



# Welcome to Old Clee Nursery



## Welcome to Old Clee Primary Academy

Starting school is one of the most significant turning points in a young person's life, and the staff at Old Clee recognise how privileged they are in working with children at this exciting time. Our principal aim is that each pupil should enjoy the experience and look forward to it. This will best be achieved if home and school work in partnership together. We recognise that for some of you starting school represents the first major separation between you and your child, and each member of staff in the team will endeavour to support you both through this time. If you have any particular concerns, please do not hesitate to contact us.

Research tells us that the first few years of a person's life are actually the most significant in terms of the amount that they learn. This means that as parents you have already taught your children an immense amount of important life skills before they start full time school, and we are looking forward to building upon these firm foundations that you have put into place. Remember that learning is lifelong. Nursery represents laying the foundations to your child's more formal education, but it is important to understand that it is only **part** of their lifelong learning journey. Our job as parents and educators is to hold our children by the hand as they take their first steps towards their exciting futures.

We hope that this brief guide will be really useful to you over the first few weeks at school. Remember however, that the staff are always ready to help. All you need to do is ask! Welcome to the Old Clee family.

Yours sincerely

Miss D Richardson  
Head Teacher



## School Mission Statement and Aims

### ***'Inspired to Believe, Learning to Succeed'***

- Provide innovative, inspirational and challenging opportunities which encourage children to become lifelong learners, and to be the best they can be.
- Develop confidence, independence and a 'can-do' attitude within a safe environment so that children are ambitious for themselves and for others.
- Develop caring, considerate, well rounded individuals, who are polite, well behaved, respectful and resilient.

## **Academy organisation**

**The following pages contain details of procedures and protocols regarding:**

- 1. School times**
- 2. Text messaging**
- 3. Absence from school**
- 4. Medicine, inhalers and allergies**
- 5. Nursery meals**
- 6. Breakfast Club / After School Childcare Club**
- 7. Holidays**
- 8. Uniform**
- 9. Home/School Partnership**
- 10. Parking outside school**
- 11. General information**
- 12. The Nursery Day**



**Please note information in this booklet relates to a normal school year. It may be subject to change if situations beyond our control arise.**

## 1. School times

<b>Morning Session</b>	<b>8:30am - 11:30am</b>
<b>Afternoon Session</b>	<b>12.15pm – 3.15pm</b>
<b>30 hours session</b>	<b>Morning session + Afternoon session, with a 45 minute lunch break</b>

### **Morning Nursery:**

- Session begins at **8:30am to 11:30am**. Parents should bring children to the nursery gate and await in the line. Parents will be greeted by a member of Nursery staff, which provides the opportunity to relay any messages and inform us who will be collecting your child at the end of the session. Please ensure children do not arrive before 8:25 as our doors will not be open until 8.30am.
- For reasons of security the Nursery gates will be locked at 8:40am. If your child arrives after this time they will need to go through the school office. Any child who arrives after 9am will be recorded as late
- Nursery gates will open at 11:30am.
- At the end of the session we ask that children be collected by an adult named on the collection sheet completed at drop off. It is important that your child's teacher is made aware of any changes to the usual adult arrangements. If we do not recognise the collecting adult, we will keep hold of your child until a phone call can be made to you to confirm a change in pick up arrangements. This may prove inconvenient and embarrassing for the adult picking up your child and so it is always best to ensure the school knows beforehand to save this from happening.

### **Afternoon Nursery:**

- Afternoon Nursery sessions begin at 12.15pm until 3.15pm. Once again, parents are encouraged to line up with their children at the nursery gate. A member of Nursery staff will greet you at the gate, which also provides the opportunity to relay any messages to and inform us who will be collecting your child at the end of the session. Please ensure the children do not arrive before 12:10pm as our doors will not open until 12.15pm.
- In the afternoon, the Nursery gates will be locked at 12.25pm. If you arrive later than this, it will be necessary to bring your child into school via the school main entrance, thus ensuring that the registers are amended to record your child's attendance.
- Nursery gates will open at 3:15pm
- At the end of the day we ask that children be met by an adult named on the collection sheet completed at drop off. It is important that your child's teacher is made aware of any changes to the usual adult arrangements. If we do not recognise the collecting adult, we will keep hold of your child until a phone call can be made to you to confirm a change in pick up arrangements. This may prove inconvenient and embarrassing for the adult picking up your child and so it is always best to ensure the school knows beforehand to save this from happening.



### **Pupils accessing 30 hours:**

- Please ensure you confirm your details are up to date using the government gateway log in you used when applying for your 30 hours funding. You will need to do this every 3 months. Failure to do this will mean that your child will no longer receive 30 hours free funding.
- If your child has difficulty settling into their full time place we may need to reduce their hours, and then transition them back in as and when they are ready.



## **2. Parentpay and Teachers2Parents**

- Old Clee Primary Academy uses the **Parentpay** and **Teachers2Parents** systems as methods of keeping you informed.
- The majority of correspondence to you will be done through **Parentpay** including letters, events and the school's newsletter.
- Text messages will be sent to you using **Teachers2Parents** and parents can reply to this number if required.
- In addition, if the school is closed due to reasons beyond our control (heavy snow etc) you will receive a text message on the morning of the closure.
- All payments **MUST** be made through **Parentpay** as we are a cashless school.
- **Please remember to keep us up to date with any changes to mobile numbers and e- mail addresses.**

### 3. Absence from school

- If your child is unwell we ask that you inform school as early as possible, every morning they are absent, stating their name, class and the nature of their illness. This is for safeguarding reasons so we know that your child has not been sent to school and not arrived.
- **The office is open from 8.00am.** If you do not contact us an automated truancy call will be sent. No response to this call will result in an 'unauthorised absence' being recorded or a visit from an Education Welfare Officer – so it is always better to let us know your child is not attending, to avoid this happening.
- Where possible, please make sure any appointments you make for your child are after school. If this is not possible, and your child has an appointment (dentist, doctor etc) which involves time away from school, in order for it to be authorised you must bring the appointment card into the school office so that a copy can be taken for your child's records.
- If you do have to make appointments during school time please try to make a late morning or late afternoon appointment so you can bring your child in for registration first. Phonics is usually taught early in the morning and/or early in the afternoon so it is imperative your child doesn't miss this.
- If your child falls ill whilst at school we will use the provided contact information to notify you. It is vital that this information is kept up to date so please ensure that school is informed of any changes to contact details immediately.
- Whilst Nursery children are non-compulsory school age, it is also important to note that during this early phase, children learn so much – so any time away from school will be a missed learning opportunity. In addition, your child is advantaged by getting them into the habit and mind-set that attending every day is an expectation. This way they are very well prepared when joining school in reception.



### 4. Medicine, inhalers and allergies.

- No child should bring medicines or tablets or creams to our Academy.
- Medication should be brought in to the Academy's main office/reception by the child's parent/carer. The medication will be checked and parent/carer's will need to fill in a 'Medicine Consent' form which gives us the permission to administer it.
- **Only medication that is prescribed to be taken 4 times daily will be administered in our Academy.**
- **Please ensure a syringe is provided as we can only administer medicines using this.**
- If your child has been prescribed a course of antibiotics but is well enough to return to school before it has been completed they are welcome to come back to school. It is often possible to adjust the timings of the doses to fit around the school day.
- If your child requires regular use of or access to an inhaler, a 'Health Care Plan' will need to be completed to enable supervised access to be given. If your child is asthmatic please complete the relevant form, from the Academy's front office/reception, and provide an inhaler to be kept in school with your child's name and class clearly written on it.
- We recognise that pupils with long term and complex medical conditions may require on-going support, medicines or care while at school to help them to manage their condition and keep them well. In these cases parents are asked to provide the Academy with up to date information about their child's medical needs in order that an accurate 'Health Care Plan' can be developed and implemented.
- Please ensure that staff are made fully aware of **any** allergies so that contact with any irritants can be avoided.

- We have an Intimate Care Policy in place within our school. Intimate Care is defined in our school policy as,  
***“Care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure to the genitals”.***

This includes when staff have to assist children with toileting needs and the changing of pull-ups/clothing. If you would like to view the policy please see our school website, under the ‘key information’ tab.

Any child that wears pull-ups or nappies **MUST** have a signed intimate care plan in place. In this instance, parents must notify school as soon as possible so the relevant paperwork can be completed prior to intimate care being given.

**If you do not wish for staff to assist your child with intimate care please send an email to [contact@oldcleepa.co.uk](mailto:contact@oldcleepa.co.uk) to opt out. If you choose to opt out, in these circumstances, a phone call home will be made for someone to come to school and collect your child to take them home to change them.**

- If you have any queries or concerns about medication please arrange an appointment to discuss the matter with Miss Hazlewood or Miss Marshall before your child starts school. In this way we can hope to avoid potentially distressing situations. Miss Hazlewood is part of our Pastoral Team.
- Any child still wearing pull-ups or who has specific toileting needs will have an intimate care plan. This will be discussed with you at the home visit.

## 5. Nursery mealtimes

- For Full Time Nursery children, you must provide your child with a healthy packed lunch to be eaten in the KS1 hall. Please ensure that your child’s lunch box is clearly labelled with their name to avoid any loss or confusion. Please also be aware that we cannot provide refrigeration for lunch boxes and so this may inform what you place inside them.
- As part of every school’s work towards helping reduce childhood obesity and in promoting healthy choices, confectionary is not allowed to be eaten by children during the school day, so please do not send it in your child’s lunch box.
- Please ensure grapes are cut lengthways, otherwise these will be sent home with your child.
- Water is also permitted to be consumed during the school day unless your child brings a packed lunch when a drink from home can be consumed. However, no fizzy drinks are allowed to be brought into school.
- Water bottles can be brought in to school daily but must contain fresh water. For hygiene reasons. They must be taken home, washed and refilled daily. They must be clearly labelled.
- Children can refill them during the school day too. Anything other than water will not be allowed to be consumed by your child during the school day unless you can provide written medical evidence from your GP explaining why this cannot be so. On receiving this you will then need to fill in a Medical Health Care plan. Please see the office to arrange for this.
- **We operate a strict no nuts policy due to having children with severe allergies. Please ensure children do not bring nuts or any nut based products to school including all Chocolate spreads.**



## 6. Breakfast Club / After School Childcare Club

- Breakfast club is held in our KS1 dining room, and is open to all pupils from nursery age. This runs from 8am until the start of school.
- After school childcare club is held in our KS1 dining room, and is open to all pupils from nursery age. It runs from 3:15 to 4:15pm daily.
- Pupils have access to quiet games and activities.
- There is a daily charge for breakfast club and after school childcare club. Bookings can be made and paid for on **Parentpay**. Prices available on request.



## 7. Holidays

- Whilst your child is non-compulsory school age, it is important to start to get in to the frame of mind that due to government regulations the Academy is not able to authorise holidays in term time as children get older. For any leave of absence to be authorised, parents must satisfy the Academy that the reasons behind the absence are “exceptional”. Parents should state their reason in writing regarding their particular circumstances to the Head Teacher. A response to the request will be returned to the parents in writing. Parents taking children out of school for unauthorised reasons are liable for a Fixed Penalty Notice from the Education Welfare Services. Whilst Nursery children are non-compulsory school age it is also important to note that during these early phase children learn so much – so any time away from school will be missed learning opportunities.

**It is also important to note that if your child has poor attendance, we may remove them from our roll and issue the place to a child on our waiting list**



## 8. School uniform

- The wearing of school uniform is compulsory at all times. The wearing of a school uniform enables all children to be equal and prevents bullying and any distinction or discrimination being made between richer and poorer families. The school and Governors feel strongly that all children at Old Clee are able to thrive in a safe and secure environment, one which nurtures self-esteem and self-worth. To that end, our uniform policy allows children to be at ease amongst their peers and prevents fashion/sportswear competition or hierarchy associated with certain items of clothing, jewellery, accessories and hair styles.

**Our Uniform Policy is a separate document given in your pack and must be read in conjunction with this booklet.**



- When buying shoes/trainers, please consider the problems young children have in tying shoelaces. Velcro fastenings can increase their early independence in changing their footwear.

### Labels

- Please do label **all** your children's clothes and shoes. It is very difficult to distinguish between identical unnamed sweatshirts etc in the event of loss – which can be a common occurrence in such a large school with such young children. Onus is placed on parents to do this.

### Jewellery

- In Nursery, because children are active for the whole day, jewellery of any kind is **not permitted** for reasons of safety. If your child has pierced ears, then please remove your child's earrings for the start of each school day. We will not be able to remove the earrings or accept children wearing earrings into school.



## PE

- Although Nursery children develop their fine and gross motor skills throughout the structured activities within our sessions we also have separate P.E. lessons. You will be informed when this session is once your child starts with us – on this day your child will attend Nursery wearing their PE kit:
  - Plain white t-shirt – NO logo heavy/fashion or football tops
  - Plain navy/black shorts or plain navy/black jogging bottoms/leggings and jacket – NO logo heavy/fashion or striped shorts/bottoms
  - Velcro fastened Trainers (unless your child can tie their own laces)
  - Please ensure that all PE kit and trainers are labelled with your child's name.



## Weather

- During the summer months it is advisable to add a sun hat to your child's uniform. A liberal application of sun lotion in the morning or afternoon is also advisable, and to be applied before they come to nursery. Full time children can bring sun cream, labelled in their bag, which they will reapply themselves.
- Sunglasses are not permitted.
- During the winter months the children still play outside, so please provide them with suitable warm clothing.
- Haircuts below a number two are not permitted. During the summer months, children must bring protection for their heads as we spend a lot of time outdoors. Please bring a sun hat with neck cover. If children come to school with a haircut below a number two, they will not be able to play outdoors.



## **9. Home School Partnership**

We firmly believe that you are your child's first educators and that the best outcomes for the children are achieved when we work in partnership with you.

In order to establish a positive working relationship with you we will endeavour to keep you fully informed about what is happening at school. This communication will take the form of:

- Verbally at nursery gate
- On the Nursery Parents notice board
- Nursery Newsletter
- School Monthly Newsletter
- Nursery class page on the school website
- Old Clee Academy Facebook page

- We will also keep you informed about what your child has been up to and experienced through our online platform “**Tapestry**” – through which you can also keep us informed with what your child gets up to at home. We then have ‘Tapestry Time’ during the week where we show and celebrate the photos/videos you have uploaded. We also try to involve you as much as we can with your children’s learning, by giving them specific learning tasks each half term, which you can upload to tapestry if you wish.
- There will be formal parent’s evenings when we will be able to discuss your child’s progress with the class teacher.
- If you have any concerns or worries regarding school, please do not hesitate to talk to a member of the Nursery Teaching Team who will be happy to arrange a mutually convenient time when any problems can be discussed. The Senior Leadership Team are also on hand to help should you need any further advice or support.
- From January we start the Nursery Read, Write, Inc programme with the children going to FS2 in September to help children begin to recognise the sounds of letters.



## 10. Parking

- **Please note that the school’s car park is for members of staff and visitors to the school only.** The main gate remains locked each day and entry by car into school is only permitted for disabled adults or children. Please enquire at the school office if you feel you may qualify and need to use this service.
- We should remind you that it is an offence to park on the yellow zig-zag lines between the hours of 8.00am and 9.00am / 3.00pm and 4.00pm. Remember, this is for the safety of **your child**. You will be challenged and/or your registration number sent through to PCSO and local authority for a fixed penalty notice to be issued.

## 11. General information

In the interest of safety and loss the following things are not permitted to be sent to school:

- **Sweets of any kind, including cough sweets or chewing gum**
- **Toys**
- **Money**
- **Jewellery**
- **Mobile phones**
- **No wristbands, Apple watches or fitness watches are allowed**



## 12. The Nursery Day

Each nursery session consists of:

- Register time (Greeting and checking in with the children)
  - Phonic/Language time – small group session
  - Child initiated activities and exploration.
  - Maths time – small group session
  - Snack.
  - Child initiated activities and exploration.
  - Whole group story time, singing and games
- During snack time children are offered fruit and milk. Children are also asked to bring a bottle of water which can be kept in their locker throughout the session, so they are able to help themselves to whenever they need it.
- If your child has an accident in nursery you will be informed of this on collection. However, if this is a head bump or significant mark you will receive a phone call to inform you of what has happened.
- We ask that if your child has been recently toilet trained, please bring labelled spare clothes in their bag which will be kept in their lockers during each session.
- In preparation for Nursery, please help your child in being as independent as possible with regards to dressing and toileting themselves. To help with your child's speech development, try to remove a dummy as soon as possible and use a cup not bottle when drinking. Dummies will not be allowed in school.
- We also ask that when lining up at the nursery gate to come into Nursery, please keep the children stood next to you, and do not allow them to run off and play around the school site.



