



ST PIRAN'S

Inspiring Confidence

**NURSERY INFORMATION FOR
PARENTS**

2017-18

We welcome you and your family to St Piran's and hope that your child will quickly settle into the Nursery in the secure and happy family atmosphere which we strive to create.

It is the aim of all the staff in the Nursery to create an inclusive environment in which all of the children can enjoy their time together and build good relationships with both their peers and the staff. At the same time, we will help them to learn all of the basic skills and develop their personalities.

In order to achieve this, we welcome close links between home and school, and also encourage parents to work together with the staff. With this in mind, we have put together some information which is specific to Nursery, which we hope you find useful. Please use the booklet, together with the main Parent Handbook, which can be found on the school website.

Nursery Staff

<u>Head of Early Years</u>	Miss Amy Edmundson a.edmundson@stpirans.co.uk 01628 594338		FdA Education
<u>Room Leaders</u>	Mrs. Kerry Arnott Miss Mandy Hall Mrs. Emma Satchwell	Green Room Yellow Room Yellow Room	RYDE NVQ Level 3 BA (Hons) Early Years
<u>Nursery Nurses</u>	Miss Amanda Hutchinson Miss Nicole Franklin Mr. Scott McLeod Mrs. Zuzi Vyletelova	Yellow Room Green Room Green Room Yellow Room	NVQ Level 3 CACHE Level 3 NVQ Level 3 BTEC, Mgr
<u>Nursery Assistants</u>	Miss Linda Fox Mrs. Sandi Haywood Mrs. Jackie Lyons Mrs. Sarah Watkins		
<u>Head of Pre-Prep</u>	Mrs. Lynne Rothwell l.rothwell@stpirans.co.uk 01628 594315		BA (Hons), MA, PGCE

Nursery Department Telephone Number
01628 594340

Expectations for the Year

Your child's time in Nursery is all about them gaining independence. This begins with being happy to separate from you in the morning, being independent in the toilet and taking responsibility for their own belongings. Throughout the year we work closely together on all aspects of your child's development and during the Summer Term, the transition process from Nursery to Reception begins.

The School Day

There are many school routines which your child will get to know and remember quickly. Below are the main routines which will happen each day.

We operate an optional 'Kiss and Drop' facility every day for all children in the Early Years. If you would like to use this service, please drive to the designated area in the Early Years car park, where a member of the Early Years team will assist your child in getting out of the car and escort them to their classrooms. This service runs from 8:15am - 8:45am daily.

8:15am	You are welcome in the classroom with your child where you can speak to your child's key worker and settle them to an activity before saying goodbye. Please enter via the Nursery front door, which is opened at 8:15am.										
8:40am	If you have not chosen to leave earlier, please say goodbye to your child at this time and leave them for registration.										
8:45am	Registration. If your child arrives after this, please register them with Matron. Her room is located beside the main entrance and she will be able to mark them present in the register. This is really important in case we have a fire.										
9:00am - 12:00noon	<p>The morning begins with a short circle time. The children are then able to access both child-initiated and adult-led tasks throughout the morning. Each day there is also a different activity which your child will be taking part in:</p> <table><tr><td>Monday</td><td>Dance</td></tr><tr><td>Tuesday</td><td>PE</td></tr><tr><td>Wednesday</td><td>Swimming</td></tr><tr><td>Thursday</td><td>Music</td></tr><tr><td>Friday</td><td>Cooking</td></tr></table> <p>At around 10:00am the children will have a snack, which comprises of milk or water to drink and a selection of fruits to eat.</p>	Monday	Dance	Tuesday	PE	Wednesday	Swimming	Thursday	Music	Friday	Cooking
Monday	Dance										
Tuesday	PE										
Wednesday	Swimming										
Thursday	Music										
Friday	Cooking										
12:00noon	<p>Home time. If your child is in school for the morning session only, they will be ready to be collected from the Nursery front door at 12:00noon.</p> <p>Lunchtime. If your child is in school for the whole day they will go to the Lower School Hall with members of staff from the Nursery team. Lunch is served by a member of staff, who then sits and eats with the children. The children are encouraged to have good table manners and use a knife and fork. We also say a Prayer at the start of the meal. The menu is displayed on the classroom notice board, outside the Dining Room and also on our website.</p>										
Around 12:45pm	Playtime. When each table has finished, the children are brought to play in the Early Years garden. Lunch time controllers supervise the children outside.										
1:20pm - 3:30pm	Following a short circle time, the children are able to access both child-initiated and adult-led activities.										
3:30pm	End of the day. The children collect all of their belongings and wait for their parents. Nursery children are collected from outside their classrooms. Please enter the Early										

Years garden via the wooden gate. The gate is released slightly before 3:30pm to allow you to enter the garden. Please wait, and a member of the Nursery staff will release your child to you. No child is allowed to go until the member of staff has seen the person who is collecting the child. If there will be someone else collecting your child, please let your child's key worker know as we cannot release children to other adults unless we know in advance.

What are the benefits of a full day?

Our mornings in Nursery are very busy. This is the time when we give our teacher input and anything 'different' (e.g. music or PE) happens. The children usually play alongside one another before they move off to their next activity.

The afternoons are more relaxed. The children begin with sitting and having lunch together in the Lower School Hall with members of the Nursery team. This is a social time when the children are often more willing to try new foods along with their peers. The children become more independent as they improve their skills when using their cutlery.

As the afternoon session commences, we have no timetable restraints, and so we may decide to take a picnic or a hike around the school grounds. It is in the afternoons that there is the opportunity for prolonged play to occur and the children learn how to play together and deeper relationships become established. The more time your child spends in Nursery, the more comfortable their transition into Reception will be.

General Information

(In alphabetical order to aid easier searching. More detailed information can be found in the main Parent Handbook on our website.)

Absence

We have long school holidays in which you have the opportunity to take your child away. However, if you feel you need to take your child out of school during term time it is important that you write to Mr. Carroll, the Headmaster, headmaster@stpirans.co.uk to request leave of absence before you make arrangements. Once your child enters Reception, it is a legal requirement to ask permission before the event is planned.

Birthdays

When it is your child's birthday, we are happy for you to send in a birthday cake for them to share with the other children in their class (we manage to make one cake go a long way!) Please make sure that it **does not** contain nuts. We request that no sweets be sent in please.

Breakfast Club

This is available for Nursery children to use each day. Children may be dropped off from 7:30am at White Lodge and will be brought up to Nursery at 8:15am by the breakfast club staff.

If you wish your child to attend Breakfast Club, please fill in the required form obtainable from the School office, or contact 01628 594352.

Circle Times

At the beginning of every morning there is specific teaching time on the carpet in your child's classroom, led each day by their room leader. All areas of the curriculum are covered during these times. There is also a 'sound of the week' and 'maths focus' which we ensure every child is taught. Unfortunately, if your child is not in Nursery each morning, they may miss out on certain other areas of the curriculum.

On a Friday, your child may bring in a toy from home (please name if possible). This is an opportunity to develop Communication and Language skills as we encourage the children to widen their vocabulary when talking about their toy and to develop their questioning skills when asking others about the toys they have brought in. At times, your child may make links between what we are learning at school and something at home and we love them to share this with us. However, this **does not** include bringing in toys!

Comforts

If your child needs a comfort to help them to settle, we would ask you to bring it with them. Throughout the year we will work together, guided by your child, to reduce their reliance on it.

Communication with Teachers and Informal Appointments

There will be times when you need to speak to your child's key worker urgently on an issue that may affect them that day. Our staff will be pleased to speak to you in the morning when you drop off your child, or you may communicate via a paper note or message in your child's reading diary. There is also the opportunity of speaking briefly to the key worker at the end of the day, when you collect your child. Please be aware that the key worker may not be able to deal with your matter immediately and may ask you to make an appointment or get back to you when they have the answer.

If you feel you need to communicate with a more senior member of staff, Miss Edmundson should be your first point of call, as Head of Early Years. She can be contacted via email a.edmundson@stpirans.co.uk or telephone 01628 594338. Mrs Rothwell, as Head of Pre-Prep, can also be contacted via email l.rothwell@stpirans.co.uk or telephone 01628 594315 if the matter is of a more urgent or higher-level nature. Should either or both of us be absent for any reason, and you require to speak to a senior staff member, please contact the Headmaster.

Your child's reactions to school are known to you and are important to us. If they are unhappy or worried, please make an appointment to see your child's key worker, as first point of call, or the Head of Early Years as soon as possible, so that a solution may be found to the problem. Any unusual or changed home or social circumstances that occur could affect your child's behaviour and attitudes within Nursery. Please inform the key worker and the Head of Early Years of these matters so that we can take note of them and be assured such information will be kept confidential.

Curriculum Overview

St. Piran's School has an exemption in place for the Early Years, which allows us to be able to write and follow our own curriculum. This means we are not restricted to following the teaching and learning requirements set by the government, instead we pick out the best bits and intertwine them with our own curriculum. We also complete our own assessment rather than following the Baseline and Profile requirements. Please see our Curriculum Policy for further details.

The 'St. Piran's Learning Habits'

Overarching **what** your child learns, is a focus on **how** they learn. This is referred to as 'The St. Piran's Learning Habits'.

The Learning Habits are divided into three different ways of learning, and are split into three sub-sections. They are not something that can be learnt or taught, like the curriculum, but are the **style** in which your child prefers to learn, equipping them with learning skills for life.

- **Playing and Exploring:** Finding out and exploring; playing with what they know; being willing to 'have a go'. Playing and Exploring is focused on **engagement** and your child showing that they are **ready** to learn. When learning in this way, the children spend time exploring the environment and finding out different ways to use the resources. They may do this through role-play. Once comfortable with the resources, the children are then willing to take risks in their learning and will push themselves out of their comfort zones.
- **Active Learning:** Being involved and concentrating; keeping on trying; enjoying what they set out to do. Active Learning is focused on **motivation** and your child showing that they are **willing** to learn. Active learners show high levels of persistence when they meet challenges and enjoy achieving what they set out to do, for themselves, rather than for a reward.
- **Creating and Thinking Critically:** Having their own ideas; making links; choosing ways to do things. Creating and Thinking Critically is focused on **thinking** and the children showing that they are **able** to learn. This is where the children begin to have their own ideas and find their own original ways to do things. They choose how they want to do something and modify their ideas as they go along.

Dietary and Medical Requirements

If your child requires a special diet, has any allergies, or has any long-standing illness, for example, asthma, we **must** know. Please fill in the medical forms and return them to the Registrar **before** your child's first day at St. Piran's. A copy will be kept in Matron's room.

If your child is ill, or has a medical appointment, please write or telephone to notify Matron (01628 594311). Parents are informed when a child joins the school of the procedure for a sick child. Parents are asked not to send their child into school for **at least 24 hours** after sickness. A child having had diarrhoea alone or with vomiting **must have 2 clear days at home i.e. 48 hours**. Parents sign a document giving permission for their child to receive medication as deemed necessary by Matron. The school is also aware, and acts upon, the duty to inform parents on the same day or as soon as reasonable practicable, of any accident or injury sustained by the child and any first aid treatment given.

If you are taking your child out during the day for a medical appointment, please notify Matron in advance and then sign your child out in Matron's room, signing them back in on your return. This ensures we keep a fire register up to date at all times.

Emergency Contact Details

Please fill in the Emergency Contact Form and return it to the Registrar **before** your child's first day at St. Piran's. It is essential to have contact numbers in case of emergency or if your child is ill and needs to be sent home during the school day. Please update these details through the year as well, if contact details change!

End of the Day

In each classroom, there will be a sheet for you to indicate if you are not collecting your child at the normal time of 3:30pm. This may be a regular routine, for example if your child is going to Tennis Club, Extended Day or a dance lesson, in which case if you let us know we will deliver them to the appropriate place each week. If it is a one-off change, for example, they are going to a friend's house for tea; please write this on the sheet in the manner that the teacher has requested. If you are using 'Kiss and Drop', please make a note in their reading record.

Extended Day

St. Piran's offers an after-school care facility up to 6:00pm in White Lodge. If your child has no siblings in Middle or Upper School and you wish them to stay past 3:30pm we operate a fee paying 'Extended Day' facility. A member of the Nursery staff will take your child there at the end of the day and they will be provided with a snack before being involved in a variety of activities. Children must be collected **by 6:00pm**.

If you would like your child to attend Extended Day, please fill in the required form obtainable from the School office, or contact 01628 594352.

Hair

On a practical level, hair, if shoulder length, needs to be tied up so as not to get caught on equipment or end up in the paint/glue. We request school colour clips and bands only.

Health and Safety

As your child's safety is so important, please inform us who will normally be the person to collect your child from Nursery. If these arrangements change in any way, at any time, it is essential that the Nursery staff are informed. Nursery staff will not allow a child to go home with an unauthorised person. If your child is to be collected by someone who we have not seen before, please provide your child's room leader with a password or introduce them to the staff in advance.

Please do not let your child bring any money or anything valuable into school. **No jewellery** may be worn as it is potentially dangerous, especially during physical activities. If there is a reason that your child **must** wear earrings then these are to be **studs** only. On PE and swimming days the earrings must be taped over. Watches may only be worn if children can tell the time.

Holding

If your child has an older sibling in Middle or Upper School, who is going home at 4:10pm, we encourage them to go to what we call 'Holding' until 4:00pm, which is free of charge. If your child is not collected by the correct time, you will start to be charged for the normal Extended Day facility.

If you would like your child to attend Holding, please fill in the required form obtainable from the School office, or contact 01628 594352.

Independence

To help your child feel more comfortable it would be useful if they can practise attending to and recognising their own needs, and managing the appropriate clothes. Please encourage them to ask when they need to go to the toilet or need help (help will be given where necessary).

On arrival to the Nursery, please encourage and allow your child to put their book bag away and hang up their coat and PE bag. This will give them the chance to gain independence, help them in learning to look after their belongings and they will know where the items are, later in the day!

Key Group

Once your child has started with us in the Nursery, they will be allocated a Key Group and Key Worker. Details of these can be found on the Nursery notice board. The Key Worker is responsible for keeping your child's Learning Journal up to date and will also keep track of their progress throughout their time in the Nursery. The Key Worker will be responsible for speaking to you during parent consultations and should be your first point of call with regards to your child. During the summer term, when your child is moving to Reception, your child's Key Worker will be responsible for writing their report.

The Learning Journal

During your child's time in the Early Years at St. Piran's, we will constantly observe what they are doing and how they are learning. Each of these observations are recorded and then put into their online Learning Journal. The Learning Journal is in chronological order, so it is easy to see the journey the children have enjoyed in their time with us, and the progress they are making.

When your child begins in Nursery, you will receive an email, inviting you to have access to your child's own Learning Journal. We use a programme named Earwig as a tool to create the Learning Journals. As the Journals are online, it means you have the ability to access your child's Learning Journal whenever and wherever you are. We also invite you to add your own observations of your child at home.

We ask that you take time to browse the Earwig website **before** your child begins with us at St. Piran's. If for any reason you do not receive an email inviting you to access Earwig, please contact Miss Edmundson directly; a.edmundson@stpirans.co.uk

Letters and Information from school

Nursery staff write a weekly newsletter which will be sent out via email each Friday. With this, you will also receive a school newsletter about events taking place across the school and reminders of things coming up in the calendar. If you are not receiving these please speak to someone in the main School office. ClarionCall is also used for updates; please take your time to read all this information otherwise you may miss something important!

Library

All of the Nursery children have the opportunity to borrow a book from our library. Library books should be returned weekly to allow your child to take out another book. Parents are asked to replace any books that are lost.

Notice Boards

There are three notice boards in the Nursery which are situated in the entrance hall. This will provide you with a range of information including the weekly menu, Nursery newsletters and photo gallery of staff your child will encounter in a normal week. Copies of all letters that are sent or emailed home are posted on the notice board, so it is worthwhile checking it from time to time, to make sure that you have received all of the information we have sent to you.

Outdoor Learning

At St. Piran's Nursery, we are incredibly fortunate to have a fantastic outdoor learning area which we share with Reception. Allowing children to experience the natural environment outdoors is an important aspect of a child's learning environment. Providing appropriate clothing will also support your child to access all areas of learning in all weathers. A waterproof coat is necessary all year round, with the addition of a sun hat during the summer and the application of sun cream before coming to school. Later in the day we are happy to support your child applying more if needed.

Outings

In Nursery, the children have the opportunity to go on two school trips. These outings will be linked to our learning in the classroom. If you would like to help on an outing, a sheet will be put up, before each trip, if additional adults are required. May we note that signing up does not guarantee that you will be able to join the class. If there are too many volunteers, names will be picked out of a hat. On subsequent trips, those parents who have not had the opportunity of going, will be put in the hat first.

Parents' Evenings and Reports

Parents' Evenings are held in the Christmas and Easter terms for all children, and in the Summer Term for the younger children only, and are an opportunity for you to chat to your child's class teacher about the progress your child is making. The Head of Early Years and Head of Pre-Prep are also available at this time, should you wish to discuss anything with them. During the Summer Term before your child moves up to Reception, you will receive a written report.

St. Piran's Society

At St Piran's we have the 'St Piran's Society'. This committee is attended by the Headmaster and run by the parents. The purpose of this committee is to organise social events and to implement fund-raising ideas. In addition, each class has a class rep to support the work of the committee. If you would like to volunteer to be a class rep please contact Miss Edmundson for further details.

Sweets

Please do not send your child into school with sweets or other items of food. We provide a snack in the middle of the morning and afternoon.

Swimming

During the 2017-18 academic year, Nursery children will be swimming on a Wednesday. Please provide your child with a suitable rucksack for their swimming kit which they will carry to and from the swimming pool. All wet kit will be sent home on the day of swimming in order to be washed and dried. If your child chooses to wear goggles, please ensure they fit properly and a name label is sewn around the strap.

Reading

Each half-term we will put a phonics sheet into your child's book bag so you can see which sounds we are covering. To help your child in the early stages of reading, please encourage them to tell their own stories from the pictures in the library books they bring home. You may also wish to refer to the laminated sheet in their book bag to give you more ideas of things to talk about when sharing a book with your child. You are invited to use the yellow reading record books to make comments about your child's reading.

Uniform

If it comes off, it **must** be named...this includes pants and socks too! It is especially important that coats and shoes are clearly named. If you buy anything from the second hand uniform shop, it is essential that you remove the previous owner's name labels and replace them with new ones.

Please see the website, under uniform, for the different suppliers for the main school uniform, the sports kit and the swimming kit.

Second hand uniform is available from the School Shop, which is run by some of our parents.

Opening times

Tuesdays and Thursdays: 8:30am – 9:30am

Summer uniform can be worn from the start of the Summer Term but will be compulsory once informed by the Headmaster. Children can return to school in September in either their summer or winter uniform until informed otherwise by the Headmaster.

On **snowy** days children may come to school in suitable footwear (as well as extra warm jackets/ski pants etc. as we will want to go and experience the snow together!) and then change into school shoes on arrival. Again these extra boots need to be named.

A **named coat** must be in school **every day** as we go out in all weathers, all year round. **Sun hats** and **sun cream** are essential when the weather dictates.

Your Child's First Day

To aid with the settling in process, the new children attend St. Piran's Nursery for a short session before the rest of the Nursery children begin at the beginning of each new term.

- If your child's first day is in the Christmas term, this will be Wednesday 7 September
- If your child's first day is in the Easter term, this will be Wednesday 11 January
- If your child's first day is in the Summer term, this will be Wednesday 26 April

In Conclusion

The most important thing to remember is that if your child is having fun, then they are learning. At St. Piran's, our passion is to stimulate your child's love of learning.

We hope that this booklet answers the majority of questions you may have about life in St. Piran's Nursery. If any further information or clarification concerning the aims and ethos of Nursery is required, the Head of Early Years will be pleased to help. We look forward to getting to know you and your child in the coming months.

Amy Edmundson
Head of Early Years and Nursery Manager