

# Stoneygate Nursery School

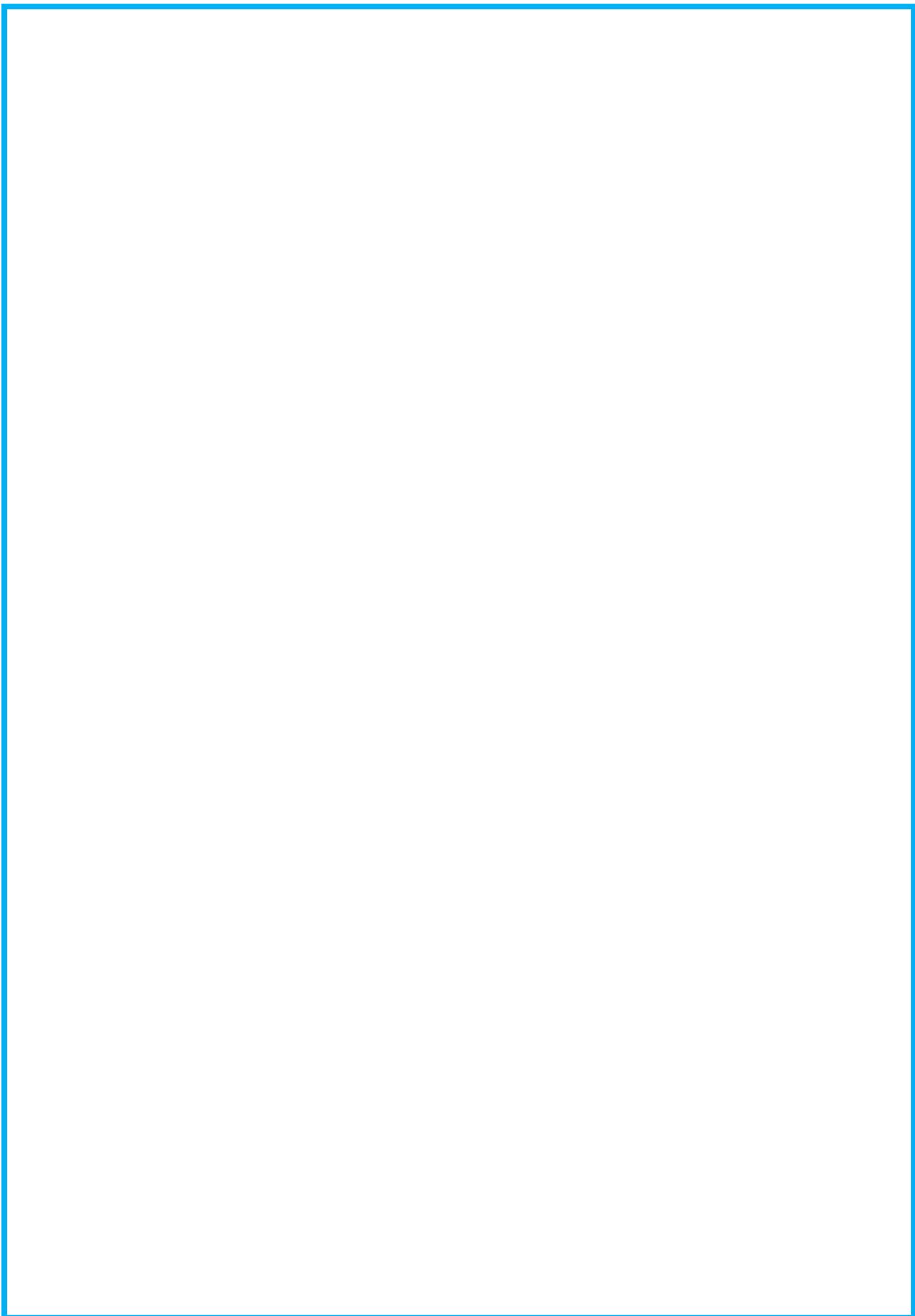


# Starting Nursery School

Information for Parents and Carers



05/09/2019



# Welcome to Stoneygate Nursery School

Information for Parents/Carers



## **“Working with children and their families to achieve a better future”**

### **Key Person**

Your child will have their own key person (the staffing ratio is usually 1:10 for 3yr olds and 1:4 for 2 year olds).

The Key Person is responsible for maintaining your child's records and planning for their learning needs and development. However, the children will develop relationships with all the adults in the setting. All planning is overseen and monitored by our Deputy Headteacher, Claire Woodsford. We hold “child progress meetings” to discuss how your child is achieving each term, but please feel free to speak to a member of staff at any time.

### **Special Educational Needs**

We aim to work together for the benefit of your child. The Special Education Needs & Disability (SEND) Policy explains how we meet individual children's needs. It also explains what happens if there are concerns about a child's progress. Copies of this policy are available from the office and on the school website or you may speak to our Special Educational Needs Co-ordinator, Anna Peachey.

### **The Nursery Day**

This will change and evolve through the year as the children grow and develop, but there will be a balance of:

- Child initiated play
- Continuous provision both indoors and out
- Adult led activities
- Small group work/play

### **Home/School Links**

We use the Target Tracker programme to make observations of children and plan next steps. These are shared with parents via email.

When your child starts with us at Stoneygate Nursery, you will be asked to sign up to Target Tracker and will then receive an email asking you to verify your email and child's date of birth. Please speak to Cathrine in the office if you have not already signed up.

## **Stoneygate Staff**

Christine Branscombe	Head Teacher
Claire Woodsford	Deputy Headteacher
Anna Peachey	Special Educational Needs Co-ordinator (SENCO)
Michelle Sharkey	Business Manager

## **Classroom Team**

Sarah Howard	Higher Level Teaching Assistant
Saima Razzaq	Higher Level Teaching Assistant
Sophia Vahed	Room Leader (Gems)
Salma Member	Teaching Assistant
Asma Bunglawala	Teaching Assistant
Saira Molloy	Teaching Assistant
Michelle Walsh	Teaching Assistant
Kasia Krzyszkowska	Teaching Assistant
Rehanna Kharodia	Teaching Assistant/Lunchtime Assistant
Hanna James	Teaching Assistant/Lunchtime Assistant

## **Administration Staff**

Cathrine Norman	Office Administrator
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## Term Dates 2020-2021

### **AUTUMN TERM 2020**

Staff inset days	Tuesday 1 <sup>st</sup> and Wednesday 2 <sup>nd</sup> September
School re-opens	Thursday 3 <sup>rd</sup> September
Close after school	Friday 23 <sup>rd</sup> October
Mid-term closure	Monday 26 <sup>th</sup> to Fri 30 <sup>th</sup> October (incl)
Staff inset day	Monday 2 <sup>nd</sup> November
School re-opens	Tuesday 3 <sup>rd</sup> November
Christmas closure after school	Friday 18 <sup>th</sup> December

### **SPRING TERM 2021**

Staff inset day	Monday 4 <sup>th</sup> January
School re-opens	Tuesday 5 <sup>th</sup> January
Close after school	Friday 12 <sup>th</sup> February
Mid-term closure	Monday 15 <sup>th</sup> to Friday 19 <sup>th</sup> February (incl)
School re-opens	Monday 22 <sup>nd</sup> February
Spring term closure after school	Friday 26 <sup>th</sup> March

### **SUMMER TERM 2021**

Staff inset days	Monday 12 <sup>th</sup> April
School re-opens	Tuesday 13 <sup>th</sup> April
May Bank Holiday Closure	Monday 3 <sup>rd</sup> May
School re-opens	Tuesday 4 <sup>th</sup> May
Close after school	Friday 28 <sup>th</sup> May
Mid-term closure	Monday 31 <sup>st</sup> May to Friday 4 <sup>th</sup> June (incl)
School re-opens	Monday 7 <sup>th</sup> June
Summer closure after school	Tuesday 20 <sup>th</sup> July

## **Nursery School Times**

Breakfast Club:	8:00am - 8:30am
Morning session:	8:30am - 11:30am
Lunchtime:	11:30am - 12:30pm
Afternoon session:	12:30pm - 3:30pm
Full days:	9:00am - 3:00pm
After school club:	3:00pm - 5:30pm

## **Arrivals and Departure**

Gems parents are to use the main entrance at the front of the building. Children will be admitted one at a time and we are currently unable to allow parents in the building.

Parents are asked to observe social distancing whilst waiting and to follow the one-way system.

Jewels parents are to use the entrance at the rear of the building. The gate will be open for 10 minutes at the start and end of each session. Children will be admitted one at a time and we are currently unable to allow parents in the building. Parents are asked to observe social distancing whilst waiting and to follow the one-way system.

To reduce disruption to our children's learning, we ask that you adhere to our opening and closing times. If for any reason you arrive late or need to collect your child before the end of a session, please report to the office at the main entrance. We ask that you let the nursery staff know at the start of the session if you will be collecting your child early.

### **Morning Session:**

#### **Arrivals**

Our morning sessions start at 8:30am or 9:00 am dependent on your child's attendance pattern.

If you arrive after this time, please report to the office and a member of the admin team will let your child in to the nursery.

#### **Departures**

Doors/gate open at 11:20- 11:30

### **Afternoon Session**

#### **Arrivals**

12:30pm Start

Doors open at 12:30noon - 12:35pm

If you arrive after this time, please report to the office and a member of the admin team will let your child in to the nursery.

#### **Departures**

Doors/gate open 3:20 -3:30pm

If you arrive at times different to the above, you may be asked to wait until someone is free to accompany your child to the classroom. We must maintain safe staff levels at all times so that children remain safe, including during children's lunch times.

If you are running late to pick your child up from nursery, please contact the office.

## **Starting Nursery**

### **Settling In**

All children settle at different rates; we will work with you to help your child feel happy and secure. This may be over a short or long period of time. If your child is not yet toilet trained staff will support parents to do this when the time is right. Please bring a bag (not a plastic carrier) with a change of clothes, nappies and wipes as required. The bag is to remain in nursery for the full week and will be sent home each Friday.

### **Medical Needs**

Please let us know if your child has any medical conditions or allergies. If your child needs any medication such as an inhaler to be kept in Nursery we will produce a care plan to ensure its safe storage and use. Please speak to a member of staff about your child's needs.

## **Healthy Eating, Snacks and Packed Lunches**

### **Snacks**

We provide cool, filtered water, fresh milk, plain crackers and fruit/vegetable snacks.

### **Packed lunches**

To support our healthy eating policy, please avoid putting unhealthy items such as chocolate bars, crisps and fizzy drinks in your child's lunch box.

We will provide fresh water for your child.

**PLEASE DO NOT LET YOUR CHILD BRING SWEETS OR NUTS INTO NURSERY  
PLEASE INFORM US IF YOUR CHILD HAS AN ALLERGY**

## **Attendance, Absences, & Holidays**

To make the best progress your child needs to have the fullest possible attendance. Please avoid all unnecessary absences as this affects their learning and achievements and can affect friendships.

### **Attendance**

Official school registers are kept for each child. If your child's attendance becomes a concern we will aim to support you to help it improve.

### **Absences**

Some absences are necessary. Please do not bring your child to nursery if they are ill or have an infectious condition. Please telephone the nursery on the first day of the absence. If your child has sickness or diarrhoea they must stay at home for 48 hours after the last bout, to stop the spread of infection to other children and staff.

### **Holiday**

It is best to avoid taking your child on holiday during term time. If you wish to take your child out of Nursery you must complete a 'request for leave of absence' two weeks before you plan to go.

We aim to have above 85% attendance for all children, to support their learning and development.

## Clothing for Indoor and Outdoor Play

We have exciting indoor and outdoor learning areas. The children are free to choose to play outdoors in all weather conditions.

If it is cold your child should wear coat, hat, scarf and gloves.

If it is wet - a rainproof coat and wellington boots (we have extra waterproof coats, trousers and wellingtons for your child to use when in nursery).

If it is sunny - a sun hat. Parents/carers **MUST** apply a high factor sun cream to their child's face, neck, arms, and legs before each session.

We do lots of messy activities with paint, glue and water. The children wear aprons but please do not send your child in their best clothes. It is a good idea to bring a bag with spare clothes and leave it on their peg in case of accidents.

Your child needs to be able to manage their own clothes when going to the toilet. Please help them by choosing clothes they can manage themselves.

Shoes must be flat and secure on their feet, flip-flops, backless sandals etc are not permitted as they are unsafe. Velcro fastened trainers are ideal.

**ALL CLOTHING AND BAGS NEED TO HAVE YOUR CHILD'S NAME ON THEM -  
ESPECIALLY COATS, HATS & GLOVES**

## **Jewellery**

To ensure child safety, only small plain ear studs are permitted.

## **Accidents**

If your child has an accident they will receive first aid and the accident will be recorded. You will be informed via text message and a record will be kept in our file. In the event of a more serious accident we will call an ambulance and contact parent/carer immediately. If a visit to hospital is required, the accident will be reported to Lancashire County Council.

## **Emergency Contacts**

It is every parent/carer's responsibility to ensure that we always have two up-to-date contact telephone numbers. We are also able to text parents with news and reminders.

**PLEASE LET US KNOW IF YOU CHANGE YOUR MOBILE NUMBER**

## **School Fund & Snack Money**

Parents can help the school by making a voluntary contribution of **£2.00 per family each week** which pays for snack and helps pay for enrichment activities such as parties and special events. If this will cause you financial difficulty, please speak to the class teacher.

# **Behaviour & Safety**

## **Behaviour**

At Stoneygate Nursery School we believe that good behaviour is very important for children to be happy and secure. We help your children to have good behaviour by establishing a few simple "Golden Rules"

We are always kind and help each other.

We look after our classroom and garden

We walk and talk inside.

Staff will reinforce these rules with the children throughout the session.

## **Safety Guidelines**

- Always walk inside the school.
- Visitors must always report to Reception and be allowed into school by a member of staff. Please do not hold the door open for others
- Climbing equipment is always used on soft surfaces, to prevent injury.
- Jewellery, toys from home, sweets or nuts are not permitted for safety reasons.
- Shoes with heavy tread, pumps or trainers should be worn so that children can participate in physical activities

These guidelines apply to everyone in our School: children, staff, parents and visitors.

## **Parking and Road Safety around Stoneygate**

As you will be aware, parking around the school is very difficult. In order to reduce the risk of accidents, we would ask that you follow these guidelines:

- Please do not park on the pavements around the School. Children are more likely to be hit by cars or opening doors if cars are parked on the pavement.
- Please park against the kerb.
- If you choose to park on Lennox Street, the street running along the side of the School, please only park on the school side of the road. Please do not park next to the houses.
- When parking on Lennox Street, we find it works well if you drive down to the end of the road and turn around before you park on the school side of the road. If all cars are driving in the same direction, there is likely to be less congestion.

Please look at the parking map and follow the guidance.

Please ask us if you need help with this.

By law, your child must travel in a properly fitted and correctly fastened car seat.

Failure to comply with these guidelines may result in a parking fine. Wardens frequently patrol the area. There is a pay and display car park near the School for longer visits.

## **Security**

Stoneygate Nursery School is a safe place for all. The classrooms and outdoor play areas are protected with magnetic locks/padlocks. Staff are vigilant at all times.

The School & grounds are a **NO SMOKING** zone and there is a **NO DOGS** policy. **NO MOBILE PHONES** are allowed in the nursery classrooms, corridors & gardens.

## Contact Details

We have numerous school policies which are available on request. We are happy to discuss these with you at any time. If we cannot meet your needs please ask for an appointment with Christine Branscombe, Headteacher.

**Address:** Stoneygate Nursery School  
Stoneygate Walk  
Preston  
PR1 3XU

**Telephone:** 01772 257865

**Email:** [bursar@stoneygate.lancs.sch.uk](mailto:bursar@stoneygate.lancs.sch.uk)

**Website:** [www.stoneygate.lancs.sch.uk](http://www.stoneygate.lancs.sch.uk)

**Facebook:** @stoneygatenurseryschool

**Headteacher:** Christine Branscombe

**Chair of Governors:** Jenny Sides