



# THE MINSTER SCHOOLS

EARLY YEARS FOUNDATION STAGE POLICY  
SEPTEMBER 2025

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## **1. AIMS**

1.1 This policy aims to ensure:

- (a) That children access a broad and balanced curriculum that gives them the broad range of knowledge and skills needed for good progress through school and life
- (b) Quality and consistency in teaching and learning so that every child makes good progress and no child gets left behind
- (c) A close working partnership between staff and parents and/or carers
- (d) Every child is included and supported through equality of opportunity and anti-discriminatory practice

## **2. LEGISLATION**

2.1 This policy is based on requirements set out in the [statutory framework for the Early Years Foundation Stage \(EYFS\)](#) for 2023.

2.2 This document also complies with our funding agreement and articles of association.

## **3. STRUCTURE OF THE EYFS**

3.1 We have a Nursery with part-time and Full-time places available. We have 2 reception classes with 30 places in each.

## **4. CURRICULUM**

4.1 Our early years setting follows the curriculum as outlined in the latest EYFS statutory framework.

4.2 The EYFS framework includes 7 areas of learning and development that are equally important and inter-connected. 3 areas, known as the prime areas, are seen as particularly important for igniting curiosity and enthusiasm for learning, and for building children's capacity to learn, form relationships and thrive.

The prime areas are:

- (a) Communication and language
- (b) Physical development
- (c) Personal, social and emotional development

The prime areas are strengthened and applied through 4 specific areas:

- (d) Literacy
- (e) Mathematics
- (f) Understanding the world
- (g) Expressive arts and design

### **4.3 Planning**

- (a) Our staff plan activities and experiences for children that enable children to develop and learn effectively. In order to do this, staff working with the youngest children are expected to focus strongly on the 3 prime areas.
- (b) Staff also consider the individual needs, interests, and stage of development of each child in their care, and use this information to plan a challenging and enjoyable experience. Where a child may have a special educational need or disability, staff consider whether specialist support is required, linking with relevant services from other agencies, where appropriate.
- (c) In planning and guiding children's activities, staff reflect on the different ways that children learn and include these in their practice.

### **4.4 Teaching**

- (a) Each area of learning and development is implemented through planned, purposeful play, and through a mix of adult-led and child-initiated activities. Staff respond to each child's emerging needs and interests, guiding their development through warm, positive interaction.
- (b) As children grow older, and as their development allows, the balance gradually shifts towards more adult-led activities to help children prepare for more formal learning, ready for year 1.

## 5. ASSESSMENT

- 5.1 At The minster schools, ongoing assessment is an integral part of learning and development processes. Staff observe pupils to identify their level of achievement, interests and learning styles. These observations are used to shape future planning. Staff also take into account observations shared by parents and/or carers.
- 5.2 When a child is **aged between 2 and 3**, staff review their progress and provide parents and/or carers with a written summary of the child's development in the 3 prime areas. This 'progress check' highlights the areas in which a child is progressing well and the areas in which additional support is needed.
- 5.3 Within the first 6 weeks that a child **starts reception**, staff will administer the Reception Baseline Assessment (RBA).
- 5.4 At the **end of the EYFS**, staff complete the EYFS profile for each child. Pupils are assessed against the 17 early learning goals, indicating whether they are:
  - (a) Meeting expected levels of development
  - (b) Not yet reaching expected levels ('emerging')
- 5.5 The profile reflects ongoing observations, and discussions with parents and/or carers. The results of the profile are shared with parents and/or carers for their child.
- 5.6 The profile is moderated internally (referring to the Development Matters guidance) and in partnership with other local schools, to ensure consistent assessment judgements. EYFS profile data is submitted to the local authority upon request.

## 6. WORKING WITH PARENTS AND CARERS

- 6.1 We recognise that children learn and develop well when there's a strong partnership between staff and parents and/or carers.
- 6.2 Parents and/or carers are kept up to date with their child's progress and development. The progress check and EYFS profile helps to provide parents and/or carers with a well-rounded picture of their child's knowledge, understanding and abilities.
- 6.3 Each child is assigned a key person who helps to ensure that their learning and care is tailored to meet their needs. The key person supports parents and/or carers in guiding their child's development at home. The key person also helps families to engage with more specialist support, if appropriate.

## 7. SAFEGUARDING AND WELFARE PROCEDURES

- 7.1 We recognise that children learn best when they are healthy safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. We follow safeguarding and welfare requirements to provide a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence.
- 7.2 We make sure that the appropriate statutory staff: child ratios are maintained in our setting to meet the needs of all children and ensure their safety:
  - (a) For children aged under 2, we have at least 1 member of staff for every 3 children
  - (b) For children aged 2, we have at least 1 member of staff for every 5 children
  - (c) For children aged 3 and over:
  - (d) For independent schools (including in nursery classes in free schools and academies):

- (i) Where there is a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor or another suitably-qualified overseas trained teacher:
    - (A) For classes where the majority of children will reach the age of 5 or older within the school year, we have at least 1 member of staff for every 30 children
    - (B) For all other classes, we have at least 1 member of staff for every 13 children
  - (ii) Where a person with the above qualifications is not working directly with the children, we have at least 1 member of staff for every 8 children
- 7.3 We have at least 1 person with a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, including on outings. This PFA certificate is renewed every 3 years as required.
- 7.4 We promote good oral health, as well as good health in general, in the early years by talking to the children about it and arranging a visit from the school nurse to talk to the children about
- (a) The effects of eating too many sweet things
  - (b) The importance of brushing your teeth and how to do it well.
- 7.5 See [Public Health England guidance on supervised toothbrushing](#) for guidance on tooth brushing
- 7.6 The rest of our safeguarding and welfare procedures are outlined in our school's child protection and safeguarding policy.
- 7.7 8. Monitoring arrangements
- 7.8 This policy will be reviewed and approved by Ali Silke every 2 years.
- 7.9 At every review, the policy will be shared with the governing board.

**APPENDIX 1 : LIST OF STATUTORY POLICIES AND PROCEDURES FOR THE EYFS**

Statutory policy or procedure for the EYFS	Where can it be found?
Safeguarding policy and procedures	See child protection and safeguarding policy on the school websites
Procedure for responding to illness	See health and safety policy on the school websites
Administering medicines policy	See supporting pupils with medical conditions policy on the school websites
Emergency evacuation procedure	See health and safety policy on the school websites
Procedure for checking the identity of visitors	See child protection and safeguarding policy on the school websites
Procedures for a parent failing to collect a child and for missing children	See child protection and safeguarding policy on the school websites
Procedure for dealing with concerns and complaints	See complaints policy on the school websites