th September
Timings	8:00-12:30	8:00-12:30	8:00-12:30	8:00-12:30	8:00-12:30
What to bring...	Snack Lunch* *keep separate Water Bottle	Snack Lunch* *keep separate Water Bottle	Snack Lunch* *keep separate Water Bottle	Snack Lunch* *keep separate Water Bottle	Snack Lunch* *keep separate Water Bottle

From Sunday 15th September

7:00-7:30 Early Drop Off in the Early Years Courtyard

7:30-7:55 Drop off to classrooms – **families welcome into the classroom between 7:30-7:55**

7:55-8:00 Parents and families leave and doors close

8:00 Register Closes for Start of the Day

8:00-13:45 School Day including snack time and lunch time

13:45 FS1 Collection *

FS2 Week 1

Day	Sunday 1 st September	Monday 2 nd September	Tuesday 3 rd September	Wednesday 4 th September	Thursday 5 th September
Timings	Introduction Day 8:00-10:30 *Welcome to Early Years Presentation 8:45	8:00-12:30	8:00-12:30	FULL DAY 8:00-13:45	FULL DAY 8:00-13:45
What to bring...	<ul style="list-style-type: none"> Water Bottle (labelled with name) Snack and Lunch (keep these separated) Spare Clothes (labelled and kept in school bag) 				

From Sunday 8th September

7:00-7:30 Early Drop Off in the Early Years Courtyard

7:30-7:55 Drop off to classrooms – **families welcome into the classroom between 7:30-7:55**

7:55-8:00 Parents and families leave and doors close

8:00 Register Closes for Start of the Day

8:00-13:45 School Day including snack time and lunch time

13:45 FS2 Collection *

***For all our new children, if the class teacher feels a longer transition is needed they will work with you on a personalised timetable.**

Q&A

Some frequently asked questions and answers.

What does my child need to bring to school?

- Water bottle (with child name and class)
- Change of clothes and spare underwear (labelled with child name and class)
- Snack/Lunch (please keep these separate, we are a NO NUT school)

What should I bring for snack and lunch?

- Please see our Healthy Eating Poster
- Healthy eating is promoted
- No sweets/candy/chocolate
- No nuts or foods which may contain nuts
- Foods that are easy to eat (children will be expected to feed themselves)
- Food will not be heated up
- Snack and Lunch in separate lunch boxes/bags

What if my child is sick or needs to be absent?

If your child is unwell and will not be coming to school, or if you are going to be late dropping off or picking up, we ask that any last minute/same day notifications regarding student absence, lateness or change in pick-up arrangements are sent via email to eyfsreception@unitedschool.qa Teachers may not be able to access emails until after the school day has finished. Our receptionist will then pass on the information directly to the teacher/relevant staff member.

What can I do when it is my child's birthday?

We understand at this age that birthdays are an important event in your child's life. If your child has their birthday on a school day, then we will make sure the day is special for them. Your child can wear a birthday outfit to school and if you want your child can bring in a gift for the class, we suggest a book to share and then keep in the classroom. In Early Years we promote healthy eating and families have a variety of opinions on this subject. It is for this reason that we do not allow cake to be brought in.

When will my child start swimming?

Swimming for FS2 children will start week beginning 22nd September and for FS1 we will start the first week after the October half term break. Whenever possible children will have a weekly swimming session however there may be occasions when swimming is replaced by a P.E. session due to other events. There is no swimming during the month of Ramadan. More information on the swimming programme will be sent at the start of the year.

Can my child join the After School Activity (ASA) programme?

Our school day ends at 13:45 in Early Years. The external provider ASA programme will start on Sunday 15th September. The sessions will run between 14:00-14:45. The external provider ASA programme comes at an additional cost. You will be sent more information at the start of the year. Please make sure your child is settled and able to manage the full school day before signing up to additional activities after school.

What should my child wear to school?

Children wear the USI school uniform and on P.E. days or swimming days children wear the USI P.E. kit. Your teacher will let you know the P.E. and swimming days. Remember the children are exploring and getting involved in a range of experiences every day, they may not look as neat and tidy at the end of the day (this usually means they have had a good day!).

What footwear should my child wear?

It is important for children to have comfortable footwear that enables them to move. We recommend black or white trainers or black school shoes. We encourage children to take their shoes off at times as this helps children orient their bodies and develop skills like balance and coordination. Shoes need to be easy to take off and put on by the children themselves.

How will my child be supported at school?

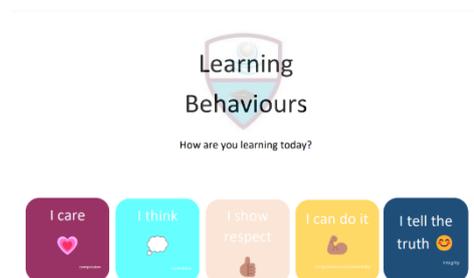
We expect a level of independence for our children. All children need to be toilet trained and need to be able to feed themselves. Please encourage independence at home to support this. If your child is not yet fully toilet trained you need to speak to our admissions team as we may need to delay their start to school. We have sent you our toilet trained guidelines.

How do you manage behaviour in school?

We understand that all behaviour is a form of communication, and we believe in the importance of knowing the child well to meet their individual needs. It is important to talk to children about feelings and allow them to reflect on their own behaviour.

We promote positive behaviour by using targeted praise and celebrating our five key learning behaviours.

- I care
- I think
- I show respect
- I can do it
- I tell the truth



What happens if my child gets hurt at school?

We understand that children will fall over or get hurt at times. This is a normal part of growing up. We have a school nurse and the teaching teams will take the children to the nurse if needed. Children may also get hurt by other children and the teaching teams will manage this through positive behaviour management and talking through the situation with those involved. For more serious injuries or incidents parents will be contacted.

How will I know what is happening at school?

We use Class Dojo to send photos and updates, please make sure you check this regularly. You can download the APP on your phone. In addition to Class Dojo the teachers document the learning in the classroom using display and learning books. There will be regular opportunities to come into the classroom to view the documentation. We will also have regular exhibitions of the learning in our Early Years reception area.

Toys

Our environments are set up with a wide variety of resources for the children to use and play with. We do not allow children to bring in toys from home. Anything in our classrooms needs to be for all our children to use. Children also get upset if their toy gets lost or broken. If a child brings in a toy from home the teacher will keep it in a box until the end of the day.

Any other questions...

We are always happy to help, please don't hesitate to contact our Early Years Team to ask us your questions, we like questions.