



THE BRITISH SCHOOL
ALEXANDRIA
— since 1984 —

Handbook for Parents

Foundation Stage

Academic Year 2019-2020

The Pre-Prep Team

Head of Pre-Prep: Deirdre Greaney

FS1 Red teacher: Gwen Techer

FS1 Blue teacher: Colette Rowley

FS1 White teacher: Alyson Yadlin

FS2 Red teacher: Kandace Charlery

FS2 Blue teacher: Kaity Dukworth

FS2 White teacher: Ann Morrin

FS1 Blue Teaching Assistants

1. Maha Othman
2. Gynar Haytham

FS1 Red Teaching Assistants

1. Rehab Nasr
2. Samar Osama

FS1 White Teaching Assistants

1. Laura Hesham
2. Passant EL Sayed

FS2 Red Teaching Assistants

1. Germine Atef
2. Mayada Moustafa

FS2 White Teaching Assistant:

1. Aya Selim
2. Menna Soliman

FS2 Blue Teaching Assistant:

1. Menna Ahmed
2. Nouran Ezz

PE teacher; Basma Ismail

Creative/French teacher; Nelly Baker

Creative and PPA teacher : Samar El Marakshy

What is the Early Years Foundation Stage?

- The Early Years Foundation Stage (E.Y.F.S.) is the stage of education for children from birth to the end of the Reception year (F2).
- It is based on the recognition that children learn best through play and active learning.

The E.Y.F.S. is based on 4 themes.

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

Areas of learning

- The New Foundation Stage Curriculum for 2012 is broken up into Prime and Specific areas of learning.

PRIME AREAS

- 1 Personal, Social and Emotional Development
- 2 Communication and Language
- 3 Physical Development
- 4 These are crucial for developing children's curiosity and enthusiasm for learning.

SPECIFIC AREAS

1. Literacy;
2. Mathematics;
3. Understanding the world;
4. Expressive arts and design

Foundation Stage - Times of the School Day

Foundation Stage 1 & 2 Times	
8.45-9.00	Gates open
9.00-10.00	Lesson 1
10.00-10.20	Playtime
10.20-10.40	Snack
10.40-11.40	Lesson 2
11.40-12.40	Lesson 3
12.40-1.00	Lunch
1.00-1.40	Playtime
1.40-2.45	Lesson 4
2.45	Dismissal of students

Please note: all times are approximate and the timetable may change from time to time to reflect the developing needs of the children.

Foundation Stage - Early Morning Procedures & End of School day

Early Morning Procedures

A Teacher and two Teaching Assistants are on duty from **8.45am** to welcome FS1 and FS2 children in front of the blue gate, just inside the Aboul Ela main entrance. Children must be accompanied from the car by a parent or other adult (not the security man). Please note that if your child arrives at school before this time, they will not be able to enter the school. At 8.55am; the Foundation Stage staff will arrive to take the children to their classrooms to start the day.

Please accompany children arriving later than **9.00am** to Ms Lama's office so their attendance can be registered before they enter their classroom. Likewise if you need to collect your child early please report to the office where someone will be able to send for your child.

Snack times/Lunch times

The school will provide your child with a healthy snack every day. This will consist of fruit, biscuits and a cup of milk or fruit juice. All Foundation Stage children will need to bring a healthy and balanced lunch from home. A healthy lunch should consist of sandwiches, fruit, yoghurt, a drink (no cans or glass bottles please and no fizzy drinks) and a bottle of water. The children have access to

water fountains and are able to refill their own bottles when necessary. Sweets, chocolates, or crisps (chipsy) are not allowed.

Outdoor play

Both Foundation Stage One and Foundation Stage Two children can choose to spend time outdoors and indoors during the free flow play sessions. Four members of staff are on duty during lunch-play sessions at 1pm.

End of school day

Foundation Stage children should be collected at **2.45pm**. Adults are requested to wait in front of the blue gate just inside the Aboul Ela entrance, and the children will be brought to you.

No child will be allowed to go with anyone other than a parent, nanny or driver of his or her family unless the teacher has received a specific request from a parent. If your child is to be collected by someone new to us - please send a note with your child in the homework diary.

Late Collection

If for any reason you will be late collecting your child please inform Ms Lama as soon as possible. Young children can become upset and distressed when they are left waiting when all their peers have left. Children who are collected later than **3.00pm** will wait outside Ms.Lama's office. Parents will receive a phone call from Ms Lama to inform them.

FS – After School Activities

Afternoon activities are held for FS children on Sundays to Thursdays. These take place between **3.00pm** and **3.45pm**.

A range of activities are offered and may include art workshops, cooking, games and drama. These activities are optional and the school makes an additional charge.

After School Activity Charges

- LE 300 per activity per term

Activities start in the second full week of each term and are not held during the last week of term. Please check the school's website, www.bsalex.net to see the range of activities on offer for the current term. Your child will bring a letter home during the second week asking them to sign up for their choice of activity. Students can sign up for a maximum of 5 activities during the week.

Once signed up, students are expected to attend the activities each week. Please write a note in the Homework Diary if your child is unable to attend.

Please ensure that you collect your children promptly at the end of the activities. If your child is collected late on 3 occasions, they will unfortunately have to be removed from that particular ASA.

Breakfast Club

Breakfast Club is available to all Foundation Stage children at an additional cost. Breakfast club is a great opportunity for our younger children to prepare for their day ahead. During Breakfast club, children are given the opportunity to choose from a wide variety of healthy breakfast options. They also have the benefit of additional play time and social interaction with children from other classes.

Foundation Stage – General Information

Parents are asked to provide the school with extra labelled clothing in case children get wet or have a toilet accident.

All clothing and personal items brought to school should be clearly marked with the child's name. We ask that children **do not** bring in their own personal toys from home unless directly requested to do so by the class teacher for a "Show and Tell" lesson.

We do have a lost property box for items and clothing which has become misplaced and is not labelled. Please contact Ms Lama if your child has misplaced an item, which the class teacher has not been able to locate.

Foundation Stage - Homework Diaries

Your child will be given a Homework Diary when they enter the Foundation Stage. The diaries are used as a channel of direct communication. The teacher will write any messages to you in the child's homework diary. Please feel free to write in any queries or messages that you have for the teacher.

Foundation Stage - Homework Schedule

The British School of Alexandria defines the term 'homework' widely to mean any work or activity which children are asked to do outside lesson time with their parents. It is an opportunity for parents to become active partners in supporting learning. Please check Google Classroom regularly for update and fun activities for your child.

Age Range	Homework to Include
Foundation Stage One	Sharing/reading books Activities to be done with the child – these are not paper-based.
Foundation Stage Two	Children may be asked to discuss current topics with parents, work together on small projects and look for relevant resources to bring into school. Sharing Library books, individual reading books twice a week
	Children will bring home 2 reading books per week. Your class teacher will inform you of the days in which they change their books.

	Teachers use google classroom to share activities, songs , interactive games they use in class which you can also use at home
--	---

Foundation Stage - PE Arrangements

Foundation Stage One children have two PE sessions a week and Foundation Stage Two also have two. The PE curriculum includes games and dance as well as physical development skills.

It is expected that all FS1 children wear the BSA PE uniform on the days they are scheduled for PE. FS2 must come to school in their uniform and then get changed into their BSA PE kit at school, unless otherwise advised by your class teacher. Parents will be notified of this day by the end of the first week of the school year.

Foundation Stage - Use of the Library

In order to encourage the children to experience a wider range of books Foundation Stage Two children are asked to choose a fiction 'library' book on a weekly basis to take home to share and read with parents and family. This gives them the opportunity to extend the variety of books they read and to be able to offer reviews of stories back in class.

Foundation Stage One children will begin to bring a library book home after the first half term and they will change their library book once a week and bring it home in their book bag. Please share these books several times with your child and if necessary tell the story in your home language as well as English, talking about what is happening in the pictures and asking them questions about what they can see.

Foundation Stage Two children also change their library books once a week. Please share these books several times with your child and if necessary tell the story in your home language as well as English to ensure that s/he understands the storyline. The children will be bringing home some of our reading scheme books matched to their ability. A letter will be sent home explaining how you can help your child to read these at home.

Please encourage your child to take care of library books and reading scheme books, keep them in their book bags and return them to school regularly and at the end of every term. BSA may charge you for lost or damaged books.

Assessment

In the Foundation stage we use a wide range of assessment in order to better provide for each individual child.

- Initial assessments and observations (baseline)
- Teacher directed and teacher initiated learning opportunities
- Exploratory play and investigation
- Child initiated opportunities
- Daily observations
- Parental involvement – Wow cards

- Foundation Stage Profile

Reporting

There are two full reports annually; Winter break and End of Year. We hold Parent /teacher consultations in the second half of the First Term as well as again in Term 2.

Newsletter

We publish a whole school newsletter on a bi weekly basis. The school will email you a copy every week as well as publish it on the school website. Please ensure the school has your correct email address.

Fees

Please refer to the Finance Office for information regarding Fees and Admissions.

Term Dates

The school calendar is available online at www.bsalex.net , please make yourself familiar with all key term start and end dates. We hold a wide range of events throughout the year which you will also be informed about.

Foundation Stage - Awards for Praise

Staff and students should have clear expectations of each other to set the tone for good behaviour and work in the classroom, and around the school.

They will have positive recognition for this in the following ways:

Foundation Stages One and Two

- Verbal praise directly to the child
- Informing parents of good work or behavior (Wow Cards)
- Star of the Week
- Certificates for good work during assemblies
- FS2 written praise on written work where appropriate
- Personal Goals – Stickers and reward jars

Foundation Stage - Discipline Sanctions

We have very few discipline issues at the British School of Alexandria. In Foundation Stage One where inappropriate behaviour occurs we would quietly remind the child of our expectations for their behaviour. We use a range of age-appropriate techniques including positive behaviour modeling, discussing the consequences of our actions and reinforcing the need to be considerate of others. However, if a child does not follow a golden rule in Foundation Stage, there are the following consequences:

- A verbal warning is given,
- A warning is issued
- If the child continues to choose to do the wrong thing, then the adult will privately speak to the student, address the behaviour and give age appropriate reflection time.
- A message will be sent home to inform parents.
- If the child persistently misbehaves, then a meeting with parents may be requested by the class teacher. The Head of Pre-Prep will be informed and may be present at the meeting.
- The Head of Pre Prep will be kept informed of inappropriate behaviour and will be involved if behaviour fails to improve.

Prize Giving

At the end of the year we hold an annual Pre-Prep Prize Giving event in which we celebrate the children's successes and accomplishments throughout the year. During the event we have a Graduation Ceremony for children moving on from Foundation Stage into Key Stage 1. Special awards are also presented to those children who have made outstanding progress and/or achievement in each Year group throughout the year.

Foundation Stage - Transition to the Next Year Group

Transition from Foundation Stage One to Foundation Stage Two

There are many opportunities throughout the year for Foundation Stage Two staff and Foundation Stage One children to get to know each other. In addition, the Foundation Stage Two class teacher visits Foundation Stage One children during the final part of the summer term. This gives him/her an opportunity to get to know the children and vice versa. They join in with activities and read stories. The children also spend some time in the Foundation Stage Two classroom during the last few weeks of the school year.

Transition from Foundation Stage to Year 1

There are many opportunities throughout the year for Foundation Stage Two children and Key Stage One children to get to know each other. In addition Foundation Stage Two children have the opportunity to visit their new classroom and teacher during the last few weeks of the school year.

School Uniform

All students must wear the correct school uniform. The school uniform is a blue or red school polo shirt and navy blue school shorts, skirt or trousers. Full details of the school uniform are on the school website.

Contacting the School

If you need to contact the school, please telephone the main switchboard on 03-544-5426 and then choose the option for the Pre-Prep Department and you will be put through to the Pre-Prep Campus Administrator, Lama. We are always very willing to meet with parents but an appointment should be arranged beforehand. First point of contact for class related issues should be via your child's class teacher or the Homework Diary.

Parent Feedback Sheet

The British School of Alexandria would value your comments and feedback.

Parents of student(s).....Year(s).....

Please provide comments, and any aspects you would like to see added in the following sections that are relevant to you as a parent.

Foundation Stage
General Information Booklet

Many thanks

Deirdre Greaney
Head of Pre-Prep