

Blaenavon Heritage VC Primary School



Welcome Pack for Nursery Parents

2020/21



WELCOME TO Blaenavon Heritage VC School Nursery

The Head teacher and staff are pleased to present you with this handbook which contains information about the Nursery. This will be useful to you during your child's time in the Nursery so please keep the book handy for future reference. The information is under continual review, so please let us know if there is any additional item which you would like to see included.

PLEASE RETAIN THIS BOOKLET FOR FUTURE REFERENCE

School Address	Blaenavon Community Campus Middle Coed Cae Road Blaenavon Torfaen NP49AW
Telephone	01495766500
Head teacher	Mrs Jane Howells, NPQH, B-Ed
Class Teacher	Mrs Claire Crew, B-Ed
Support staff	Mrs Jo Daley – Learning Support Assistant L3 Mrs Yasmin Gedney – Learning Support Assistant L3 Mrs Jo Yemm – Learning Support assistant L3 Mrs Kate Rondel – SEN support L1
Nursery Contact details:-	Telephone: 01495 766500 Website: http://bhvcprimary.com

Term Dates

Autumn Term 2020		Spring Term 2021		Summer Term 2021	
Tuesday 1st September	Start of Term	Monday 4th January	Start of Term	Monday 12th April	Start of Term
Monday 26th October	H/Term starts	Monday 15th February	H/Term starts	Monday 31st May	H/Term starts
Friday 30th October	H/Term ends	Friday 19th February	H/Term ends	Friday 4th June	H/Term ends
Friday 18th December	End of Term	Friday 26th March	End of Term	Tuesday 20th July	End of Term

Discipline and Behaviour Expectations in Nursery



We aim for the following: -

- To provide a calm atmosphere and organised environment in which the child can take part in active learning and structured play activities whilst feeling secure.
- To encourage children to develop self-discipline and skills of appropriate social interaction.

It is the intention of staff that children will learn that anti-social and undisciplined behaviour will not be accepted in the nursery along with the growing understanding that these types of behaviour are not socially acceptable in the wider world.

The emphasis will be on rewarding good behaviour. Parents will always be told of any incidents which occur if staff feel that it is necessary and kept informed about any measures that may be taken.

We encourage the children to be caring, thoughtful and show respect for each other.

These are our **Golden Rules** which the children will be taught
In Nursery we:

- Show good manners
- Care for everyone and everything
- Follow instructions

This translates to our children as:

- Helpful hands
- Kind voices
- Walking feet
- Good listening
- Good sitting
- Good looking

Safeguarding

The senior designated person for safeguarding is Mrs Jane Howells and Mrs Alison Coombs is the senior designate in her absence. The deputy designated person is Mrs Claire Crew. The school has a Child Protection/Safeguarding Policy which has been approved and adopted by the Governing Body and which is available on our website.

Implementation of our Child Protection Policy may require referral to the statutory child welfare agencies if it is felt that a child is at risk of significant harm. This is done solely in the best interest of the child. Where there is a concern, we will in general discuss with the family and where possible seek agreement to make the referral. All staff have received Level 1 Safeguarding training including regular up-dates. The senior designated and deputy designated person are Level 2/3 trained.



Photographs/Social Networking

Please note some children are not able to be photographed and we will inform you when you cannot take photographs. Please be aware that any photographs which parents do take at school events and which may include children other than your own are for personal home use only. The Head teacher is supported by the Governing Body in requesting that such photographs are not shared on any social networking sites. Please ensure that your family and friends are aware of this request. Thank you for your anticipated co-operation in this matter.

The Nursery day

Children must always be brought in by a responsible adult.

Session	Day	Time	Gates – Drop off	Gates – Collection
MORNING	MONDAY-FRIDAY	9.00-11.25	8.50-9.05	11.20-11.30
AFTER NOON	MONDAY-FRIDAY	12.25-3.00	12.25-12.35	2.55

Children go straight into registration at the beginning of every session to plan activities and learn about the current themes and activities. We also teach Foundation Phase skills during this time. Therefore, it is very important that they are brought on time.

Attendance at nursery is not compulsory but poor attendance makes it unlikely that the child will benefit and develop key skills and knowledge, so please make every effort to bring your child every day and on time. Attendance is monitored in line with Local Authority policies.

The children who do best are those who learn early in life that routines and good time-keeping are essential in forming a healthy attitude to work and education.

If your child is absent through illness, please let us know by telephone or email. Please also let us know by letter if your holidays occur during term time. The appropriate mark may then be given in the register.



SCHOOP (Free App)

We use a text service called Schoop where we can update parents of upcoming events and send out reminders via the app. **It is very important to advise us immediately if you change your mobile number.** We need to be sure that we can always contact you if we need to inform you of school matters.



Snack Fund

We ask for a contribution of £2.00 per week for the Nursery snack fund. Please send in the £2.00 on a Monday in an envelope marked with your child's name to help us keep our accounts in order. The Nursery snack fund is used to purchase fruit and healthy food for snack time. Any surplus is used for cookery ingredients and food for celebration days. Payment can be made half-termly if preferred.

Milk is provided daily free of charge to every child by the W.G. (Welsh Government).

Healthy School

This means that we only provide Healthy snacks during the session. We do not accept birthday cakes for children to share, either homemade or shop bought. However, we still celebrate every child's birthday with a "pretend cake", singing and a fruit platter to share.



Children are asked to bring in a bottle of water, as an additional drink, especially during the summer months. Please can you ensure your child can manage their bottle independently and their name is clearly labelled on it.

Safety Issues

The Nursery door is always locked after the children have been admitted. This is to prevent anyone unauthorised entering the nursery and to prevent a child from deciding to leave! There is a buzzer for those who may be late, while the gates are still open, however once the gates are closed, parents will need to go to the main Reception office. If this happens, please be aware that you may have to wait a while as Nursery staff will need to leave the Nursery class to come to the main office to collect your child.

The nursery is surrounded by a secure fence and the side gates are always locked so the children are in a safe environment at all times. Access is through the main gates and Nursery door only.

Dogs

Dogs are not allowed on the premises under any circumstances except assistance dogs for persons with a visual or hearing impairment.

Medicines

The only medicines which can be administered in nursery are asthma treatments, for which an Asthma form **MUST** be completed. Please do not send in any other medication, either prescribed or "over the counter" preparations as we are not able to accept them. Other medical conditions are considered on an individual basis.

Please also let Nursery staff know if your child suffers from any allergies



Head lice

It is the responsibility of parents/carers to ensure that your child is free from head lice at all times. Please, therefore, check your child's head regularly and should you find live lice or eggs, please then check the rest of your family and obtain the correct treatment from a chemist or seek the advice of your doctor or health visitor. Please inform the nursery and we will advise everyone to check.

Sickness and Diarrhoea

Children should not return to nursery until 48 hours after the last episode of sickness or diarrhoea.

Smoking

Smoking is against the law on all Torfaen County Borough property – both inside the building and within the fenced boundaries this includes e cigarettes.

Collection of Children

The children are not allowed to leave the Nursery classroom, where they wait for parents, until they are called by a member of staff. Please always let us know if someone different (included on your contact sheet) is collecting your child. Ideally bring them to Nursery beforehand to introduce them. If Nursery staff have not been informed of a different person collecting a child, then we will refuse to hand over the child until we can contact parents for clarification. In order to avoid this situation, include all possible individuals who may collect your child on the information form, provided during the visit.

Foundation Phase

Children who attend nursery are in the Foundation Phase, which covers the age range of 3-7.

There is a very high focus within the Foundation Phase Curriculum on personal, social and emotional wellbeing and outdoor learning.

We place a very high priority on our outdoor environment and our outdoor classroom (garden area). Waterproof clothing is provided so that the children can go outside even on rainy days.

Every child needs a pair of wellies to be kept in nursery. Children change into wellies for the garden so please can they wear shoes with Velcro fastenings so that they can do this independently. No laces please!

The children learn through high quality experiential play and structured activities based around the areas of learning of the New Curriculum 2020

- Health and Wellbeing
- Language, Literacy and Communication
- Mathematics and Numeracy
- Welsh Language
- Expressive Arts
- Humanities
- Science and Technology

Forest School

Our Forest School is enclosed within the nursery area and provides a stimulating and interesting environment for the children.

Mrs Westwood is a Level 3 qualified Forest School Leaders.

Waterproof clothing is provided by the nursery.



Please can parents provide wellies for their children.

During these sessions learning about their natural environment the children have the opportunity to participate in purposeful, experiential adult led and self-directed achievable tasks which are beneficial to their education.

Forest School offers opportunities for children to work independently or as a team, to promote confidence and self-esteem.



Clothing

Please be aware that many of our activities, both indoors and outdoors will be messy. To this end please ensure that your child always wears clothes which are washable and allow easy and unrestricted movement.

Please ensure your child's name is written in all their clothing, especially jumpers, cardigans and outdoor clothing

To enjoy everything on offer children need to wear clothes which "do not matter", which could include their school uniform.

Please provide your child with a pair of wellies, clearly marked with their names. These will be kept in nursery.

Children need to wear shoes or boots with Velcro or zip fasteners.

Nursery children are too young to manage laces.

All our paints and craft materials are washable and non-toxic and we provide aprons, but children are still likely to get messy. We hope that parents will accept that this is an integral part of nursery life and dress children accordingly.

Sunblock should be applied at home before nursery and all children need sunhats or caps with names inside.

Please can you provide a drawstring bag of spare clothes, in case your child has an accident or becomes extremely messy.

Please do not bring in a rucksack as peg space is narrow and there are a lot of children to cater for



Assessment, Record Keeping and Reporting

Assessment is on-going through observation and planned assessment. Information will be passed to the Reception classes at the end of the summer term. Parents are invited to formal consultations after the first half term. A brief written report focusing on skills will be provided in the Summer Term.

Our aim is that nursery should be a happy and stimulating place to which your child will enjoy coming. Please let us know if anything happens which may affect your child's behaviour and for which we may need to make allowance or give special attention.

You may be absolutely certain that any personal information will be treated in the strictest confidence.

The children are always our main concern.

Equal Opportunities

We are committed to providing equal opportunities regardless of gender, race, religion, disability or special educational needs.

The school has an Equalities Policy which has been written and agreed by the Governing Body.

Special Education Needs Policy

The school follows guidelines set out in the Code of Practice and is supported by the L.A. Inclusion Team.



Emergency Contact Numbers

All possible care is taken in nursery to avoid accidents. Unfortunately, children are injured sometimes. Also children may become ill during a session. On such occasions it is better, maybe even essential, for them to be in the care of family or friends rather than school. At such times you may be at work, visiting or shopping and out of contact. Hence we need at least two other contact numbers of a relative or friend who would be able to collect and care for your child, or contact you. Ideally we need at least one landline number.

<p>It is very important to advise us immediately if you change your mobile number. We need to be sure that we can always contact you if we need to inform you of school matters.</p>

Complaints Procedure

We hope that your child's experience in Nursery will be a very positive one. However sometimes you may feel unhappy about issues concerning your child. If this does happen, please approach the class teacher in the first instance, who will usually be able to explain what has happened or deal with any issues directly and promptly. If, after you have done this, you still feel this has not been resolved then you will need to make an appointment to see a Senior Leader or the Head teacher.

Blaenavon Heritage VC Primary School



Home School Agreement

2020-2021

The Nursery School will:-

- Encourage the children to explore, learn and enjoy
- Encourage the children to take care of each other and the environment
- Provide a learning environment that is appropriate, exciting and safe
- Provide care and security for the children
- Deliver a Foundation Phase curriculum that is accessible to all children
- Offer an open and welcoming atmosphere to all parents and carers
- Inform parents of their child's progress and development.

Parents, Carers and Family will:-

- Ensure that children attend every day and arrive and are collected on time
- Contact the school with an explanation on the first day of any absence
- Advise nursery if anyone we do not know is to collect their child
- Take part in all home/school activities.
- Attend parent consultations
- Encourage their child's early education with a positive and supportive attitude to the nursery school

Children will be expected to:-

- Behave in an acceptable manner and to respect the nursery environment.
- Be polite to staff, other adults and children
- Show a kind and caring attitude to other children and all living things

Together we will:-

- Help our children to develop a positive attitude to school and education
- Address any special needs issues
- Support each child to help them achieve their best
- Teach the children to follow our 'Golden Rules'


Name of child	
Signature of Parent/Carer	
Teacher	Mrs Claire Crew
Head teacher	Mrs Jane Howells
Date	



Starting BHVC Nursery 2020



For their first two days the children will attend for 1 hour.

	Day 1 – 1.00-2.00
	Day 2 – 1.00-2.00

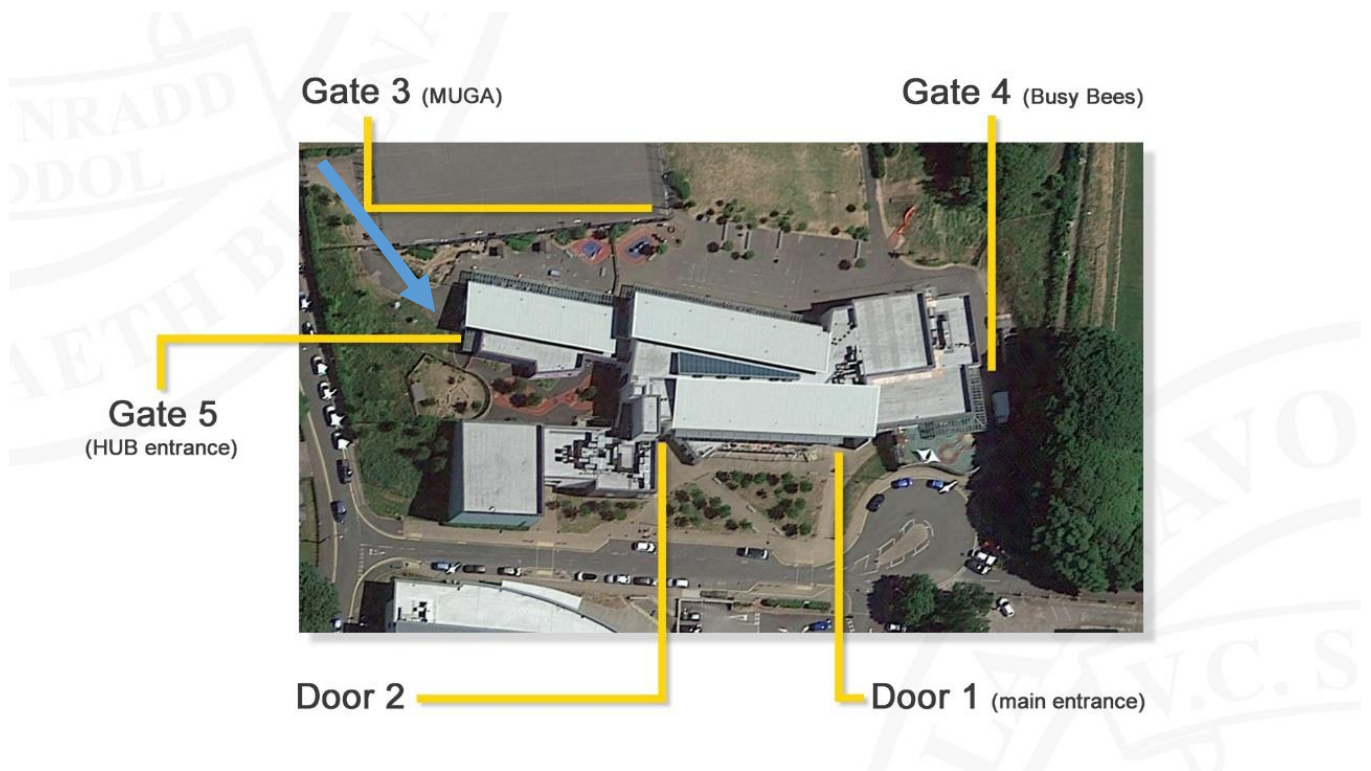
This is so we can stagger the times parents are visiting the Nursery to drop off or collect children. It also allows us to spend quality time with your child and support them to settle in.

Please be prompt, but do not come earlier than the allocated time, as this can mean you are waiting unnecessary and your child may become anxious.

After the 2nd day, if your child is happy to leave you, their session time will increase



Access to Nursery is shown on the map below. The blue arrow shows the route, starting at the large black gates at the side of the school and ending at Gate 5 the Nursery entrance.



Changes due to Covid

Understandably visitors are not allowed in the school at the moment, which means that you will be asked to say goodbye to your child at the Nursery door, for them to come into the classroom with a member of the Nursery staff. Start to say goodbye as you are walking towards the entrance with your child, so that when they reach the door, they will have had lots of cwtches and kisses and be ready to come into Nursery. Long goodbyes at the door will delay staff and other parents waiting to bring their child in too.

We will have arrows on the floor to direct you and your child in and out as well as markers to wait on, to maintain social distancing.

Please can you adhere to these directions.

Starting Nursery is a fun and new experience for the children, which all the family will want to be involved in. However please can just **ONE** adult accompany their child, in order to keep the footfall into school low and ensure we can organise social distancing, within the space we have.

The Nursery staff are looking forward to getting to know your child and provide plenty of fun learning opportunities to support their development during their Nursery year.