

PARENT HANDBOOK Nursery - Acorns



All Saints CE Primary School & Nursery

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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 VALUES

We have four core Christian values that guide the way our whole community works, plays, and relates to each other. They are:

Love: We take care of each other and our community. (John 15.12)
Kindness: We show dignity and respect to all; thoughtful and kind in words and actions. (Colossians 3.12)
Resilience: We aim high and take delight in learning. (Philippians 4.13)
Understanding: We work inclusively and compassionately. (Romans 14.19)

We celebrate our values and use them to help us with our behaviour choices. Each is separated into a character value, and each half term we choose one as a focus to help us learn more about each other:

LOVE	KINDNESS	RESILIENCE	UNDERSTANDING	
COMPASSION COMPANY COMPANY	CPIENDSHAD	COURAGE CONSERVICE COURSE		
Compassion Generosity	Friendship Respect	riendship • Respect Courage • Perseverance		
Thankfulness	Trust	Service	Truthfulness	
COMMUNITY	DIGNITY	WISDOM	HOPE	



OUR SCHOOL

All Saints Primary School is a smaller than average 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 Bishops Stortford secondary schools. We are part of the Bishops Stortford Consortium of schools and work closely with our local education partners to 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		Key Stage 1 (KS1)		Lower Key Stage 2		Upper Key Stage 2		
Stage (EYFS)				(LKS2)		(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!). The 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. Other items can be found at reputable supermarkets/shops locally. If you have difficulties buying uniform please speak to the School Office. We don't insist on embroidered items, and the Governors operate a small fund to support parents in particular hardship. Please contact the school office 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 should 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. 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 in on their PE day wearing their kit – please look out on Tapestry for notification of when PE is on!

THE SCHOOL DAY

COVID has changed a number of our systems, and at times they have changed often. Please look out for updates via email or our website for the latest information about Drop Off and Collection arrangements (times, locations on site etc.).

DROPPING OFF YOUR CHILD

First Day at Nursery

Please come to the Nursery gate at 9am and follow the path down to the Nursery building. COVID has not allowed us to welcome parents into the building, but normally you would be able to come and see where your child's peg is and hand over to the nursery staff. Then you'll say goodbye for the morning!

Subsequent Days

The Nursery children enter through the Nursery gate, and parents can follow them through down 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.

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.

If you are not using Little Ladybirds, Nursery finish 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!).



Sky blue T-Shirt (or polo shirt in

Drawstring Bag*

PE Kit

Plain navy PE shorts

PE kit should be kept in school through the week.



Many children like to hang something, for example a 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.

EXTENDING THE DAY

Little Ladybirds & Night Owls



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

We work in partnership with Little Ladybirds Preschool for additional Nursery Hours in the afternoon (subject to availability). They are open from 12pm and close at 3.15pm.

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

Website: <u>https://www.earlybirdsandnightowlsclubs.co.uk/</u> E-mail: <u>earlybirdandnightowlclub@gmail.com</u> Telephone: 01279 771367

A TYPICAL DAY IN NURSERY

8:50am	School opens for Nursery – children have morning work or Busy Fingers activities		
9:00am	Registration and 'Discover & Do' activities		
9:00am	Phonics, followed by Wake & Shake – getting us ready for the day!		
9:20am	Carpet session – introducing a story, or phonics		
	Discover & Do (choosing), including snack time together		
	Outside time – similar to 'Discover & Do' - whatever the weather!		
11:30am	Carpet Session – number songs, rhymes and story time		
11:50am	Home time – children leave now, or stay and Little Ladybirds continue provision		
Nursery and Reception have Collective Worship daily in class, together or with the rest of school.			

COMMUNICATING WITH SCHOOL

We aim to develop an open and friendly relationship with all our parents/carers, so there is a two-way flow of information about each child – home to school, and school to home. In this way, children's learning can be supported and extended, and any achievements or problems can be shared. Please ensure you update us whenever you change your contact information – this is especially important for if we need to contact you in an emergency. You can do this online through the **SIMs ParentLite App** or through the school office.

SCHOOLCOMMS – GATEWAY (Messaging and Online Payments)

Please download the SchoolComms Gateway App to receive messages direct to your smart phone. We also send almost all communication out by email, 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 first. If you haven't received anything after the first week or so, let the office know so we can look into it for you. We also use the App for online payments (we are a cash-free office) – and you can book slots in After School clubs etc. through the app if they are run by school.

TAPESTRY

We use the online Early Years platform called Tapestry. Download the app for ease of access, and remember to login daily! 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 with lots of information. 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.

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.
- A great time to catch them is at the end of the morning at pick-up time.
- Mr Asher and our SENCO (Mrs Moore) are always willing to meet with parents, and can be found on ٠ the playground 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?

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.

Tip

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

What should I expect at Parent Consultations?

Parent Consultations for all children, including Nursery children, usually take place in November and March. We are currently using online video 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 book early! An email is sent out a few weeks before, with links to our online booking system. Parents can attend one appointment from two locations through the video system, but if you need separate appointments, please let us know.

What should I do if my child is unwell and unable to go to school?

Please phone/email the school office first thing in the morning to let us know, otherwise school will contact you once the register highlights your child's absence after 9.30am. Tell us **every day** your child is absent, so we can mark the registers accurately. 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. Without the phone call and follow up letter/email, we are required to record absences as unauthorised.

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. The fortnightly Newsletter sent out by email lists upcoming dates for the following months, and we publish dates on the Website calendar (on the homepage). We aim to publish dates as early as possible, but sometimes it isn't 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). It is best to time dosages so that they avoid the school day, but we know this isn't always possible. Please ensure that the medicine is clearly labelled with your child's name, with the original pharmacy label & packaging, **and you have completed a medicine consent form (online)**. Medicines must be handed to a member of staff, and no medicine should be sent in your child's bookbag.

FOOD AND DRINK

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 containers, cans, fizzy (carbonated) drinks, nut products (some pupils and staff are allergic to contact with nuts) and <u>sweets or chocolate</u> are not permitted. Please ensure lunch boxes are clearly named to avoid any confusion!

WATER, SNACKS and MILK

Children are encouraged to drink water throughout the day. Please send them in with a small sports style bottle to drink from – these can be brought in from home. Water is available to refill the bottles – <u>no juice or squash please</u> (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. We order milk in the term before. Please order milk for your child through the school office.

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 (and if it's safe to do so).

If your child is absent from school **for any reason**, please call the school office <u>by 9.30 a.m.</u> We ask you to ring every day when your child is off to ensure that we can mark the registers accurately.

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 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 any other reason – as part of our safeguarding duty. Please ring us or email to let us know.

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) or emailing the school office. We are required to record it as term time holiday in line with regulations for school registers but only as a formality.

The children absolutely love sharing the adventures and activities they get up to with you. This is because they enjoy spending good times with their family and sharing it with their friends. It is best to be open and honest about any reason for absence, we will likely find out anyway!

CELEBRATING CHILDREN

We believe wholeheartedly in celebrating pupil's achievements through our rewards systems and certificates in school. These are shared with the whole school community in our weekly Star of the Week Assembly, and fortnightly Newsletters.

- Every child is a member of a **House Team** and they can earn house points each day.
- Prestigious Merits are given to individuals for excellent work in class, and children accumulate them to achieve a Merit Milestone.
- We have weekly **'Shout Outs'** to celebrate individuals for their contribution or efforts that week.

our	Merit Certificate	
0.0.0.0.0.0.0.0	Bronze Award Presented to Management of Silver Award	MMMM2
	Dote	
	Bananananananananananananananananan	



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 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 do not get homework! 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 through the year 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, ideally before term starts. We recommend paying at least half termly. 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 donations towards Nursery activities, and for any charitable giving too. Look out for emails with links to relevant fundraising pages.

Don't forget to help our PTA too – 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.

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. Please go to <u>www.hertfordshire.gov.uk/freeschoolmeals</u>, or click on the link on our website to find out more.

TRIPS OUT & CURRICULUM ACTIVITIES

We actively seek exciting learning opportunities for our children, and regularly go on welly walks and out and about around our local community area (the Teddy Bears Picnic is a favourite!). Sometimes we also ask for parent help, and 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 limited financial support for these trips. The Governors also operate a small hardship fund for other families.

SCHOOL FUNDRAISING

Our Parent Teacher Association (PTA) group help to support school by holding events that raise money towards school activities. The events are great fun, and there's a really 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 (held annually in July), and our Christmas Fayre (in December).

We also try to support two charities each year, our School Charities. One is a UK based charity and the other has an international focus. Children hold events, sponsored activities (such as dress up days, Christmas Jumper day etc.) and the collections at our performances and Church services are sometimes towards these charities. Recently, during the pandemic, we have supported the local Bishops Stortford Food Bank with donations.

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 community value. We value this time and the children enjoy coming together as a whole school to think about the school Values, current events, special themes, listen to visitors (such as Fr Simon, our parish priest), and be reminded (or learn about) stories from the bible and what they might tell us today.

No child is required to pray, rather 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 help.

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 <u>chair@allsaints.herts.sch.uk</u>

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

ALL SAINTS' PARENT TEACHER ASSOCIATION (PTA)

Our PTA do many wonderful things for our school, helping to raise funds for our school and children. 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.

Events are organised through the year (such as our Parents' Quiz night, pupil discos and Summer Fete) 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

PARENT HELPERS



We always have a need for help during the school day and 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. Please contact Mrs Hatch in the school office to volunteer your help and we will sort the rest (DBS check etc). Do also speak to Mr Asher 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, here in Bishops Stortford 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), Easter (March/April), Ascension Day (May) and End of the Year Service (July). Parents are warmly welcomed to join us for all of these. The children take part in a variety of ways, singing, reading, performing poetry, drama, and music. We aim to involve all children in each service.

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 use our Sports Grant for some of these events, and for some we ask 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!

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 earn house points to see which house will be the Sports Day champion! The format follows a similar routine, with 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. These are not term time days, so pupils have the day off school! They are days provided by the government so teachers can 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. They are often just before or just after a school holiday, or at the start/end of a week.

FOREST SCHOOL

We love getting outdoors into our Forest School! 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 <u>muddy!)</u>. We provide waterproof dungarees (courtesy of our PTA). These lessons are a fantastic opportunity for children to develop skills and knowledge of the outdoor world.

FINAL TOP TIPS

Taken from parent and staff suggestions!

- © Name everything 200 blue jumpers 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.
- © Name everything!! Cannot state this enough.
- © For Nursery and Reception children (and older if needed), put spare underwear in their PE bag just in case...
- © Never be afraid to ask something there are no silly questions! Chances are other parents want to know too.

