



Woodlands International School – Early Years Policy

“Every child deserves the best possible start in life and support to their full potential. A child’s experience in the early years has a major impact on their future life chances. A secure safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up”.

Woodlands International School takes students aged 30 months and above. The School follows the Early Years Foundation Stage programme from England which includes: -

- Communication and Language
- Literacy
- Mathematics
- Physical Development
- Personal, Social and Emotional Education
- Understanding the World
- Expressive Arts and Design

However we always endeavor to teach thematically to enable students to make connections in their learning.

The EYFS is based upon four principles:

1. A Unique Child
2. Positive Relationships
3. Enabling Environments
4. Learning and Development

At WInS we have the philosophy that every child is a competent learner who can be resilient, capable, confident and self-assured. We recognize that children develop in individual ways and at varying rates. Children’s attitudes and dispositions to learning are influenced by feedback from others and we use praise and encouragement to encourage children to develop a positive attitude to learning.

We meet the needs of **all our children** through: -

- Planning opportunities that build upon and extend children's knowledge, experience and interests, and develop their self-esteem and confidence.
- Using a range of teaching strategies based on children's learning needs.
- Providing opportunities to motivate and support children and to help them to learn effectively.
- Providing a safe and supportive learning environment in which the contribution of all children is valued.
- Planning challenging activities for children whose ability and understanding are in advance of their language and communication skills.
- Monitoring children's development and progress through individualized ongoing assessment.
- A set of formative assessment throughout the year alongside with a summative assessment by end of the year for Reception classes.

The Importance of Play

Through play our children explore and develop learning experiences, which help them make sense of the world. They practice and build up ideas, and learn how to control themselves and understand the need for rules. They have the opportunity to think creatively alongside other children as well as on their own. They communicate with others as they investigate and solve problems. There is a dedicated indoor and outdoor play center for our students to enjoy and explore.

The Learning Environment

Woodlands International School enjoys large classrooms, an allocated play-room, an outside playground and a child-friendly swimming pool on site. There are two teachers and a teacher assistant allocated to each class. Class sizes are restricted to 20 students.

Encouraging Independence

We believe in developing independent skills that help our students prepare for life-long learning. To this end, parents are discouraged from coming into classes during the working day. Teachers and teacher assistants will aid the students to develop their skills, including toileting and eating.

Sleep and Rest

At Wins, we ensure that all children have the opportunity for sleep or rest during the day. Sleep and rest are important for physical recuperation and growth, the immune system and brain development for children ages between 30 months – 50months old. We ensure that sleep and rest equipment is safe and age appropriate. Students are required to bring their own pillow and blanket for hygiene.

Parent / Guardian Partnership

As with all other divisions of the school, we believe in Home / School partnership to promote the development of **every student**. We aspire to offering a unique and personal education to all. Communication between home and school is ongoing in a variety of formats: -

- Parent Support Group (PSG)
- Verbal communication
- Notes in Student Diaries
- WhatsApp groups
- Formal Parent/ Teacher/ Student conferences
- Informal Parent / Teacher conferences (please make an appointment with the relevant teachers through the Student Diaries)
- Mid Year and End of Year reports
- Monthly Newsletters
- Through the school website www.woodlands.edu.my

Health and Safety

It is important to us that all children in the school are 'safe'. We aim to educate children on boundaries, rules and limits, and to help them understand why they exist. We provide children with choices to help them develop this important life skill. Children should be allowed to take risks, but need to be taught how to recognize and avoid hazards. We aim to protect the physical and psychological well-being of all children. Accidents, of course will happen from time to time, and we will endeavor to inform parents when these occur.

Clothes & Footwear Policy

Comfortable, appropriate clothing is important as it makes it easier for the children to take part in the day's activities and to more easily perform routine tasks as well as providing protection from the sun. As respected professionals employed by Wins, all employees at Wins Early Years services are required to dress in a professional manner whilst allowing for their tasks to be carried out safely.

Students

Families are asked to dress their child in comfortable, easily laundered clothing that allows the child to participate in all experiences as well as develop their independence. Families will:

- Provide at least two complete set of spare clothing. This must include underwear, socks, pants, t-shirt and a warm top.
- Mark each item with the child's name.
- Provide additional clothing for their children whilst in the process of toilet training.
- Ensure that their child's shoes fit correctly, do not have slippery soles and are firmly secured to the foot. Thongs, dress-up high heels, backless and platform shoes should not be worn.

Teachers / TAs will:

- Ensure that each child is adequately dressed for weather conditions and play experiences.
- Ensure that children are comfortably dressed for rest-time.
- Respect the children's individual/cultural clothing preferences
- Actively consult with families on individual clothing and dressing procedures.
- Ensure students use sandals / or crocs for toileting purpose.
- Ensure students bring their own towels, swimwear, goggles and swimming cap during swimming.
- Ensure students bring **at least** 2 handkerchiefs to school daily.

Teachers / TAs

Teachers and TAs are required to dress in a professional manner, and a way which is appropriate to their role within the school. Appropriate footwear can minimize injuries to the feet as well as contribute to safety for back care particularly for those who are engaged in regular physical activities with the children.

Teachers / TAs will:

- Wear clothing that does not restrict their ability to perform their duties.
- Wear clothing that is respectful (i.e. no mid-drift tops, no short clothing, no underwear revealed, no singlet's)
- Shoes which are flat heeled and fully enclosed are strongly recommended. High heeled shoes and thongs (including thongs with a back strap) are not permitted.
- Sandals are allowed in class if no shoes are permitted into the classrooms.

Confidentiality of records

Early childhood settings require personal information from families to assist in the provision of appropriate and responsive care. Early Years recognize, and respect, the importance of privacy and confidentiality. At WInS, we will ensure information collected from families, staff and the community is maintained, at all times, in a private and confidential manner where necessary. We will develop systems for the appropriate use, storage and disposal of records. Early Years staff will ensure the information in these files is used only for the education and care of the children enrolled, and only shared with relevant or authorized people from the Ministry of Education.

Cleanliness

- One cleaner is assigned specifically to the Early Years to maintain cleanliness within the department.
- Toilets needs to be washed daily and classrooms needs to be swept and mopped daily.
- Lunch must be served at 'Lunch Area' only unless the room is being occupied for some urgent matters.
- Teachers / or TAs' are responsible for toileting of the students. The cleaner may assist if an extra hand is needed.
- Dirty clothes will be washed at school and sent back home the next day.