



# *Nursery Handbook*

2020-21

# Welcome to The Edward Betham Nursery

Our Nursery classes cover the first year of the Early Years Foundation Stage education (EYFS) at The Edward Betham Church of England Primary School.

## Our School Vision and Values

Our school vision – **Faith, hope, and love; these three things will last forever, and the greatest of these is love** – comes from St Paul’s first letter to the Corinthians. At Edward Betham, with God’s love at the heart of all we do, we celebrate the unique gifts of every individual. Rooted in Christian hope, pupils grow academically and in their faith, equipped to live full and happy lives and care for the people and the world around them.

Six Christian values underpin our school vision. They are Hope, Compassion, Endurance, Forgiveness, Trust and Thankfulness. The vision and one school value are the focus for our Collective Worship each half term.

## Our Admissions Policy

Our Governors aim to achieve a balance between meeting the needs of the local Christian and Faith communities alongside being a neighbourhood school. A full copy of our Admissions Policy and application forms are available from the School Office. It is important to note that a place in our Nursery does not guarantee a place in the school and families need to reapply during the following year for a place in Reception.

## Session times

We offer morning, afternoon and all day placements:

Morning Nursery	8:30 am – 11:30 am
Afternoon Nursery	12:30 pm – 3:30 pm
All-day Nursery	8:30 am – 11:30 am 11:30 am – 12:30 pm - lunch 12:30 pm – 3:30 pm

## School and Nursery Staff

Headteacher:	Miss Caroline Chamberlain
Deputy Headteacher - EYFS and Key Stage 1:	Mrs Susie Marson
Deputy Headteacher - Key Stage 2:	Mrs Katy Lawrence
Special Educational Needs and Disabilities Coordinator:	Ms Jenny Leigh
School Business Manager:	Mrs Tracey Cameron
EYFS Phase Leader:	Mrs Kay Scaldwell
Nursery Class Teacher:	Mrs Rachel Lee-Pillans Mrs Serena Udhian
Early Years Practitioners for Nursery:	Miss Donna Gadd Mrs Hazel Roome
Senior School Administrator:	Mrs Justine Green
Administrative Assistant/Finance Officer:	Mrs Susan Shord
School Administrator:	Mrs Magdalena Ziobra
Chair of Governors:	Mrs Rachael Bernadine
Site Manager:	Mr Martin Odeesho

## **Supporting Learning at Home**

Ways in which you can help your child at home and support learning:

- Praise your child and celebrate achievements however small they may seem
- It may seem obvious but .....listen and talk with them about Nursery learning and the world around them
- Do not put pressure on them – your child will be learning at their own pace
- Value any work that your child brings home from school. If you have a query, raise it with the teacher, not your child
- Share books with your child – read to them, talk about the pictures, make it fun. Point out the way print is used in the environment. Visiting the local library and using the nursery library gives you a wide choice of books
- Let your child see you reading and writing for pleasure and for real purposes
- Involve your child in the jobs around the home, sorting the washing, counting the knives and forks that are needed, writing the shopping list etc.
- Help your child observe what is going on in the world – when you are out talk about what you see, spot things that have changed since you were last there, for example count how many red cars you see on the way to Nursery. (It may seem very ordinary to you but, as your child has only been alive for 50 months or so it is very new to them!)
- Encourage, and join in with imaginative play. These are great opportunities for vocabulary development and for your child to make sense of the world and people around them
- Give your child opportunities for drawing and writing. Making marks on paper is a vital stage in writing development
- Play games which encourage turn taking, matching and counting
- Encourage independence in dressing/undressing
- Visit places of interest e.g. museums, fire station, and parks

## **Stay and Play Session**

You and your child will be invited to attend a 'stay and play' session prior to your child starting Nursery. This will give you and your child the opportunity to spend some time together in the Nursery and for our Nursery staff to meet you. There will then be regular 'stay and play' sessions held throughout the year, which you will be invited to attend. Your child's teachers will give you more information about this at a later date.

## **Starting Nursery**

Starting school is an important time for your child and for you! Parents/carers and staff need to work together to make this a positive and happy experience. Children are admitted in small groups to give us time with each individual child, getting to know them and helping them to settle into Nursery.

Even the most confident child can find starting school a challenging experience and we welcome parents/carers staying with their child until they are settled. Please be patient - all children settle at different rates and it is important that each child is happy and enjoys school, in order to get the best from all the different learning experiences. This is the beginning of many years of learning at school.

To help your child to settle into Nursery routines, it is important that they are toilet trained prior to the first day at Nursery. If your child is unable to use the toilet independently, please bring this to the attention of our staff during your introductory visit. It is not unusual for children to experience minor 'wetting accidents' in the first few weeks of Nursery and these will be handled sensitively by staff.

## **Bringing and collecting your child to and from the Nursery**

It is important that you use the designated gates and entrances for the Nursery and ensure gates are closed behind you. It is also important that as your child enters the Nursery at the beginning of the session, you allow them to **independently** take off their own coat and other outdoor accessories and hang them on the peg. If your child needs help, Nursery staff members will be there to offer support.

If you need to speak to a member of staff, please wait until they are able to give you their full attention. Better still, ask to speak to a member of staff at the end of the session when all children have been collected.

For your child's safety we will only let them go home with their parent/carer, unless you give permission for someone else to collect. All children must be collected by someone over the age of 18. It is important that you let us know if there are any changes in arrangements. **Children need to be collected promptly at the finish time.**

## **Admission Information Form**

Please fill in the form provided as fully as you can and hand it in to the Senior School Administrator as detailed in your 'Welcome' letter. Your child will be unable to start until the form is completed. Please update the contact form whenever your circumstances change.

## **School Uniform**

We encourage our Nursery pupils to wear school uniform as this helps them to feel part of our community:

### **Cardigans and sweatshirts**

Red sweatshirt/cardigan with the school badge

### **Blouses and shirts**

White shirt/blouse/polo shirt (with or without the school badge)

### **Pinafore dresses, shorts, skirts and trousers**

Grey pinafore dress

Red and white dress (gingham) - knee length

Grey school trousers or shorts

### **Footwear, socks and tights**

Black, flat school shoes (no heels, no boots)

White, black or dark-coloured flat, plain sandals, worn with socks

Grey, black or white ankle socks White, grey or red knee-length socks

Red, grey or black tights

### **Jewellery**

Pupils with pierced ears may wear plain gold stud earrings (one per ear lobe). The wearing of other jewellery is not permitted.

Parents/carers whose children are required to wear jewellery (e.g. bangle) for religious reasons should provide a note informing the school of this requirement.

### **Make-up**

Pupils may not wear make-up to school, including nail varnish on fingernails/toenails.

### **Hair**

Long hair must be tied back throughout the school day. Hairbands should be simple (without attachments, e.g. no bows) and in school colours (red, grey, black). Pupils are not permitted to have markings shaved into haircuts nor have 'extreme' haircuts (e.g. mohicans).

The uniform is practical, comfortable and easily washed. Children wear aprons for messy play. Sweatshirts, polo shirts and all other items of school uniform displaying the school logo can be purchased from our school uniform supplier – Kevins Schoolwear in Greenford. A copy of their latest price list can be found in your welcome pack.

Shoes must be easy to fasten with either Velcro or buckles. Please do not send your child into school with laced shoes unless they can lace and unlace independently.

Early Years Foundation Stage learning takes place inside the Nursery classroom and outside in the activity area. It is important that children bring a coat/jacket every day.

### **Safety**

Children are active in the Nursery building and outside areas and need sensible shoes for climbing, running, cycling etc. No jewellery (except stud earrings) is permitted to be worn for safety reasons.

Please let us know if your child has any allergies or medical conditions e.g., eczema or asthma. Staff are unable to administer medication except for asthma inhalers, as prescribed by a doctor. If your child requires an inhaler, please come in and discuss this with us.

The whole school site is a no smoking and no vaping area.

Dogs are not permitted to be brought onto the school site.

The use of mobile phones is not permitted in the Nursery building or outside areas. Parents/carers should not use their mobile phones when in the Nursery area, including when waiting to collect children.

### **Attendance and Punctuality**

At The Edward Betham CofE Primary School, we expect the highest attendance and punctuality from all pupils at all times. We support pupils and their families to ensure that excellent attendance is achieved and maintained. We recognise that poor attendance impacts on progress and work towards achieving 100% attendance for all pupils. We follow guidance from Ealing Local Authority in respect of granting term-time leave of absence: there is no entitlement to term-time leave of absence (including family holidays). It is granted, in exceptional circumstance only, at the discretion of the Headteacher. Our term dates are available on our website. Parents/carers are expected to complete a term-time leave of absence form two weeks prior to the intended date of travel.

In addition, it is important that your child attends Nursery regularly in order to build up relationships with staff and other children and to benefit from our programmes of learning. Establishing good routines and habits in the early years prepares your child for successful future schooling.

Your child must be in the Nursery at 8.30 am for the morning or 12.30 pm for the afternoon. The gates will be locked after this time. It is essential that you collect your child promptly at the end of the session. These routines will help your child to arrive and leave in a happy and relaxed way and establish good habits for the future.

If your child is ill and unable to attend Nursery, please telephone the School Office on each day of absence with the reason, and follow it up with a letter to the teacher when your child returns to school. If your child is absent due to sickness or diarrhoea, it is essential that they have one clear day before returning to school. (For example, if they vomit on a Wednesday (whether at home or at school), they can return on Friday provided there are no further episodes of vomiting on Thursday.)

The school works in partnership with the Education Social Worker who visits the school every term to inspect registers and monitor attendance and punctuality of all our pupils.

### **The National Fruit Scheme**

The Edward Betham Primary School is part of the National Fruit Scheme. Your child will be given a piece of fruit each day.

### **Drinks**

Milk and water are available in the Nursery.

### **Parking**

Please do not park near the zebra crossing or on the double yellow lines outside the school, as it is essential that parents/carers and children have a clear view when crossing the road. It is also important that parents/carers do not park in the driveways of our neighbours. Parents/carers are asked to park in the neighbouring streets, adhere to parking regulations, and walk around to the school.

### **The Early Years Foundation (EYFS) Curriculum**

We follow the Early Years Foundation Stage curriculum, which is organised into seven areas of learning.

The three Prime Areas are:

- **Communication and Language development**

The development of communication and language is fostered through all Nursery activities and daily routines. Children are encouraged to develop confidence and skills in expressing themselves by communicating with adults and with one another and to speak and listen in a range of situations. Assessments in this area of learning will be judged on the child's English language development.

- **Physical development**

We encourage the development of physical skills, including co-ordination, confidence and control through the provision of climbing and balancing equipment, wheeled toys, trucks, balls, hoops and bean bags etc. in our outdoor area and during regular P.E. sessions. The children are shown how to use the equipment and are always supervised. They are helped to develop manipulation skills using appropriate tools, objects and construction and malleable materials such as dough and clay.

- **Personal, Social and Emotional development**

These skills are developed in all our activities. The children are encouraged to become confident and independent, to develop effective relationships with other children and adults, to share equipment and take their turn. They learn to work as part of a group as well as alone. They are encouraged to show respect for other cultures and beliefs, to be sensitive towards one another and to develop a positive self-image. The development and skills in this area are necessary for success in all other areas of learning.

In the Nursery the children are taught the school's Golden Rules; you will find a copy of these rules in your information pack.

The Prime Areas are strengthened and supported by the following four Specific Areas:

- **Literacy**

Children are encouraged to look at a wide variety of books and listen to stories, rhymes, jingles and poems. We have weekly phonics sessions, identifying various sounds and learning about rhymes. Children's work is labelled and their speech recorded, so that they become aware of the use of print. A wide variety of writing materials are provided for the children to use.

It is important that your child is taught to write lower case letters if they are ready to start writing their name. Please do not encourage your child to use capital letters other than for the initial letter. A letter formation sheet is enclosed in your pack.

Assessments in this area of learning will be made based on the child's ability to meet the Development Matters statements for Reading and Writing in English.

- **Mathematics**

The children experience mathematical ideas in most Nursery activities. They learn appropriate mathematical language through games and activities involving number and shape, counting, sorting, matching and through making patterns and comparing objects. They are encouraged to come up with ideas and solve problems.

- **Understanding the World**

This provides a foundation for work in Science, Design and Technology, History, Geography, Religious Education and Computing. Scientific concepts are encouraged through investigation in sand and water play, both indoors and outdoors, and through handling a wide variety of materials such as clay, mirrors and magnets. The children are encouraged to look closely at things, describe what they see and notice similarities and differences. They have opportunities to build and construct with a wide range of materials, to share past and present events in their lives, to find out about their environment and the culture and beliefs of themselves and others. They will begin to develop simple computer skills. As we are a church school, the children will be taught to say a daily prayer together and encouraged to share their experiences of their family faith and beliefs.

- **Expressive Arts and Design**

Creative activities give children the opportunity to express themselves through drawing, painting, model making and collage activities. We also encourage them to engage in imaginative play and role-play based upon their own first-hand experiences. Children are encouraged to show an interest in the way musical instruments sound, take part in music making and join in with singing and dancing.

Children with special needs will be identified and provided with an individual plan of how best to meet their needs (a provision map). This is written in consultation with the Special Educational Needs and Disabilities Co-ordinator (SENDCO). The targets are reviewed and amended on a termly basis.

## **Assessment**

Assessment is carried out through observation and the collection of evidence of achievement and progress. This involves the taking of photographs of the children during their activities, which will then be uploaded to our assessment tool, Tapestry. We ask parents/carers to consent to having their child's photograph taken, and to support their child's learning journey by joining and actively using the Tapestry app.

The EYFS curriculum continues for a second year in Foundation 2 – the Reception classes, where the learning and teaching gradually becomes more formalised as the children develop, preparing them for the National Curriculum in Year 1.

It is important to remember that children develop at different rates and our staff are trained to enable each individual child to reach their potential in all aspects of their development. Any concerns about progress will be discussed with you fully and support programmes implemented. If you are concerned at any time, please speak to the Nursery staff.

## **Home Learning**

Each week, Home Learning will be sent home which informs you of the current topic and area of focus. You will be asked to complete a small task with your child and upload any pictures you may take onto Tapestry.

## **Nursery Library**

Children may borrow a library book each week and return it the following week. You may find that your child chooses a book that you already have at home as children often like to link home and school and may choose a well-loved story several times.

Please find time to read the library book to your child and encourage them to recall the story and develop a love of words, stories and books. This is an essential part of reading. Please encourage your child to take care of the book. Lost or damaged books will need to be paid for or replaced.

## **Information and Communication**

Although the Nursery is in a separate building on the Edward Betham site, we try to involve our children and families in the whole school events and activities.

You will be informed about the activities and learning experiences happening in the Nursery and we hope that you will be able to reinforce and support this learning through your activities at home. Don't forget you are your child's first educator!

There are regular opportunities for you to meet with the staff to discuss your child's educational and social progress and any concerns about your child. It is important that you share any worries with us so they can be addressed immediately.

Minor arguments and fallings out between children are a normal part of development and it is important that you let the Nursery staff sort these out. Our policy is for the school to be made aware of any problems to deal with these at school. Parents/carers should **not** approach other parents/carers or their children. Staff will always follow up concerns and feedback to parents/carers.

## **Family Involvement in the Nursery**

We value family involvement in our Nursery and organise regular stay and play sessions. If you are from a profession that would benefit the children's learning and understanding of our local community and the world around us (i.e. a police officer, a fire fighter), please let us know as we would love to invite you in to talk to our children! If you are able to give some of your time to help anywhere in school, please speak to us.



**The Edward Betham Friends' Association (EBFA)**

This is a group of parents, staff and friends, to which you automatically belong when your child starts school. Please support all our events and offer to help if you are able to do so. Visit the EBFA website for more details: [www.ebfa.org.uk](http://www.ebfa.org.uk).