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# Family Handbook

2026–2027

*Encouraging children to be curious, confident and independent in a happy, caring and safe environment.*





## Working in Partnership

At Little Giants, we believe that children thrive when parents and educators work together. By building strong relationships and sharing information regularly, we can create the best possible learning experience for every child.

We value open, honest, and respectful communication and recognise that parents are a child's first and most important educators. Working in partnership helps us to support each child's learning, wellbeing, and development both at home and at school.

We ask parents to support us by:

- Keeping contact information up to date.
- Arriving and collecting children on time.
- Supporting the school's policies and procedures.
- Informing the school of absences and keeping unwell children at home.
- Sharing information that may affect their child's wellbeing, learning, or behaviour.
- Checking ClassDojo regularly for important updates and messages.
- Working in partnership with staff to support their child's learning and development.
- Sharing feedback, ideas, and suggestions to help us continually improve.

We support families through:

- Weekly updates about children's learning and upcoming experiences.
- Regular communication through ClassDojo.
- Parent consultations and progress meetings.
- Daily feedback for younger children regarding meals, sleep, and well-being.
- Reading records for Reception and Year 1 children.
- An open-door approach where parents are encouraged to speak with staff whenever they have questions or concerns.



## Settling In

We recognise that starting kindergarten is a significant milestone for both children and their families. Every child settles at their own pace, and we work closely with parents to make this transition as positive, reassuring, and successful as possible.

Before your child starts, we invite families to visit the classroom, meet the teachers, and become familiar with the environment. We do not offer single trial days, as we have found that one day is rarely enough for a child to settle or for us to gain a meaningful understanding of how they will adapt. Instead, we offer a flexible settling-in programme tailored to each child's individual needs.

During the settling-in period, parents may stay with their child for an agreed period if this is beneficial. Children may initially attend shorter sessions, with the length of their day gradually increasing as their confidence, independence, and readiness develop.

Our teachers and Key Persons work closely with families throughout this process, providing regular communication, reassurance, and guidance to ensure every child feels safe, secure, and happy as they become part of our school community.



## Key Person

Every child at Little Giants is assigned a Key Person. The Key Person helps your child feel safe, secure, and valued within the setting and acts as the main point of contact between home and school.

They take time to get to know your child, support their wellbeing, monitor their development, and work closely with families to ensure each child receives the support they need to thrive.

The Key Person observes your child's learning and development and helps plan experiences that support their individual interests and needs.



## Nutrition

At Little Giants, mealtimes are an important part of our daily routine. We encourage all children to enjoy the healthy, balanced meals and snacks prepared by the school, helping to develop independence, confidence, social skills, and a willingness to try new foods.

Children are not permitted to bring food from home unless this has been agreed in advance for a diagnosed medical condition, allergy, or specific dietary requirement. Where possible, we will adapt our menu or provide suitable alternatives.

Fresh drinking water is available throughout the day, and there is no need to bring a water bottle, as filtered water stations are provided in every classroom. For our younger children, families receive daily updates on meals, snacks, and rest periods.

Children are gently encouraged to try new foods without pressure, and we find that eating alongside their peers often inspires even reluctant eaters to become more confident and adventurous. In our experience, this approach is far more successful than providing separate meals.

Unfortunately, we are unable to store or serve food brought from home. If every family provided their own meals, it would not be practical to manage safely or fairly. Sharing the same school-prepared meals helps create a positive, inclusive mealtime experience for everyone.

As part of our commitment to celebrating diversity, we regularly hold International Food and Culture events where families are warmly invited to share traditional dishes and introduce the children to foods from around the world.



## Medication

If your child requires medication during the school day, please speak to a member of staff at the gate or in the office.

Medication can only be administered when a completed medication consent form has been provided.

All medication must:

- Be supplied in its original container.
- Be clearly labelled with the child's name.
- Include dosage instructions.
- Be handed directly to a member of staff.

Staff are unable to administer medication without written parental consent.



## Sun Protection

Outdoor play and learning are an important part of the Little Giants curriculum. To ensure children can enjoy outdoor experiences safely, we ask families to provide a named sun hat and sunscreen.

Please apply sunscreen before arriving at school and, if required, provide a clearly labelled bottle for use throughout the day.

Staff encourage regular hydration, make use of shaded areas, and adapt outdoor activities during periods of extreme heat.



## Accidents & First Aid

As children learn, explore, and develop physical skills, minor accidents can occasionally occur. Staff are trained in paediatric first aid and will respond promptly and appropriately to any accident or injury.

Parents will always be informed of any accidents that occur during the school day. For more serious injuries, parents will be contacted immediately and, if necessary, emergency medical assistance will be sought.



## Nappies & Toilet Training

Children do not need to be toilet-trained before joining Little Giants.

We work closely with families to support each child's toileting journey at their own pace. If your child uses nappies or pull-ups, please provide an adequate supply, along with wipes and any required creams.

Our staff encourage independence and will support children in developing confidence with toileting, handwashing, and personal care routines.



## Special Events & Enrichment Activities

Throughout the year, children enjoy a range of special events, educational visits, workshops, and enrichment experiences that help bring learning to life. Some of the enrichment activities we hold include;



Dragon dance performers  
Pizza Workshops  
Beach Activities  
Dentist visits  
Christmas Performances



Tet Celebrations  
Animal Safari & Bird House  
Animal Welfare workshops  
Children's Day  
Easter & Summer Programmes



## Questions Parents Often Ask

### Joining Little Giants

**1. How do you prepare children for primary school?** Our curriculum helps children develop the confidence, independence, communication skills, and academic foundations needed for a successful transition to primary school. Through our Reception and Year 1 programmes, children develop early literacy, mathematics, problem-solving, and social skills while maintaining a love of learning. We place a strong emphasis on independence, resilience, organisation, and responsibility, helping children become confident learners who are ready for the next stage of their educational journey. Our Year 1 programme also helps bridge the gap between kindergarten and primary school, ensuring children are academically, socially, and emotionally ready for their next step.

**2. Does my child need to speak English before joining?**

No. Many children join Little Giants with little or no English. Through play-based learning, daily routines, songs, stories, and conversations, children develop their English naturally in a supportive environment. We also use sign language for keywords throughout the day, alongside visual cues and prompts.

### **3. What is the orientation procedure? What do we need to do on the first day?**

An enrolment meeting will be held to share information, introduce staff, provide a tour of the school, and complete the necessary paperwork. Please refer to the handbook for more information about the settling-in period.

### **4. What is the class size? How is it arranged?**

We currently have four year groups: Playgroup (ages 2–3), Nursery (ages 3–4), Reception (ages 4–5), and Year 1 (ages 5–6). Children aged 2–3 have a ratio of 1 adult to 5 children. Nursery and Reception children have a ratio of 1 adult to 6 children, and Year 1 children have a ratio of 1 adult to 8 children. There are always at least two members of staff working with each class.

## **Daily Life**

### **5. What does a typical school day look like?**

The daily timetable varies across classes to reflect the different ages and developmental stages of the children. For older children (ages 4–6), maths, literacy, creative activities, and outdoor learning typically take place in the mornings, while Understanding the World, physical education, art, and language activities take place in the afternoons. Children aged 2–3 learn through play-based experiences that support communication and language, literacy, numeracy, understanding the world, physical development, expressive arts and design, and personal, social, and emotional development.

### **6. What would you like me to pack for my child?**

Your child does not need a school bag, as one will be provided and kept on their peg at school. Older children will receive a reading folder to carry reading books, spelling activities, and other shared information. The school provides snacks and drinking water. Please provide spare clothes and, if required, nappies and wipes to keep in your child's school bag.

### **7. If my child is at school all day, how do you organise nap or sleep time?**

Children aged 2–4 have a quiet rest period after lunch, with opportunities to nap if needed. We record how much your child sleeps and provide daily feedback. Children aged 4–6 who no longer require a rest period will participate in afternoon activities.

## **Learning**

### **8. Is there a planned programme? How can I track my child's learning?**

A Learning Journey is shared with families and provides a weekly overview of your child's learning. Books, spelling activities, and word reading will be sent home weekly to support learning at home. Teachers also share a weekly message outlining what children will be learning, singing, and reading.

### **9. How is feedback on my child's learning journey provided?**

Parents receive regular updates through ClassDojo, parent consultations, and written progress reports throughout the year. Parent consultations are held in January and again towards the end of the school year to discuss each child's progress and next steps.

**10. Are there any resources you recommend we use at home?**

We use the Chip, Biff & Kipper reading scheme and provide reading and spelling activities for children aged 4–6. For phonics, we use Ruth Miskin and Nessy programmes with our younger children. The Learning Journey outlines current themes and weekly story books. We also provide a list of recommended websites and apps on our website to support learning at home.

**11. Do you offer language lessons other than English?**

Yes. Children also participate in Vietnamese language activities that focus on speaking and listening skills through fun, age-appropriate experiences.

**12. How do you communicate with parents?**

We use ClassDojo to share messages, photographs, learning updates, and important announcements. Parents are also invited to consultations and are welcome to speak with teachers whenever they have questions or concerns.

## **Care & Wellbeing**

**13. What happens if my child wakes up with sniffles?**

It is usually fine to send your child to school if they have mild cold symptoms and are otherwise well. However, if additional symptoms develop during the day, you may be asked to collect your child. Children with sickness or diarrhoea must remain at home until symptoms have cleared for 48 hours.

**14. How do you handle challenging behaviour?**

We use positive behaviour strategies including praise, encouragement, modelling, and redirection. When children need support regulating their emotions, staff work closely with them to understand and manage their feelings. We work in partnership with families whenever ongoing support is required.

**15. Do you give children screen time?**

Screen time is used sparingly and only when it supports learning. This may include interactive stories, songs, movement activities, or short videos linked to a current topic. Total screen time does not exceed 30 minutes per day.