



# Essex Primary School Welcome to our Nursery



## **Essex Primary School**

Sheridan Road, Manor Park, London E12 6QX

Tel: 020 8472 0322 Fax: 020 8471 0857

[www.essex.newham.sch.uk](http://www.essex.newham.sch.uk)

Email: [info@essex.newham.sch.uk](mailto:info@essex.newham.sch.uk)

**Executive Head Teacher: Mrs Cecilia Mojzes**

**Associate Head Teacher: Mrs Amber Ilyas**

# Welcome

We look forward to getting to know you and your child and hope that your time with us will be happy.

This booklet will give you some helpful information.

Should you have any further questions please ask a member of the team.

**Please remember that a place in the Nursery does not guarantee a place in Reception.**

## Staff in the Nursery

We have two separate part-time Nursery classes. One session runs in the morning and the other in the afternoon. Each class has a Class Teacher and Nursery Nurse. There are also additional teaching assistants who work with the children in class.

## Nursery Times

Morning Nursery			Afternoon Nursery	
Nursery Drop-Off	Nursery Pick Up		Nursery Drop-Off	Nursery Pick Up
9.00-9.15 am	11:45-12 am		12:30-12.45pm	3:15-3.30pm

### **Everyone Included**

Our Foundation Stage curriculum is multicultural and we promote and understanding and appreciation of the diverse backgrounds that the children come from. We build on children's home experience and encourage respect for each child's culture through: dressing up, cooking, stories, rhymes, artwork and the celebration of festivals.

Bilingual staff in the EYFS encourage children's understanding by talking to them, sometimes in their home language. We believe it is important for children to maintain their home language by using it both at home and in school as this will help them to develop their English.

Our aim is that all children in the Foundation Stage learn to play and work together happily.



### **Coming to Nursery**

When your child comes to the Nursery; please ensure they are brought and collected by someone the child knows well. (They must be over 14 years old). Stay with your child until the doors open and the staff have welcomed them into the room. It is not safe for any child to be left alone even for a few minutes.

Please tell a member of staff if someone other than the child's parent/carer is collecting them or your child will not be allowed to go home with them.

If you are going to be late collecting your child, please telephone the school on 020 8472 0322.

We understand that children pick up and take home items from the Nursery. Please return these to the school the following day so that all children can continue to enjoy them.

Children are not allowed on any equipment unless they are supervised by a member of the Essex Primary team.

### **For the safety of the children:**

Do not drop-off or pick up children in the middle of the road or park on the zigzag lines outside the school. Children moving between cars can be easily injured.

We ask that nobody uses their mobile phone whilst on the school premises.



The school is a nut free site as we have a number of children with allergies.

### **First Aid**

Should your child have an accident or become unwell simple first aid is applied at school by a qualified first aider. If an accident is serious we will contact you immediately.

**We must have an up-to-date address and telephone number where we can contact you quickly as well as an emergency second contact should you be unavailable.**

### **Attendance & Lateness**

Children are expected to attend Nursery every day in term time unless they are ill. If your child is ill please telephone 0208 472 0322 and select option 1 to leave a message each day your child does not attend. Leave a message with the child's name, class and reason for absence. You may also choose to write a note or inform the school office in person instead. It is important that we know if children are suffering from chickenpox, mumps, measles or any contagious illness immediately. Head lice are common and easily treated. Ask the chemist or Health Visitor or us for advice and bring your child to school.

Children who do not attend regularly are referred to the Learning Mentor who will investigate the reasons for the absence. Persistent non attendance, lateness and/or taking unauthorised leave during term time may result in a child losing their place.

Please be punctual when dropping your child off and when you collect them at the end of the session. They become unsettled if routines are not maintained. Once Nursery gates have closed your child will not be allowed to attend unless you have phoned with a valid reason.



If any member of your family including children shows symptoms of COVID, everyone in the family should isolate and complete a PCR test. Positive and negative test results need to be sent at school. You can email or bring a copy to school office.

## Settling In — Nursery

Some children take time to settle. Please be prepared to stay with your child for the first few sessions. Staff will update you on your child's progress and how long to leave them for. They may ask you to go home or wait for a period until your child has settled. Each child's needs will be met in an individual way.

If you have an appointment, need to go to work or are unable to stay, we understand this, but you will be required to take your child with you until they are settled.



### Milk and Snacks

Children in the Foundation Stage are provided with milk and a piece of fruit each day. All children have access to drinking water. They may also bring a bottle of water to school which must be clearly labelled.

### Birthdays

Within the classroom teachers will acknowledge children's birthdays. Unfortunately due to allergies and risk of choking **we are unable to accept any food or toys.** No cake, sweets or biscuits will be allowed.



### Behaviour Management

Children are treated as individuals. All staff follow the same guidelines as defined in the school's Behaviour Policy. Should a child exhibit challenging behaviour, staff will talk to you about strategies and routines that may help. Children respond best to consistency, which involves all adults responsible for their care. We may devise a program with you for us all to follow and to help meet the needs of your child.

### **Assessment and Record Keeping**

Children are allocated a key-worker group when they join the Nursery. The key-worker collects and records evidence of work your child does in Nursery. This will be shared with parents/carers at parents evening.

Information that parents and carers share with us will support the recording of the child's learning journey. The profile is an ongoing document which is passed to the Reception teacher to continue. Evidence in the profile is used at a later date to inform National Assessment at the end of the Reception year. Parents will be provided with a written report, detailing their child's progress, at the end of the academic year.

### **Clothing**

Children should come to school dressed in their school uniform:

- Dark coloured shoes or trainers (black or blue) no sandals
- Dark blue trousers, jogging bottoms or skirt
- White shirt or blouse
- Dark blue jumpers, cardigan or sweatshirt with a school logo

**Uniform can be purchased from Ian Howard.**

If we need to change your child's clothing at Nursery, please wash and return the items to us.

Children should wear knickers/pants at all times, and socks when wearing shoes.

**Please mark all items of clothing with your child's name clearly.** We cannot accept responsibility for personal items that get lost or broken.

For Health and Safety reasons, children are not allowed to wear jewellery. Small stud earrings are acceptable.

### **Safeguarding**

We are obligated by law to follow up with Parents and Carers if any marks are found on a child. Similarly, any disclosure that a child makes at school need to be followed-up. We may have to refer any disclosures or marks to Social Services.

## Reading

We consider that learning to read is one of the most important skills that your child will learn. We offer dual language books and school reading scheme books for you to read with your child at home.

All children are encouraged to join the Nursery Library. We understand that books may get lost or damaged and to keep the library well-stocked we ask you to pay a contribution towards items lost or damaged.



## Complaints Procedures

All complaints are taken very seriously. They are followed-up and a written record kept in accordance with the School's Complaints Policy. If the complaint is successfully resolved there will be no further action. If it is not, the Foundation Stage Coordinator will be informed and will investigate. If you have any concerns please talk to a member of staff.

If your concern is regarding a member of staff, please refer to the School Complaints Procedure. This can be found in the Policies section on the school's website [www.essex.newham.sch.uk](http://www.essex.newham.sch.uk). A copy is also available to read in school — please ask at the Main Reception.