



September 2016

Dear Parents and Carers,

We are delighted to welcome you into Nursery at St. Cuthbert's school. We recognise that the best kind of education takes place when school, home and parish are working together in a partnership for the good of the children.

This booklet is designed to give you all the essential information you need to ensure that your child gets the most out of what we have to offer.

We look forward to working with you and if there is any other information you require please come into school and talk to your child's class teacher or to myself.

Yours sincerely,

**Mrs. Joanne Wilson**

**Headteacher**



## **St. Cuthbert's R.C. Primary School**

### **Starting Nursery:** **Information for parents and carers**

### **Our Mission Statement**

**'Let the light of Christ shine in us all'**

## Nursery Staff from September 2016

Mrs E Daly—Early Years Leader and Deputy Headteacher

Mrs C A Gilbraith—Nursery Teacher

Mrs C McDonald— Higher Level Teaching Assistant

Mrs A Gowler— Teaching Assistant

Mrs S Rutherford—Teaching Assistant

Mrs P Smith—Parent Support Advisor

## School Uniform

It is hoped that parents who choose to send their children to St. Cuthbert's Nursery will support the school and the wishes of the Governing Body for their child to wear school uniform.

## Standard Uniform

- Grey Trousers or Skirt/Pinafore.
- Maroon Sweatshirt.
- White Polo Shirt **or** Shirt/Blouse.
- Maroon Jumper **or** Cardigan.
- Black Shoes **or** Plain Black Trainers (**with plain black laces**).

## Optional

- Maroon Fleece.
- Maroon Waterproof Jacket.
- Girls may wear red and white checked or striped dresses in summer.

**FOOTWEAR** Children need to wear sensible footwear for school: no high soles or heels; as they spend time in the playground each day and sensible footwear is essential.

**ORDERING UNIFORM** Sweatshirts, Polo shirts, Fleecees and waterproof Jackets, embroidered with the School badge and School name and the child's initials can be ordered at the school.

## Walking Bus

A 'Walking bus' operates every morning before and after school. It begins at Catcote Road shops, travels down Oxford Road with designated stops. Your child is able to meet the bus at an arranged stop and can then walk safely to school with our driver and conductor. There is a charge of £1.00 each way per child for the walking bus. If you wish your child to join please contact the school office for the consent forms which must be completed to enable your child to take part. Please be aware that the school behaviour Policy and its rules/consequences still apply to children who take part on the walking bus.

## Breakfast Club and After School Club

We run a Breakfast Club every morning, for pupils from Nursery to Year 6. There is no charge to parents. After Breakfast Club children are walked to school via a walking bus at 8.30am. The cost is £1.00 per day for the walking bus from breakfast club to school. If you would like your child to attend our Breakfast Club please contact the School Office where you will receive further information. All children must be in by 8am. is run Belle Vue Community Centre. It begins at 7.30 a.m. with a healthy selection of cereals, yoghurts, pancakes, toast and fruit, followed by activities

We run an after school club in partnership with St Aidan's C of E Primary School. For information on how to access the after school club and current charges, **£8.00 per session**, please contact the school office. The club is based in St. Cuthbert's school hall and runs from 3 pm to 6 pm. A snack is provided.

# St Cuthbert's Nursery Provision

## Nursery Admissions

At St Cuthbert's we have a 52 place Nursery. There are 26 places for morning and for afternoon sessions. Your child can start Nursery on or after their 3<sup>rd</sup> birthday depending on the number of places available. Parents will be offered an am or pm session depending on availability of places. If Nursery is full then your child will be placed on a waiting list and will be offered a place as soon as one becomes available in Nursery.

## Nursery Times

**Morning Nursery** 8.30am till 11.30am

**Afternoon Nursery** 12.30pm - 3.30pm

We offer a flexible start and finish to the Nursery session so that parents can drop off and collect older children at school at the same time each day.

## Morning Nursery

Your child can be dropped off between 8.30am - 8.50am

## Afternoon Nursery

Your child can be collected between 3.10pm - 3.30pm

Any adult who collects your child **must** be named on the contact details held by school. This ensures that we keep your child safe. If a new adult is going to collect your child please introduce them to Nursery staff and leave their details with us.

## Nursery Fund

We ask parents for a voluntary contribution of £1.00 each week - this helps us buy craft materials, cooking ingredients, new books and equipment etc.

## Clothing

Please ensure that your child has their name in all items of clothing

Children have access to the outdoor area every day come rain or shine so please make sure they have a coat with them whatever the weather! Nursery is messy! new or best clothes are not a good idea as they probably will get ruined! Practical and washable clothes are the best option for Nursery.

## Jewellery

The practice of children wearing jewellery in school can constitute a Health and Safety risk. This risk is not only to the wearer but also to fellow pupils and staff. Because of this danger, The Governing Body of St. Cuthbert's has adopted Hartlepool Children's Services Code of Practice and has a policy of **not allowing** pupils to wear jewellery at school. Jewellery is defined as being, jewels or ornamental objects especially for personal adornment. Earrings, ear studs, rings, chains and bracelets are included. Watches may be worn, but must be removed for P.E. and must be the responsibility of the pupil.

## Behaviour

In St. Cuthbert's we believe in a positive approach to pupil behaviour, highlighting and rewarding good behaviour. We have a behaviour policy that sets out systematic guidelines for staff and children. Each class clearly displays our behaviour plan and all children from Nursery to Year 6 are taught expected behaviour.

We expect pupils to: -

- follow instructions
- are kind and polite
- talk at the right time
- walk in and around school quietly
- are responsible for the care of our school
- listen to whoever is speaking

If pupils work hard and behave well they will earn some of these rewards:

- Stamps and Stickers
- Certificates
- Positive notes home
- Lining up award
- Attendance award

If pupils choose **NOT** to behave in the way we expect, there are consequences:

- Warning then Time out (NURSERY ONLY USE THIS PART OF OUR POLICY)
- Lose Golden Time (THIS AND THE FOLLOWING SANCTIONS ARE USED FROM RECEPTION ONWARDS TO YEAR 6)
- Work alone in class area
- Work in another class for 30 minutes.
- Sent to Headteacher/Deputy Head
- Parents contacted

**REMEMBER: Every day pupils have a choice to start again.**

For serious misbehaviour in years 1 - 6, such as inappropriate language or fighting, pupils receive a verbal warning which is recorded in a behaviour book. If there is another incident, parents are contacted to meet with Mrs Wilson. The pupil will also lose a privilege, such as a trip or a class treat. If another serious incident occurs, managed moves to another school for a number of days are arranged. The child will be put onto a behaviour plan.

## **Early Years Provision at St Cuthbert's**

### **Early Years Foundation Stage: Nursery and Reception**

At St Cuthbert's we understand that the Early Years are the most important time for your child's learning and development. As they begin their next steps of learning in Reception we aim to provide a setting which builds on the four main principles of Early Education. Practitioners use these principles to guide them in creating the most effective learning environment for your child.

Those principles are:

**Unique Child**

**Enabling Environments**

**Learning and Development**

**Positive Relationships**

#### **Unique Child**

We strive to ensure that children become resilient, self assured, capable and confident individuals. We let children take risks in a safe environment. Activities are child led or adult focussed from children's interests. We ensure that children's individual gifts are recognised and provide support to develop these further.

As an inclusive setting we ensure that our provision meets the needs of each individual child. We take account of any special needs and disabilities a child may have. We have a lot of experience supporting children with special needs and disabilities and we positively celebrate each other's differences.

#### **Enabling Environments**

We understand that the environment plays a pivotal role in supporting and extending children's development and learning. We are striving to improve provision in the Early Years to provide free flow between Nursery and Reception classes both indoors and outdoors this year and onwards into the next academic year. We know with the improvements made we can ease transitions, develop resources to better support children's development/interests and enable the environment at St Cuthbert's to provide every opportunity to help your child become the best they can be.

We continually observe and assess children to inform our planning so that activities planned and resources are changed and enhanced on a daily/weekly basis to reflect children's individual needs and interests.

### **Learning and Development**

We recognise that children learn and develop in different ways. We believe play which promotes doing and talking is at the heart of young children's learning and development. Staff and parents, working closely together, can provide learning opportunities at home and in school to support and move children forward in their learning journey.

Each child has their own learning journey which records their own significant moments of learning and development. Each area of learning is interconnected and has equal importance so that your child becomes a well-balanced and well-rounded child. Our curriculum planning and the environment will reflect the 7 areas of the Early Years curriculum. For parents we can provide support and advice on how to support your child's learning and development at home.

#### **Positive Relationships**

At St Cuthbert's we strive to provide a warm, friendly and safe environment where children can see positive adult role models which enable them to develop secure relationships with adults and other children.

St Cuthbert's Early Years staff will positively encourage strong constructive links with parents, children and school community. This will enable us to respond sensitively to children's needs in the setting. In the Early Years we share children's developmental steps with parents by holding regular open days in Nursery, parents evenings in Reception and using WOW boards to encourage parents to share with us what happens at home. Parents are invited to attend Collective Worship and other special events in the setting and in school. We work closely with other agencies to ensure each child has the best outcomes possible at St Cuthbert's.