

**English Martyrs' Catholic Primary
School Reading**

Welcome to our Nursery Class

ACADEMIC YEAR 2017-18



'Nurturing a relationship with Jesus Christ'

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Welcome

A warm welcome to our school community! We hope you and your child will have a long and happy association with us. We trust this booklet will help you to understand the routines of our school.

The School Day

Children should arrive no later than 10 minutes after the start of their session:

Breakfast Session	7:30am
School Day Session	8:30am
Afternoon Session	12:15pm

For the first few days, please bring your child into class and show them how to hang up their coat and get them used to our routine. After that, please say goodbye to them at the classroom door.

Please note the pedestrian gate is closed at 9.15am; if you arrive after this time press the button for 'School' and the office staff will answer and then allow you to push the gate open.

There will be a button on the pedestrian gate which will enable the nursery to admit you to the school between 11:25am and 12:20pm for the start/finish of half day sessions.

The caretaker will open the main pedestrian gate at 2.45pm for you to wait at the nursery gate for the afternoon session ending at 3.15pm. When your session ends (11.45am for morning sessions and 3:15pm for afternoon and school day sessions), the class teacher will release children from the classroom to a named parent or carer. Any changes to the adult who is collecting your child must be advised to the school office or class teacher **in advance**. Please make sure you are on time to collect your child. Children can become upset and worried if they are the last to be collected.

In the event that you are delayed in collecting your child, please inform the school office as soon as possible. After 3.30pm the main gates are locked and you will need to press the button for 'School' and the office staff will answer and then allow you to push the gate open. From 4.00pm press ASC (After School Club) for access.

Morning & Afternoon Break

Children are entitled to a free carton of milk until their 5th birthday. Children may bring a bottle of water as an alternative. All EYFS children will be provided with free fruit at morning break, however you are also welcome to provide your own healthy snack such as chopped fresh fruit, vegetables, yogurt or cheese.

Lunch Break

Lunchtime Supervisor - Mrs Connolly

We run a lunch club from 11:30am to 12:15pm, where there are limited places. The cost for the club for a day is £3.50, invoiced termly in advance. School meals must be paid and ordered in advance using 'Parent Pay'. You will be provided with a login once your child has been admitted. The deadline for ordering a meal each day is 9.00am. Alternatively you can supply a packed lunch. Lunch boxes should be clearly labelled with your child's name and must be of a regular shape for easy storage. Please include a drink. The school has a no nut policy and we are a healthy school, please see the enclosed leaflet from the Children's Food Trust.

If you have any dietary concerns for your child please contact us.

30 Hour Funded Place

It is a requirement that we check your eligibility for this each term. If your eligibility ceases as per the following guide you have two options:-

1. To continue with your current place but pay for any hours over the universal entitlement of 15 hours per week. The cost for the whole term is payable in advance.
2. To revert to a 15 hour universal funded place. The space remaining will then be offered to the next eligible child on our waiting list. Thus there is no guarantee of returning to your 30 hour funded place if your circumstances change again.

Eligibility Checking Dates		
Parent receives ineligible decision from Government	Local Authority/School Audit Date	Grace Period End Date
1 Jan – 10 Feb	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

Car Parking

We are a healthy school and encourage walking to school, however if you have to drive to school there is no car park for parents within the school. Please park carefully in Dee Road so that you do not cause any inconvenience to our neighbours. The office may issue parking permits to people with disabilities.

Please do not park in the school car park – this is reserved for staff only.

Enquiries

Office Manager – Mrs Ann Lennon
Administrative Assistant – Miss Juliet Lyons
School Business Manager – Mrs Caroline Fraser
Administrative/Finance Assistant – Mrs Beverly Booker

The office is open from 8.30am until 4.00pm daily. Please telephone between these hours.

Weekly Newsletter

The office will distribute the letter weekly on a Friday afternoon and the letter is emailed and also uploaded to our school website: www.englishmartyrs.reading.sch.uk

Uniform

Visit our school shop for items supplied by the school, logon to www.SchoolMoney.co.uk; a login will be sent to you when your child has been admitted into the Nursery.

We recommend in our nursery:

Red sweatshirt with the school logo

White polo shirt

Grey/navy jogging bottoms, leggings or grey skirt

Shoes that cover the whole foot (no open toed shoes) and are suitable for outdoor play; and if possible should have fastenings children can undo and do up themselves.

In the summer:

Grey/navy shorts

Red and white summer dress

A painting apron

We encourage outdoor learning, in the summer children should bring a sun hat and wear sun block; in winter children will need warm coats with a hood, hats, gloves and wellies.

Jewellery is not allowed in school (this includes earrings – which must be covered with tape if it is within the time when they cannot be taken out).

If your child becomes wet or dirty while at school they will be changed. Please provide spare underwear and socks/tights.

Please make sure that all clothing is clearly labelled. Lost property boxes are kept in corridors around the school, but we cannot guarantee that lost items will be found/returned if not labelled.

Medicines/Illness/Accidents

First Aider - Mrs Connolly

Community School Nurse – Monika Mann

We do not dispense medicines to the children unless a doctor prescribes them and a consent form, available from the office, has been completed. If children require medication it is usually better to keep them at home. It is recommended that if a child has vomited they should be kept at home for at least 48 hours after the last bout of sickness.

If your child feels ill whilst at school we will take their temperature and keep them under observation. If they continue to feel unwell or have been vomiting, we will contact you. We will make every effort to notify you by telephone if your child bumps his/her head. If we cannot contact you, the class teacher will speak with you when you pick up your child. Please ensure that we have an up to date contact number for emergencies.

If your child has a hospital/dental appointment during school time please ensure that your child's teacher is informed in advance.

N.B. Children are not allowed to leave the premises during the school day unless they are accompanied by an adult.

The school nurse visits regularly to carry out routine health checks and to promote health education.

Like most schools, from time to time we have a problem with head lice. Bug busting combs, used regularly on wet conditioned hair, are very useful for prevention and cure. If you need to use medication, ask the chemist/doctor for the recommended treatment. Please inform us if your child has head lice so that we can let other parents know of the need to be vigilant. In this way we may help to prevent head lice spreading to other children.

The school nurse will be able to give you advice. Parents have found that putting detangling spray on hair in the mornings is beneficial.

Attendance

Regular attendance at nursery is crucial to your child's progress and learning. Please avoid keeping him/her off school except through illness.

Holidays taken without permission in term time, will be unauthorised. Days off for whatever reason **except illness/hospital appointments/compassionate** circumstances will also be marked as unauthorised if the school has not received a letter.

Please telephone the school on 0118 937 5466 or 0118 937 5468 between 8.30am and 9.15am if your child is unable to attend school. A letter must be sent to your child's teacher when he/she returns to school.

Please make every effort to ensure that your child is punctual for school. Late arrivals can cause disruption to other children's learning. **If your child arrives after the 10 minute cut off for registration he/she will have to enter the school through the main door and give a reason for his/her lateness.** The names of late children are recorded. Children are deemed late if they have to enter via the main door. If your child arrives later than 20 minutes after the start of a session they will be marked in the register as unauthorised absence.

Homework

We want to promote a partnership of learning between home and school, so from time to time your child will be given activities to complete with you at home.

In addition, we would like you to read with your child each day, to share a book for 5-10 minutes.

Reports/Parents' Evenings

Annual reports are sent home in the summer term.

Parents' Evenings are held in autumn and spring terms.

If you have any concerns, your child's teacher will be pleased to talk to you at the end of the school day.

It is important that we work together to care for your child. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will either need to be with your child's Key Person or the class teacher. A Key Person is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how you can help at home.

Each child has their own learning journey on Tapestry. You can look at these at any time and add comments in them too so that their learning journey reflects your child's learning experience at home and at school.

Home/School Agreement

You will also be asked to sign our Home/School Agreement, on your child's behalf.

The Early Years Foundation Stage Curriculum

Children start to learn about the world around them from the moment they are born. The care and education offered by our setting helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

For children between the ages of two and five years, English Martyrs' provides a curriculum for the Early Years Foundation Stage (EYFS.)

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- **Communication and language;**
- **Physical development; and**
- **Personal, social and emotional development.**

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in **4 specific areas**. These are:

- **Literacy;**
- **Mathematics;**
- **Understanding the world; and**
- **Expressive arts and design.**

These 7 areas are used to plan your child's learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child's unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child's unique needs and interests.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

As we are a Catholic school we have **RE** sessions following the Archdiocese of Portsmouth's syllabus, so we will share simple Bible stories, prayers and learn about religious celebrations such as Easter and Christmas.

Communication and Language

This prime area focuses on:

- developing listening and attention skills
- developing understanding
- developing speaking skills



Foundation Stage provides opportunities for children to talk and communicate in a range of situations, to respond to adults and to each other and to practice and extend the range of their vocabulary. At group times and during the sessions children have opportunities to listen to stories and join in with rhymes. Through role play activities children develop confidence in speaking to other children and skills in listening and taking turns in conversations.

Physical Development

This prime area focuses on:

- **moving and handling** which develops co-ordination
- **health and self-care** which promote healthy living

There are opportunities for all children to develop and practice their fine and gross motor skills both indoors and outdoors. This includes focused games and dance activities. Children have the opportunity to use a range of large and small equipment and to move in different ways to develop awareness of their own bodies and the space around them. Children also increase their understanding of how their bodies work and how to keep their bodies healthy and safe. Children have access to a range of materials both indoors and outside with which to make marks and develop hand control.



We actively promote healthy living and encourage children to taste different foods and help with food preparation on a regular basis.

Personal, Social and Emotional Development

This prime area of children's development focuses on:

- developing **self-confidence and self-awareness**
- **managing feelings and behaviour**
- **making relationships**

When children join our Foundation Stage, staff support the transition from home and promote an inclusive ethos, providing opportunities for each child to become a valued member of the unit nurtured by our Key Family system.

We aim to help children learn how to work, play and co-operate together. They are encouraged to respect one another feelings and cultures and to express their own feelings in a variety of situations and contexts.

Children are encouraged to make choices about what they do and about what resources they use. Through activities and experiences children develop independence and become eager to explore new learning skills.



Literacy

As one of the specific areas, it covers:

- developing **reading skills**
- developing **writing skills**

Children have access to a range of books in the book corners. All children are encouraged to take a book home. These books are for children to share with an adult at home although as your child learns phonics they will have books to try and read themselves using the sounds they have learnt. Please take care of our books.



We encourage writing in all parts of the setting and have a variety of writing materials for children to choose from indoors and outside. Writing includes making marks on the page which children give meaning too; this is an important part of the writing process and should be encouraged. Role play provides many opportunities for writing as does writing labels for creations they have made. 'Having a go' at writing is the most important thing to develop and not worrying whether it is right or not, as this is the attitude needed for a child to succeed as a writer.

Mathematics

As one of the specific areas, it covers:

- developing knowledge and understanding of **number**
- developing understanding of **shape, space and measure**

Maths activities are available daily and there are always opportunities for children to extend their mathematical thinking, skills and knowledge using maths resources or everyday tasks as well as maths teaching sessions.



Through a range of practical activities children develop their understanding of number, measures, pattern, shape and space. The activities provide a broad range of contexts in which they can explore, enjoy, learn, practice and talk about their knowledge and understanding. Activities are mostly hands on with opportunities for children who are ready to record their developing knowledge and understanding.

Understanding the World

As one of the specific areas, it covers:

- developing knowledge and understanding of **people and communities**
- developing knowledge and understanding of the **world** environments
- developing **technology** skills

At English Martyrs' we are lucky to be part of a diverse community. Different cultures and faiths are represented and all children have the opportunity to celebrate different festivals. In this way they learn to be sensitive to the needs of and beliefs of others.

In our Foundation Stage environment there are always opportunities for children to solve problems, make decisions, experiment, predict, plan and ask questions in a variety of contexts. Through topic work we encourage children to explore and find out about their environment and to talk about past and present events in their own lives and in the lives of their family.

Children have access to a range of construction kits, big blocks, malleable materials and tools with which to work and develop their building skills both indoors and outside. Children have access to a computer with a range of software as well as programmable toys and digital cameras. In addition there is a microphone and CD player that children can use independently to listen to music, stories, rhymes or songs.



Expressive Arts and Design

As one of the specific areas, it covers:

- **exploring and using media materials**
- **being imaginative**

Children have the opportunity to experiment with a range of painting and drawing tools and techniques, to make models using different materials and to explore and share their thoughts, ideas and feelings through a variety of art activities. Children develop skills in design and technology with the opportunity to cut and join and make models using a variety of materials. Children's creativity is also developed through dance, movement, imaginative play and music activities.

How does play help them to learn?

At English Martyrs', whilst children are involved in self-directed learning they move freely between indoor and outdoor areas using the resources which best meet their needs. The aim of both indoor and outdoor play is to provide a stimulating environment for children's learning in all areas of the Early Years curriculum.

Outdoor play is essential for all aspects of a child's development. As with indoor learning, the outdoor classroom can provide children with experiences which enable them to develop in the seven learning areas.

The provision and planning for outdoor play, just as indoor play, must reflect the range of experiences and developing interests of the children. The adults in the outdoor learning environment are actively involved with children in their games and activities where appropriate and are not solely in a supervisory role.



What if my child needs extra help?

We recognise that children have diverse learning styles and needs. We plan opportunities to build on and extend children's knowledge, experiences, interest and skills. We use a wide range of teaching strategies based on children's learning needs and provide a safe and supportive learning environment.

Some children may be identified as having special educational needs. These children need extra help if they are able to develop their full potential and gain full access to the early years' curriculum. If this is the case, you will be supported by our school SENCO as well as your class teacher.

What if my child speaks English as an additional language?

Children who start with English as an additional language will receive extra help from staff. They will work in small groups, playing games and reading stories to reinforce basic vocabulary linked to work and to develop the children's confidence in speaking. The language skills of all children are valued in the Foundation Stage and children are encouraged to contribute in their own languages and to teach the class the basic words and numbers in different languages.

Don't forget to contact the school office if you have any problems

0118 937 5466 or 0118 937 5468
Email: admin@englishmartyrs.reading.sch.uk

APPENDIX

Healthy Packed Lunches

Reading Early Years FREE 30 Hours Childcare Extended Entitlement Parental Funding Agreement Form

Term Dates

English Martyrs' Breakfast & After School Club

School Building Fund *

Data Information *

Consent Form for School Photo/Website /Video Recording*

**** SCHOOL BUILDING FUND AND *YELLOW PAPERWORK TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE AS SOON AS POSSIBLE – THANK YOU.***