



ISVA

INTERNATIONAL SCHOOL VILLA AMALIENHOF

Early Years

We would like to welcome you and your child to the Early Years department at International School Villa Amalienhof. Early Years describes the first stage of a child's education and includes nursery and reception age children (aged 3 to 5).

The aim of this booklet is to provide you with all the information you and your child need for a happy start to school life, set out some of the school rules and provide information about different aspects of the work your child will be covering.

Before your child starts at International School Villa Amalienhof, s/he will need a medical certificate from the doctor stating that s/he is in full health. Please ensure that you have registered your child and completed all forms concerning emergency contact numbers and addresses. You will also need to sign a permission slip to allow us to take photos of your child in the school setting. These forms must be returned to the school office before your child's start date.

We would be pleased to have your child visit us for an induction period so that s/he can familiarise his/herself with the classroom and the teaching staff before his/her first day.

We look forward to meeting you in person.

YOURS SINCERELY

Mrs. Edith Suter
Head of School

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What your child will need

- A pair of indoor shoes - we recommend black plimsolls.
- A change of school uniform - accidents do happen and it is much more pleasant to change into your own clothes.
- Sports kit – including black shorts / jogging trousers, white t-shirt, sweatshirt and sports shoes.
- In winter your child also needs a warm coat, snow trousers, scarf, hat and gloves as weather permitting, we play outside.
- In summer a sun hat and a named bottle of spray suntan lotion.
- Toothbrush and toothpaste both should be label and replaced each term.
- A Snack and drink daily, (Please send a healthy snack, we promote healthy eating within school – no fizzy drinks or chocolate / sweets).

Please label all snack containers, clothing and shoes.

School Uniform

All pupils are required to wear the school uniform. We ask you to ensure your child wears the complete uniform when coming to school.

If you would like to buy the uniform or you have any questions in regards to it, please contact the school office.

Full details of the uniform are included in the school's uniform regulations document which is readily available from the school office.

School lunches

Your child may have a hot school lunch or bring a lunch pack from home. Hot lunches are available through LUNA GmbH, contracts are available in the office.

Going to the toilet

All children attending school must be toilet trained, and are expected to go to the toilet independently. They need to know how to flush the toilet and wash their hands; please help your child become independent by practising this at home.

School buses

The school buses bring children to school for 8.40am and take them home at 4pm. There is no 1.15pm pick up.

The School Day

7.30 - 8.40	<i>Early Morning Care</i>
8.40 – 8.45	Registration
8.45-9.05	Form time or Assembly
9.05 - 9.50	Period 1
9.50 – 10.35	Period 2
10.35 - 11.05	Break
11.05 - 11.50	Period 3
11.50 – 12.35	Period 4
12.35 – 13.35	Lunch
13.35 - 14.20	Period 5
14.20 - 15.05	Afternoon programme (e.g. KS1 Club) / Period 6
15.05 - 15.50	Afternoon programme (e.g. KS1 Club) / Period 7
15.50 – 16.00	Registration & Dismiss
<i>16.00 - 17.30</i>	<i>Extra Curricular Activities/ After School Care</i>
Fridays	
14.20 - 15.05	Afternoon programme
15.05 – 15.15	Registration & Dismiss

Part-time Early Years children should be collected promptly at 12:30.

If a child attends the afternoon sessions they can be picked up at 14:20 or take part in the programme of afternoon activities until 16:00. Early Morning and After School care are available.

Absences

If your child is ill or has other authorized appointments and will not be attending school, please inform the office **and** bus service.

Curriculum

At International School Villa Amalienhof we use the Early Learning Goals (Stepping Stones) documents as a basis for our Foundation Stage Curriculum. The curriculum is divided into six areas:

- Communication, Language, and Literacy
- Problem Solving, Reasoning and Numeracy
- Creative Development
- Personal, Social and Emotional Development
- Physical Development
- Knowledge and Understanding of the World

Communication, Language and Literacy

International School Villa Amalienhof is an English speaking school where all teaching is carried out in English. We appreciate that your child may not speak English, thus our curriculum is tailor-made to develop spoken English. We work in small groups so that we can broaden the vocabulary of those who already speak English, and also support the children who do not speak English.

Action rhymes and stories are an integral part of our curriculum and we read a variety of fiction and non-fiction books to the children. During these times we encourage the children to listen and join in, look at the pictures and answer questions about the books read. There are many books around the classroom for the children to look at and enjoy individually or with their friends. The children also have the opportunity to visit the library once a week to borrow a book.

Nursery and Reception children are encouraged to take home reading and library books. The first books are wordless. Your child must describe in his/her own words what s/he sees on the pages to make up a story. Books with one or two words follow developing your child's knowledge of words and letters. We use the **Jolly Phonics scheme** to teach the sounds and actions of the letters, which they will begin to learn in Nursery and expand their knowledge of in Reception enabling them to read (sound out) short words.

Before children learn to write, they need to practise their fine motor skills e.g. mark making, drawing, chalking, colouring with pencils, pencil crayons, felt pens, painting and using scissors. Children are interested in writing and they begin by mark making. They may pretend to write shopping lists, stories or letters. When your child starts to write letters, encourage them to use the correct formation in **lower case letters** – not capitals; this is introduced at a later stage.

Problem Solving, Reasoning and Numeracy

Young children develop their understanding of mathematics through stories, songs, games, imaginative play and by talking mathematically about their work with adults and other children. They will practise their counting skills, sort, and match objects, compare a variety of objects, look at dimensions, use numbers and number operations, copy and make their own patterns and learn about 2D and 3D shapes. They will begin to use their developing mathematical understanding to solve practical problems. The children will also have fun learning number rhymes and songs and playing counting games.

Personal, Social and Emotional Development

The personal well-being of each child and the social world into which he/she is developing are central to all aspects of early learning. We aim to help the children feel confident and settled with a feeling of belonging and to take pride in their achievements.

They will be encouraged to acquire the skills needed for learning – looking, listening, remembering, imitating, handling things gently, working quietly and concentrating. They will become more independent around school, managing cutlery, staying safe. School is a place where children learn to interact with other children and adults outside their family. They

will learn to take turns, share, help each other, follow rules and develop appropriate behaviour. It is beneficial for your child to have met and played with other children before coming to school.

Physical Development

Your child has three sessions of Physical Education with a sport teacher per week, as well as the opportunity for outside play with large play equipment where gross motor skills will be developed. There is an area specifically designed for the nursery and reception children, as well as the wonderful grounds where they are able to run and play on the grassy fields.

It's also important to develop fine motor skills through practical life activities e.g. threading, fastening buttons, press studs, tying laces, rolling mats, and cutting, pouring, transferring, opening and closing activities.

Creative Development

Young children have a natural enthusiasm for making music and singing. They will learn about rhyme, rhythm, body percussion and how to use percussion instruments within their two music sessions per week. The children will learn new ways to move to stimuli such as music and story, develop skills of working with a partner and find out about ways to express their feelings through music, dance and drama.

In art they will develop an awareness of shape, colour, pattern and texture. They will explore printing techniques, learn how to manipulate materials, create collages, junk models and experiment with paint, glue and play dough, to express their ideas and feelings.

Imaginative play forms an important part of a child's creative development, the children will take on different roles and create different situations to stimulate their imagination within our role play area.

Knowledge and Understanding of the World

Children are extremely interested in the world around them. At International School Villa Amalienhof we study a variety of topics to encourage their enthusiasm and interest in their environment. We look food and find out, with the help of a map, where in the world it comes. They will study the immediate area in which they live and the school's surroundings, looking at plants and animals, naming, classifying and learning how to take care of them. Besides enjoying the space and beauty of our immediate grounds, the children take field trips to places of interest in Berlin.

Other topics that are covered throughout this foundation stage are the Seasons, Lifecycles, Types of Transport, and People Who Take Care of Us.

Parents Evenings and Reports

Parents' Evenings are held regularly so you will have an opportunity to speak to the class teacher about your child's development. Should you have any queries concerning your child before this, please do not hesitate to contact the class teacher for a brief, informal chat.

Reports are issued each term, interim reports in the autumn and spring terms respectively, full written reports at the end of the school year.

Photographs

The school photographer visits the school once a year.

Parents will be able to choose from individual photographs and class groups. Pupil identity cards are available from the office on production of a passport type photograph.

Photography Permission

Parents will be asked as to give written consent for their children to be photographed, have television or video coverage made during school activities with the understanding that said photos or videos might be published and distributed as part of school material and advertisement.