



PARENT HANDBOOK 2022-23

Nursery - Acorns



All Saints CE Primary
School & Nursery

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www.allsaints.herts.sch.uk

We are thrilled you've chosen our nursery for your child and look forward to working in partnership with you over the next year and – hopefully – beyond!



We are proud of the pastoral care and education we provide for our pupils and believe it is the values and ethos of a school that make each one unique. The nurturing environment and family feel we create gives our school a special quality, helping us stand out as a place for children to learn and develop.

The breadth of our curriculum and the high standards we set ourselves ensure that we achieve success for all and enjoyment in everything - going the extra mile through exciting and engaging themes woven throughout the curriculum. Pupils learn so much at our school, and they are enthusiastic in sharing their successes.

This booklet has been designed to provide you with lots of information you will need to help ensure your child's start in our Nursery is as smooth as it can be. If you have any questions or concerns, please don't hesitate to ask us – we operate an 'Open Door' policy and would encourage you to come in or use the details on the front cover to get in touch if you have a query or concern.

I look forward to getting to know you and your child. Welcome!

Philip Asher **Headteacher**

OUR VISION & VALUES

Surrounded by God's love, we aim to achieve a **Nurturing** environment, building **Resilient** learners who can go on to **Achieve**, helping children develop a firm foundation for their future life. In our school, everyone is respected and valued, so they can fully participate and do their best.



OUR SCHOOL

All Saints Primary School is a Church of England School situated in generous grounds. We provide education for children aged 3 to 11 (Nursery to Year 6) and feed into the Bishop's Stortford secondary schools. We work closely with all our local schools as members of the Bishop's Stortford Consortium, and the Envision Group. This helps us to continually improve and provide a broad and engaging curriculum.

Our school is organised into eight classes taught by a teacher and supported by our teaching assistants, midday-supervisors and site staff.

Early Years Foundation Stage (EYFS)		Key Stage 1 (KS1)		Lower Key Stage 2 (LKS2)		Upper Key Stage 2 (UKS2)	
Acorns (N)	Oak (R)	Ash (Y1)	Elm (Y2)	Y3	Y4	Y5	Y6

Pupils are taught individually, as a group or as a whole class, but always according to individual needs and in ways that will move them forward in their learning and development.

SCHOOL UNIFORM

We encourage children to look smart and ready for a full day in Nursery (yes, even when playing our children are learning!). Our uniform is designed to be hard-wearing and durable, able to withstand the active learning and creative play that is a day in Nursery. School uniform with logos (marked with * on the list below) can be bought online from our supplier – see our website for the link. Although based in Harlow, free delivery is available to school during term time. Other items can be found at reputable supermarkets/shops locally.

We don't insist on embroidered items (suitable alternatives are acceptable), and we recognise the financial pressures families are under. The Governors regularly review the costs of our uniform, and they also operate a small fund to support parents in particular hardship. Please contact the school office in confidence if you feel you may need this support.

Coats and wellies please! We go out, whatever the weather – and love to explore our Forest School too.

Spare clothes (including underwear!), named and an in a bag that can stay in Nursery – just in case!

We actively discourage jewellery in school, especially in Nursery where so much play is active. If your child has a pierced ear, they must wear a plain stud only, which must be removed for PE (they shouldn't be worn for that day). This is for your child's safety.

The PTA sell pre-loved uniform – £1 per item.
Contact uniformpta@allsaints.herts.sch.uk to see what stock they have!



Please see the full Uniform policy (online) for further details.

Long Hair must be tied back – shoulder length is a good guide for when to tie back. Fashion haircuts are also strongly discouraged. Hair accessories should be in school colours – no fashion bands/bobbles please.

Nail varnish or **temporary tattoos** should be removed before the start of each school day.

PE Kits

In Nursery the children will come to school in their PE kit on PE day – please look out on Tapestry for which day PE is on (usually but not always a Tuesday).



THE SCHOOL DAY

DROPPING OFF YOUR CHILD

First Day at Nursery – Thursday 8th September

Please come to the Nursery gate at 8.50am and follow the path down to the Nursery building.

Parents will be able to come into the entrance and help their child find a peg, see them into the room and say hello. Please do note, parents should leave by 9.10am to allow the children to settle in for themselves and get on with their day. Thank you!

Subsequent Days – Friday 9th onwards

The Nursery children enter through the Nursery gate, and parents can follow them to the Nursery building where you will say goodbye for the morning. It is better to help the children develop their independence by letting them come in by themselves, though at first you may feel you need to help them. Please leave promptly though to allow them to settle in, and usually after a week it won't be necessary.

Any messages?

If you have a message for the nursery teacher, you will be able to share it with them at drop off. Please remember, they will have lots of children to say hello to, so if it is a longer message, it would be better to send this through the school office (email, phone). Mr Asher and other staff are often available in the mornings too.

COLLECTING YOUR CHILD

We keep a list of 'authorised' people who can collect your child – please let us know if it needs to change. We will ring to check before letting them go if the person is not on your child's list, but this does slow things down so do keep the list up to date.

If you are not using Little Ladybirds, Nursery finishes at 11.50am (collect from the Nursery gate, where you dropped them off). If they are staying for Little Ladybirds, then they will stay in the room and we will handover directly to Little Ladybirds staff (we also settle them into their lunch too!).



*Many children like to hang something, for example **one small key ring**, to their school bag, or PE kit bag so they instantly know which one is theirs, especially if it's one with a school logo.*



*Use sew-in or iron-on name labels in **EVERYTHING!** Pen often becomes illegible or wears off after a few washes!*

30 HOURS NURSERY / EXTENDING THE DAY

Little Ladybirds & Night Owls

30 Hours Childcare is available on site. We work in partnership with Little Ladybirds Pre-school for additional Nursery Hours in the afternoon (pupils in our Nursery have priority for places, subject to availability). They are open from 12pm and close at 3.15pm, when Night Owls then starts – open until 6.30pm. They are run by the same company and transition is seamless.

Please contact them directly for booking, prices, and further information.

Website: <https://www.earlybirdsandnightowlsclubs.co.uk/>

E-mail: earlybirdandnightowlclub@gmail.com

Telephone: 01279 771367

A TYPICAL DAY IN NURSERY

8:50am	School opens for Nursery – children have morning activities to engage with
9:15am	Registration and Carpet Session
9:30am	Group activities, including adult led learning
9.45am	Discover & Do, child-initiated learning including free flow (inside and out – whatever the weather!), & snack time
11:30am	Carpet Session – number songs, rhymes and story time
11:50am	<i>Home time – children leave now, or stay and Little Ladybirds continue provision</i>
<i>Nursery have Collective Worship daily in class, or with Reception and the Whole School.</i>	

COMMUNICATING WITH SCHOOL

We aim to develop an open and friendly relationship with all our parents/carers. This means children's learning can be supported, and any achievements or problems can be shared. Please ensure you update us whenever you change your contact information – this is especially important if we need to contact you in an emergency. Please let the school office know when things change.

SCHOOLCOMMS – GATEWAY (Messaging and Online Payments)

Download the [SchoolComms Gateway App](#) to receive messages direct to your smart phone. We send almost all communication out by email or app/text message, so make sure we have an up-to-date email address and mobile number. They often end up in 'Junk' or 'Spam' boxes to start with, so check there if you haven't received anything after the first week! Any problems, let us know. We also use the App for online payments (we are a cash-free office).



TAPESTRY

We use the online Early Years platform called [Tapestry](#). Download the app for ease of checking it every day. We post updates, observations, photos, comments, and messages direct from Nursery. It is the best way to stay in touch with us. You can also share things done at home – WOW moments, new skills, journeys and any other news. Please do – it's part of us working in partnership together.

NEWSLETTERS

We aim to send out a fortnightly [Newsletter](#) (by email). We share upcoming dates, important notices, news from the classes, and celebrate the children's achievements. Please do read it!

WEBSITE & SOCIAL MEDIA

Our [website](#) has lots of information about curriculum, activities, policies, reports and other information – along with the latest Newsletters and news updates. We are constantly updating it. If you can't find what you're looking for, let us know. We have a school Twitter feed – [@AllSaintsPriSch](#) where we upload news, photos, live feeds from trips, and celebrate children's achievements, and our PTA are on Facebook. Please note that we never publish children's names with photos, and respect parents' consent when using photos online.

ONLINE FORMS & LETTERS FROM SCHOOL

Sometimes, when a reply is needed, we send links to online forms, for trip consent, surveys or choosing options. Rarely, paper letters/forms are sent home. Children bring these home in their book bags. Copies can also be requested at the school office, and we are always willing to help fill anything in, just let us know.



Go through your child's school bag daily to see what is lurking inside!

TALKING TO YOUR CHILD'S TEACHER

If you need to speak with the nursery teacher, you can:

- Quickly catch them in the morning when dropping off (quick, short messages only please!).
- Hand them a letter/note, or hand it in at the office.
- Email or ask the office to arrange a suitable time to talk to them.
- Phone the school office and leave a message – remember to say if it's urgent and which child it is for. If we need to, we will call you back as soon as we can.
- Speak with them at the end of the morning at pick-up time (there is often longer to speak at this point)
- Arrange a meeting/phone call with them at a mutually convenient time (through the office, or at drop off/pick up).
- Mr Asher and our SENCO (Mrs Moore) are always willing to meet with parents, and can be found at the main gate most mornings, or ring the office to arrange a suitable time.

COMMUNICATION - FAQ

How do I let the school know about medical and hospital appointments?

If your child has an appointment that is in Nursery time, please let us know as soon as possible. You can email, phone or send in a letter to the school office. You can also let your child's teacher know at drop off/collection too. You should confirm what kind of appointment it is (useful in case we need to offer help in the nursery day) and date/time too. Thank you!

How will the school let me know if it's closed due to snow/emergency?

We are always determined to stay open, however severe weather conditions such as snow can mean it isn't safe for pupils to be in school. On these very rare occasions the school uses Texts, Email, and the Herts County Everbridge system to inform parents the school is closed. Please see the Severe Weather Closure section (under 'Parent') on the Website for more information, and to register for the Everbridge system. We will also now be able to offer remote learning in some form if we do have to close.

What should I expect at Parent Consultations?

Parent Consultations are held for all children, including Nursery children. They usually take place in November and March. We use a mix of video and in person meetings. You will be able to pre-book a 10-minute slot to talk to your child's teacher about how your child is getting on. It's a chance to hear from the teacher, as well as to ask any questions you have. We will share your child's learning journey so far. They are generally very positive experiences, and we aim to meet with every parent.

The latest and earliest appointments are usually in high demand, so do book as soon as you can. An email is sent out a few weeks before, with links to our online booking system.

What should I do if my child is unwell and unable to come into Nursery?

Please phone/email the school office first thing in the morning to let us know (office open from 8am), otherwise school will contact you after 9.30am. Unless the illness has a defined absence period (such as vomiting/diarrhoea which requires 48hrs), tell us on **each day** your child is absent (otherwise we expect them to be in school). When your child returns to school, please email/write a note to the office to explain the absence, if you haven't already done so. Try to include any appointment cards if a medical appointment was required.

How can I find out what's going on in school in advance, so that I can plan ahead of time?

Please look out on Tapestry for any messages there and the fortnightly Newsletter (sent out by email) has a 'Dates for your Diary' section. We also publish dates on the Website calendar (on the homepage). We try to publish dates as early as possible. You can also ring the school office to check/ask.

Will the school administer medicine to my child and how do I let you know they need it?

We can administer **prescribed** medicine and some types of over-the-counter medicine (allergy, pain relief only). Try to time dosages so they avoid the school day, but don't worry if you can't. Medicines must be clearly labelled with your child's name, the original packaging, and a pharmacy label. **You must complete a medicine consent form (available from the school office and on our website).** Medicines must be handed to a member of staff, and **no medicine should be sent in your child's bookbag.**

FOOD AND DRINK

Children are encouraged to drink water throughout the day so please provide a small sports style bottle to drink from – please avoid the metal ones (they're very noisy and often awkward to carry). Water is available to refill the bottles – **no juice or squash please** (so we don't have small insects coming into school or sticky spills everywhere!).



Nursery children are provided with a **free fruit or vegetable snack daily.**

Milk is provided free for all children under 5, but must be ordered in advance. We order milk in the term before. Please order through the school office.

Little Ladybirds & LUNCH

If your child is staying on for Little Ladybirds in the afternoon, you may need to provide them with a packed lunch. Please discuss this with Little Ladybirds directly. Our Nursery staff will settle the children down for their packed lunch ready for handover to Little Ladybirds staff at 12pm.

Please also be mindful that certain items are not allowed in school: glass/ceramic containers, cans, fizzy (carbonated) drinks, **nut products** (some pupils and staff are allergic to contact with nuts) and **sweets or chocolate**. **Please ensure lunch boxes are clearly named to avoid any confusion!**

GENERAL INFORMATION

PUNCTUALITY AND ATTENDANCE

Routine is important – it helps your child to feel settled and secure. Please do try to arrive by 9am each morning and be on time for collection. We know that life has a habit of being awkward at times – if you are running late, just let us know as soon as you can.

If your child is absent from school **for any reason**, please call the school office by 9.30 a.m. We ask you to ring every day when your child is off to ensure that we know where they are (our default is we expect children in school so will assume they will be unless otherwise informed).

Do Nursery children have to attend school?

Nursery children are not yet of compulsory school age, and so it is not compulsory for them to attend. But it is important for your child's education and wellbeing that their attendance is regular and routine. This also helps them to develop positive attitudes to school and builds on their daily learning.

We do need to know if they are not coming in for Nursery – either because they're unwell or for any other reason – as part of our safeguarding duty. Please ring us or email to let us know. (Remember to tell Little Ladybirds too if your child attends with them – sadly we can't do this for you, and vice versa).

HOLIDAYS AND TERM DATES

We encourage you to book family holidays during the school holiday dates. These are published a year in advance. If you are planning a family holiday during term time – Nursery children are not of compulsory school age and so no formal action will be taken. Please still let us know using the Leave of Absence form (available on our website). We are required to record it as term time holiday in line with regulations for school registers as part of our safeguarding duty.

Do continue to share what the children get up to – often holidays are a time when they try something new, and you can share it with us through Tapestry (it all helps to show what they can do and adds to their learning journey!). We find they love sharing it too.

CELEBRATING CHILDREN

We believe wholeheartedly in celebrating pupil's achievements through our rewards systems in school. In Nursery, because of the age of the children, we find 'in the moment' celebrations work best. We use lots of verbal praise to encourage and recognise their achievements. We also use stickers and will share achievements with parents (online through Tapestry or in person at pick up).

We also have weekly '**Shout Outs**' to celebrate individuals for their contribution or efforts that week. Names of children receiving a shout out are published in our Newsletter. We try to include Nursery as often as we can!

In the main school, children also have opportunities to earn House Points and Merits (leading to Merit Milestone Awards) for their work.



SPECIAL EDUCATION NEEDS & DISABILITIES (SEND)



Our approach to learning ensures that the children's needs are met in the classroom as far as possible. From time to time, we may need to put in place additional support, or ask other professionals to help us achieve this for some children. These children are listed on our Special Educational Needs Register, and we create individual plans for supporting their learning and development.

This support is closely monitored as part of our pupil centred approach, and parents receive regular (at least termly) updates through the year. At every stage, we meet and discuss with parents our observations and the support we are putting in place to help your child achieve and succeed. More information about SEN matters can be found on our website. Please also ask if you have specific concerns.

Our Special Educational Needs Co-ordinator can be contacted directly - Email: senco@allsaints.herts.sch.uk

HOMELEARNING

Children in Nursery are always learning – with everything they do, hear and see! So there is no 'homework' for them to do. Instead, we encourage you to sing songs, read books, visit interesting places, talk lots, count things, and involve them in home activities (like cooking, baking, cleaning, sorting, tidying). Of course, we also encourage them to play and get outside!

We will provide a library book and other books for the children to have at home and look out on tapestry for the numbers and letter sounds they are focusing on that week.



Encourage your child to read with you every day from labels on food packaging to sign posts – not just their book!

BEHAVIOUR

Young children, particularly those in Nursery, are at the beginning of their social journey. It can be difficult for them to learn the boundaries with peers, and we aim to help them do this in a kind, caring and understanding environment. When needed, we have a range of age-appropriate strategies that we use to help children understand the impact their behaviour might have on others. We will always liaise with parents about any concerns, and strongly encourage parents to share with us if they are concerned about behaviour at home.

The school Positive Relationships and Behaviour Policy can be found on our website under the Policies section.

Anti-Bullying and Anti-Racism

As a school we take bullying and racism very seriously. If you or your child feels that they are subject to bullying of any form whilst in school or feel they have been a victim of a racist incident, we strongly encourage you to come and speak to your child's teacher or Mr Asher as soon as possible so that we can help resolve matters quickly. You can find our Anti-bullying and Anti-racism policy on our website (in the School Policies section).

MONEY MATTERS

We are a cashless office – meaning we accept online payment (through the SchoolComms Gateway app) or cheques only. Cheques should be payable to **All Saints School** and should be sent in a named envelope (Pupil's name, class and reason for payment) to avoid confusion or loss.

We ask that all payments due are made in a timely manner and in advance. All outstanding payments should be cleared by the end of each term so that everyone starts each term with a clear account balance. Your online account will show how much is owed, and you can contact the School Office if you have any balance queries.

We also use our online system for collecting donations towards Nursery activities, and for any charitable giving too (we try to raise money for local and national charities through the year). Look out for emails with links to relevant fundraising pages.

UNIVERSAL CREDIT & BENEFITS

If you or your child are eligible for certain benefits, our school may also be eligible for additional funding. This is known as the 'Early Years Pupil Premium' and is vital in helping us to support your child's education in school. It isn't a personal grant for your child but is added to the Nursery funds to support our provision. We also use this to put in place any additional support for your child if needed and currently Hertfordshire use this eligibility to provide vouchers for holiday meals support. Please go to www.hertfordshire.gov.uk/freeschoolmeals, or click on the link on our website to find out more.

SCHOOL FUNDRAISING – PTA / Charities

Our PTA help to support school by holding events that raise money towards school activities. The events are great fun, and there's a wide range of activities – from a quiz night for adults to pupil discos at the end of a term. We also have large community events, such as our Summer Fete. Please also nominate them for 'Amazon SMILE' and join in with the 50/50 club! We also collect used batteries and printer Ink Cartridges – both of which earn a small commission for the PTA.

We also try to support charities each year. Children hold events, sponsored activities (such as dress up days, Christmas Jumper day etc.) and the collections at our performances and Church services are often to charities chosen by the children. Please look out for information in the Newsletter.

TRIPS OUT & CURRICULUM ACTIVITIES

We regularly go on welly walks and get out and about around our local community area (the Teddy Bears' Picnic is a favourite!). In Nursery, we always need parent help for activities where we go off school site, and we sometimes ask for contributions towards the cost of activities. Requests for financial contributions are voluntary, and your child will not be excluded if you don't contribute. However, without this support many of these activities would not take place. For pupils eligible for Early Years Pupil Premium (see above), we can offer financial support for these trips. The Governors also operate a small hardship fund for other families.

COLLECTIVE WORSHIP

As a Church of England Primary School, we hold daily Collective Worship (often known as 'Assemblies'!). The difference between assemblies and Collective Worship, is that we include a short prayer, and often use a biblical theme as inspiration for exploring a school value. We also sing together!

The children enjoy coming together to think about the school Values, current events, special themes, listen to visitors, and be reminded (or learn about) stories from the bible and what they might tell us today. No child is required to pray; they are invited to make a prayer their own by joining in, or to use the time for thinking about the value for themselves. We also celebrate and include festivals from other faiths, as part of a diverse community. If you have any questions about our Collective Worship, or RE curriculum, please do get in touch and we'll be happy to discuss them with you.

WAYS TO GET INVOLVED

GOVERNING BODY

We have an active and supportive Governing Body who help shape the strategic direction and leadership of the school. They work closely with Mr Asher and senior staff on continual school improvement and development. You can find out more about what they do on our website, or if you have a question, concern or suggestion you can email chair@allsaints.herts.sch.uk

From time-to-time vacancies arise for a governor and we hold elections. Look out for nomination forms!

ALL SAINTS' PARENT TEACHER ASSOCIATION (PTA)

While your child attends our school, you are automatically a member of our PTA. They do many wonderful things for our school, helping to raise funds for our school and children. They also run the 'pre-loved' uniform sales.

Events are organised through the year and you are invited to join in with as many as you can. Many hands make light work, and we like to ensure there's a large support group alongside the named officers – this makes it easier for everyone! If you would like to join the PTA to help organise events, or to just help out at an event, please contact the PTA. There's a PTA Facebook page

<http://www.facebook.com/groups/202441499935830/> and an email contact: pta@allsaints.herts.sch.uk

Recent investments have included helping to renovate our courtyard area, supporting the purchase of IT equipment, and supporting recent class trips. They also support us by giving up their time and expertise to bring projects to fruition.

PARENT HELPERS

We always need help during the school day and for special events through the school year (such as school trips). It could be listening to readers, tidying the library or helping to prepare a display, sharing a skill or your work with the children, or generally helping out round school.

If you'd like to help, please complete the application form on our school website ([Parents / Volunteering in School](#)). If you need help with the form or want to talk more about volunteering in school, please contact Mrs Hatch in the school office.

Do also let us know if you have any specific ideas about helping us out in school!



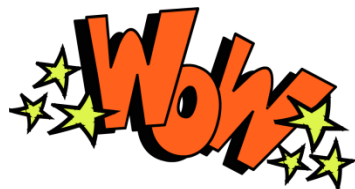
KEY EVENTS THROUGH THE YEAR

CHURCH SERVICES

We go to All Saints Church, Hockerill (a short walk away) for some of our services, but often the church comes to us too! Our services through the year are Harvest (October), All Saints Day (November), Christmas (December), Ash Wednesday (February), Easter (March/April), Ascension Day (May) and End of the Year Service (July). Although they are sometimes in the afternoon, Nursery children and parents are warmly welcome to join us for all of these. We aim to involve all children in each service, so sometimes our Nursery children join with our Reception class in their contribution.

WOW EVENTS

We arrange special event days and visitors to school throughout the year. These are used to inspire the children in a new skill, activity or topic. We sometimes ask for a voluntary contribution to help us cover the costs. We also sometimes ask for parent helpers – please do look out for requests and dates in our Newsletter.



NATIVITY & SCHOOL PLAYS

We love a good performance and offer the children several opportunities to perform throughout the year. Nursery, Reception and KS1 put on a Nativity production at Christmas time. Y3/4 and Y5/6 pair up to perform at Spring and Summer respectively to put on a production, complete with costumes, props and special effects! Some are ticketed (to meet fire regulations in our hall!!), others are 'just turn up'. Look out for letters/newsletter information.

SPORTS DAY – Summer Term

We hold our sports days in the summer, with every child participating. Parents are warmly invited to come and cheer along their children (and all the others!). Children compete in houses and earn points to see which house will be the Sports Day champion! The format includes skills tasks for each team, followed by traditional races along our track.

OTHER USEFUL INFORMATION

TEACHER TRAINING DAYS (INSET)

There are 5 teacher training days throughout the school year where school is open for staff only. Please do look out for these in the Newsletter and Term Dates List.

These are not term time days, so pupils have the day off school (including Nursery)! School staff use these days to focus on developing their professional work by learning about strategies to support pupil's learning, developing key areas of the school building, or attending training to help keep pupil's and staff safe. We try to time them to be just before or just after a school holiday, or at the start/end of a week.

FOREST SCHOOL & OUTDOOR LEARNING

We love getting outdoors into our Forest School! This is where children get out into our field and wooded areas on site, explore, build dens, make nature art, enjoy a campfire (and associated treats!), and have fun. It's a great chance to build self-esteem, confidence and learn about the world around them. Nursery have a weekly Forest School session, but also go out through the week (as the themes dictate).

We go out whatever the weather; there is no such thing as the wrong weather, just the wrong clothing!

We ask children to bring in a waterproof coat, a jumper (in colder weather) and wellies (it does get muddy!). We provide waterproof dungarees (courtesy of our PTA).

We also post photos on Tapestry and in the Newsletter.

FINAL TOP TIPS

Taken from parent and staff suggestions!



- ☺ Name everything – 220 blue jumpers/pairs of socks/black coats tend to all look the same...
- ☺ Read the Newsletter when it comes out – especially the dates and information/reminders.
- ☺ Buy shoes with Velcro straps until your child is confident doing buckles or laces. Small or very low heels only – helps to avoid any accidents when running around on the playground!
- ☺ If you have missed forms, letters, or think you have, email the office or ask in person – it won't hurt to check!
- ☺ The school number is 01279 836006. Save it on your mobile phone in case you need it in an emergency – you'll also know it's us ringing you!
- ☺ Children wear their PE kit for the day they do PE – it saves time changing in school.
- ☺ For Nursery and Reception children (and older if needed), put spare underwear in their PE bag just in case...
- ☺ Name everything!! Cannot state this enough!!! – check names haven't washed off (this does happen over time).
- ☺ **Never be afraid to ask something – there are no silly questions! Chances are other parents want to know too.**