



HEREFORD CATHEDRAL  
SCHOOL

# HEREFORD CATHEDRAL JUNIOR SCHOOL NURSERY 2022/23 GUIDE FOR PARENTS



# **WELCOME TO HEREFORD CATHEDRAL JUNIOR SCHOOL NURSERY**

**At Hereford Cathedral Junior School we believe that  
'Every Child Matters' and this ethos underpins every aspect of our Nursery.**

Welcome to Nursery at Hereford Cathedral Junior School. The aim of the department is to provide high quality care and education for young children during their first steps along their educational journey at Hereford Cathedral Junior School in a safe, stimulating, creative and happy environment and to enable each child to fulfil their individual potential at this formative time in their lives while fostering a love of learning.

The purpose of our setting is to provide an entry into the Pre-Prep department and establish excellent relationships with parents and children to ensure a smooth transition into full-time education in Reception.

This booklet has been designed to help you and your child settle easily into life at HCJS Nursery. Your child's first steps along their educational path are very exciting but there may also be some questions and concerns you have. Hopefully this booklet will help with these but please do not hesitate to ask if you have any other concerns throughout your child's time with us.

We are looking forward to getting to know you and your children.

Mrs Helen Hoffmann  
Headteacher  
Hereford Cathedral Junior School

## **TERM DATES 2022/2023**

### **AUTUMN TERM 2022**

Monday 5 September  
Tuesday 6 September  
Wednesday 7 September  
Thursday 8 September  
Thursday 20 October

**Thursday 8 September – Thursday 15 December**

INSET Day for Junior School Staff  
INSET Day for Junior School Staff  
INSET Day for Junior School Staff  
**Whole School Returns**  
INSET Day for Junior School Staff

### **HALF TERM**

**Thursday 20 October to Sunday 30 October (inclusive)**

**Thursday 15 December**

**Carol Service at 2pm (all pupils attend)**  
**Term ends at 3pm**

### **SPRING TERM 2023**

Friday 17 February

**Thursday 5 January – Thursday 30 March**

INSET Day for Junior School Staff

### **HALF TERM**

**Friday 17 February to Sunday 27 February (inclusive)**

### **SUMMER TERM 2023**

**Monday 1 May**

**Monday 19 April – Friday 7 July**

**Bank Holiday**

Friday 26 May

INSET Day for Junior School Staff

### **HALF TERM**

**Friday 26 May to Sunday 4 June (inclusive)**

**Friday 7 July**

**Speech Day at 11am (all pupils attend)**  
**Term ends at 12.15pm**

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**Please note these dates carefully.**

A full term's notice of intention to withdraw a pupil must be given in writing to the Head. In default of such notice, a full term's fees must be paid.

Details of our holiday provision (Castle Hill Holiday Club) can be found later in the booklet.

## **Nursery**

### **The Daily Routine**

We take pride in providing carefully planned and structured activities built around each child's individual interests. We offer rich learning opportunities through both play and our focused teaching, aiming to enhance a child's personal and educational learning. Through providing a broad and imaginative curriculum, we develop each child in all areas of the Early Years Foundation Stage.

### **MORNINGS**

Mornings at our Nursery are carefully planned around each child's interests and stage of development within the seven areas of the Early Years Foundation Stage. Throughout the morning children are given opportunities for child-initiated play, in small and large groups and carrying out tasks. During circle times we focus on sounds, numbers, stories, rhymes and discussions around our weekly topic.

### **LUNCHES**

We offer nutritious lunches, freshly cooked on the premises which we eat together in the school dining hall. There is always a choice of meals including hot and cold options. The weekly menu can be viewed on the school website. If you prefer, you may send in a packed lunch for your child.

### **AFTERNOON ACTIVITIES**

Each afternoon we take part in a range of activities in school and out in the community.

Library visits: we spend time visiting our local library, giving us the opportunity to build on our love of books.

Movement: during our Sports Hall visits we enjoy activities which build on our physical development through sport, games, music and movement.

Reception visits: weekly visits to the Junior School give the children the chance to familiarise themselves with the Reception classrooms, outdoor space and teachers.

Weekly walks: we love to explore our local community and discover environmental changes. We visit the duck pond, Castle Green, Bishop Meadows, High Town and the Cathedral. This develops each child's social skills, safety awareness and allows them to experience their local City.

Outdoor Explorers: we spend time each week taking part in outdoor based activities, such as welly walks, nature hunts, digging and planting in the Head's garden!

Throughout the week, the children are also taught by a variety of specialist staff in French and Music.

## Frequently Asked Questions

### What does my child need to bring?

- A **change of clothes** is always useful! Please leave this, in a named bag, on your child's peg. (This does not need to be uniform as it will be used only when necessary.)
- A **coat or cagoule** should always be brought to Nursery; we like to go outside as much as possible.
- **Snacks.** Here at HCJS we provide a variety of fresh fruit and vegetables that will be freshly prepared by the dining hall staff for both snack times. At times we have children with allergies and we will put up a list of foods to which children in our Nursery are allergic – please inform us if your child has any of these foods for their snacks.
- **Drinks.** Children should bring in a named bottle of water to Nursery each day. Milk is available in the morning and afternoon if your child should wish to have some. Please let us know if your child has any allergies.
- Please could you bring a **photograph** of your child with their family, which is then displayed and helps with the settling in process.
- In hot weather, your child will need a named **sun hat** and **sun cream**.

### What does my child need to wear to Nursery?

We have a comfortable, practical and smart uniform which can be purchased from the school uniform supplier, Clubsport. Full details of the uniform can be found on the school website: <https://www.herefordcs.com/parents/school-uniform>.

**Please ensure all items of uniform are clearly labelled with your child's name in a place which is easy for us to see (collar or back of neck is ideal).**

### What will my child have for lunch?

We offer lunch, freshly cooked on the premises which we eat in the school dining hall. There is always a choice of meals including hot and cold options. The weekly menu can be viewed on the school website. Any allergies are catered for. Children are taken to the dining hall by Nursery staff who help the children eat their lunches before we return to Nursery together. If you prefer, you may send in a packed lunch for your child.

### How many sessions are best for my child?

We believe a minimum of 2-3 days per week at Nursery offers your child the best opportunity to access a broad, balanced and enriched curriculum within our Nursery. The sessions you choose may be mornings only or a mixture of mornings and full days to best suit your needs. A form is included to allow you to choose your options.

### **What does my child need to be able to do when she/he starts Nursery?**

We understand that each child is unique and that children will start Nursery at different stages of development, but we would like your child to:

- be able to tell us when they need to go to the toilet, although we do expect accidents, especially when they first start Nursery.
- have an awareness of routine and good behaviour.
- be able to feed themselves competently.
- be able to follow simple instructions, such as 'please put the toys away'.

It would be very helpful if your child could practise putting on their coat on their own and have some experience of playing alongside other children.

### **Will my child join in with Junior School events?**

The Nursery class attends some Junior School assemblies during the year depending on the appropriateness for Nursery children. We join assemblies on a more regular basis in the summer term in readiness for the transfer to Reception.

Nursery children perform a concert for parents at Christmas. We have a Christmas party and join the Pre-Prep for party tea. During the spring term we host a tea party for Mother's Day and join in with the Pre-Prep Easter bonnet parade. We sometimes join in with charity days - again depending on their suitability. We take part in Pre-Prep Sports Day and the Pre-Prep Summer Concert. We may also organise special Nursery events as appropriate in relation to our learning and activities.

### **What do I need to remember?**

- Please ensure your **contact details** are always up to date.
- If you are going to be **delayed** at home time, please try and let us know by telephoning the school office.
- Please make sure you bring your child's Nursery book bag to Nursery every day.
- Please ensure you complete the **medical questionnaire** promptly, especially if your child has any allergies. If the information changes or needs updating, please make sure the School is informed immediately.
- Please ensure you complete all of the paperwork accompanying this pack and return to school before your child starts with us.

### **What if my child is ill?**

If your child is poorly, please do not bring them to school as it is unfair to them and other children. It is much better to have some time at home and return to school when they feel better. If your child has had sickness or diarrhoea they should remain at home for 48 hours from the last bout of illness. If your child is receiving medicine and is well enough to come to Nursery, we can administer medication but you will need to complete a medication form.

We have a qualified nurse in school and Nursery staff have paediatric first aid training. A list of those qualified in paediatric first aid is displayed in the Nursery hallway. They are responsible for any medical or first aid that your child may require during the day. In the event of your child becoming ill at Nursery and needing to go home, we will contact you. Please ensure all contact details are correct at all times by informing us of any changes to medical information and emergency contact details. If your child has an accident at Nursery, we will complete an accident form and inform you of what happened with details of any first aid given. If your child comes to Nursery with an obvious injury, we are required to ask you to complete a form with details of how the injury occurred.

If your child needs prescribed medication while they are at Nursery, please give it to member of staff in a clearly labelled container. You will be asked to complete a consent form.

### **Who will be looking after my child?**

Miss Sarah Mann is the Nursery Leader, and is supported by Mrs Catrin Goode, who is Head of Early Years. Miss Mann is also supported by her team and other members of staff from the Pre-Prep.



*Miss S. Mann*



*Mrs B. Davies*



*Mrs K. Halford*





*Mrs M. Melville*

Whilst several staff work closely with each of the children, Miss Mann acts as the key person for every child in Nursery. The role of each child's key person is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents. The school's Head of Learning Support (SENCO) is Miss Lindsay Fitter.

### **What time does the Nursery day begin and end?**

Our day begins at 8.30am when a member of staff will greet you and your child at the door and, after putting away coats, drinks and snacks, you may take your child to choose an activity and meet their friends and our staff.

If you arrive late and the door is locked, please ring the doorbell and a member of staff will meet you there.

If you are collecting your child after lunch at 12.30pm, please ring the doorbell and we will bring your child to meet you there.

Our afternoon finishes at 3.30pm but the door will be manned from 3.15pm to allow you to collect your child before collecting any siblings. If you need to collect your child at any other time during the day, please first telephone the School Secretary to pass on the message and then come to Nursery.

There is a waiting area outside the front of the Nursery for parents and children but please remember that the safety of your child is your responsibility until you have handed him/her over to Nursery staff inside the building. Again, at the end of the day when Nursery staff hand over your child, he/she is in your care.

### **What else do I need to know?**

We will keep you informed of events and important information throughout the year. You will receive a weekly newsletter via email, the Junior Times, with school news and events. Firefly and the school website are also a useful source of information and carry news items and updates. You will also be given a termly calendar. School dates for term times



will be given but please note that Nursery finishes the day before main school for the summer holidays.

The majority of communication is sent to parents via email, but urgent messages and details of changes to routine may be sent to parents via text message.

On our Junior School Facebook page, we post photographs of what the children have been doing, pupil achievements, films, information and lots more. The page can be accessed here: <https://www.facebook.com/herefordcathedraljuniorschool/>

We will need two PTA representatives for Nursery so do please volunteer if you feel able to. Our school has a very active PTA and this is an excellent way to meet people and find out all about school. The PTA representatives attend committee meetings and meet with the Head. The Nursery parents usually organise social occasions for parents and children during the year.

You will be given a letter each term with an outline of topics, sounds and numbers which we are thinking about.

### **How will I find out how my child is progressing at Nursery?**

We understand how important it is for you to know what your child has been doing at Nursery and the progress they are making. In Nursery we use Tapestry as a way of capturing children's learning and development. Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us. Tapestry allows us to share information, photos and assessments with parents and carers

You will be invited to parents' evenings in the Autumn and Summer terms and you will receive a full report at the end of the year. Of course, you are welcome to make an appointment to see our Nursery Leader at any time should you have any concerns.

We will keep you informed by email of events and important information throughout the year. You will also be able to see photographs of what the children have been doing on our school website and Facebook page.

### **What if my child is very upset when I leave them?**

We all understand how upsetting this can be for you; some children settle easily into Nursery life, others do take longer to accept the moment of separation from their parents. As difficult as this is for you, it is easier for your child if you can make it as painless as possible; a cuddle and kiss, lots of smiles and a reassurance that they will see you soon.... and then go! If your child is upset, we will be there to comfort them and reassure them; they all soon calm down once their parent has gone and they are with other

children. If you are upset or worried, please do telephone the school secretary who will call us and check that all is well. We will always comfort an upset child.

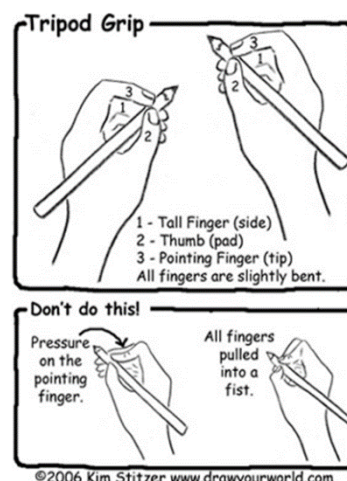
### **How do I pay my child's fees?**

Parents may pay fees either monthly or termly in advance. We accept childcare vouchers. Some, such as Computershare or Fideliti are available from your employer. Alternatively, we also accept tax-free childcare vouchers (see <https://www.gov.uk/tax-free-childcare>). Local Authority Nursery Education Funding (NEF), which covers the cost of 15 hours of Nursery education, is available for all children from the beginning of the term after they turn three.

### **How can I help my child at home?**

We realise everyone is busy and many parents have many time constraints. Please do not worry; your child will make good progress in Nursery. It is more important for your child to be happy and relaxed; we will ensure your child is stimulated and progresses through the curriculum. Please try and help your child to have early nights whenever possible... tired children can find Nursery much more difficult. However, if you would like some ideas about helping your child's educational progress at home, do come and ask for some advice. Children will benefit from playing games with you; this will encourage turn-taking, counting and many other skills. There are many useful and worthwhile games to support your child's learning. Talking with your child, looking at signs in shops, on roads etc. will help. Making your child aware of numbers around you - house numbers, counting buttons as you help your child get dressed etc. - is a simple but effective way to reinforce learning. Of course, reading stories is always hugely beneficial and taking time to talk about the book and "reading" the pictures in the books is also important. Making shopping lists together, letting your child see you write for different reasons - cards, notes etc. - is also helpful.

One area in which you can help your child is by encouraging a correct pencil grip; the pencil rests between the thumb and the first finger, the next finger prevents the pencil falling down and the last two fingers are tucked away. The hand rests on the table and the thumb and first finger move the pencil. We encourage the children to think of their fingers as 'froggy legs' (see diagram).



## Does the Nursery provide before and after-school care?

For those parents who require care outside the normal school day, we operate a Breakfast Club and Phoenix (after-school) Club. Breakfast Club runs from 8.00-8.30am and the Phoenix Club runs from 3.30-5.30pm. Both clubs are run by qualified classroom assistants and are located on school premises.

The relevant charges can be found on the 'Fees' page of the school website, under 'Optional Extras': <https://www.herefordcs.com/admissions/fees>

## Working in Partnership with Parents

We understand that sending your child to Nursery can be a big step and some parents may feel anxious about their child's well-being or happiness. The Nursery Leader is the key person for all children and has overall responsibility for your child's pastoral care and you may speak to her about any concerns or queries when you drop off or collect your child. You are also welcome to make an appointment for a longer or more private conversation with the Nursery Leader, the Head of Early Years, or the Head of the Junior School. If you require any more information regarding the EYFS visit the Department for Education website ([www.education.gov.uk](http://www.education.gov.uk)).

## The Nursery Curriculum

Your child will receive a carefully planned, topic-based, play-centred approach to learning within the Nursery. Children will receive a broad and balanced curriculum based on the *Early Years Foundation Stage*. The National Framework *Every Child Matters* underpins the entire taught and learned curriculum within the Nursery.

## Every Child Matters

This framework and strategy has been designed to help children gain the support they need to:

1. be healthy

2. **stay safe**
3. **enjoy and achieve**
4. **make a positive contribution**
5. **achieve economic well-being**

These areas are an integral element of our Nursery curriculum and are delivered through both the taught curriculum and learned curriculum through planned activities, daily routines and child initiated play during your child's time in Nursery. Information regarding how we support children with SEN or disabilities can be found in our Special Educational Needs Policy and our Equal Opportunities Policy which are available for download from our website (<http://herefordcs.com/School-Policies>). Copies of these policies are also available from the School office.

### **The Early Years Foundation Stage Curriculum**

The *Early Years Foundation Stage* of the national curriculum covers from birth until the age of five. We use this to deliver a full and exciting curriculum and to ensure standards of safety and care of the highest possible standard at all times. It enables us to care for each child fully and allow progression through the curriculum in all areas of development at this formative time.

The three prime areas of learning are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The four specific areas of learning are:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and Design

**Communication and language** involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves, and to speak and listen in a range of situations.

**Physical development** involves providing opportunities for young children to be active and interactive and to develop their gross and fine motor skills. Children are helped to understand the importance of physical activity, and to make healthy choices in relation to food.

**Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

**Literacy development** involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems, and to describe shapes, spaces, and measures.

**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Further information for parents regarding the EYFS is provided in our Parents Guide to EYFS Framework, which can be downloaded from Firefly:

<https://herefordcs.fireflycloud.net/parent-handbooks>

## **HCJS Nursery Admissions Policy**

The information below should be read in conjunction with the school's admissions policy. A copy of this policy is available to all prospective and current parents, and can be found here:

<https://www.herefordcs.com/about/reports-policies-results/school-policies>.

The numbers and ages of children admitted to Nursery comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at Nursery.

Children are admitted to Nursery on a 'first come, first served' basis, subject to availability and the prevailing age structure within the Nursery. However, there are considerations which we will take into account when offering a place:

- Availability of spaces, taking into account staff: child ratios and the age of the child.
- The nursery's ability to provide for the welfare of the child.
- A child requiring a full-time place may have preference over one requiring a part-time place.
- Children who have siblings who are already with us.

Prior to a child attending Nursery, parents must complete and sign a registration form, an acceptance form and other joining forms. These forms provide the school with personal details relating to the child.

### **HCJS Nursery Terms and Conditions**

A copy of these terms and conditions is included in the Nursery Parents Handbook and is available to parents via Firefly.

We ask that parents commit to a regular pattern of attendance, though it is possible to make changes to this, and also to request extra sessions on a one-off basis.

#### **Booking a Regular Pattern of Attendance**

Children can attend half day or full day sessions. Sessions should be requested via the school's online booking form (<https://herefordcs.fireflycloud.net/eyfs/nursery/nursery-sessions-request-form>) or direct with the Registrar ([l.debenham@herefordcs.com](mailto:l.debenham@herefordcs.com)).

Once the school has been in touch to confirm availability of the requested sessions, these sessions will be available for the child for the remainder of their time in Nursery, and the child is expected to attend these sessions during term time (or the remainder of their time in the Nursery).

Parents will be invoiced for each term's session during the first three weeks of the term.

#### **Requests for extra session on a one-off basis**

We regret that we are unable to transfer sessions on a temporary basis, given to limitations of numbers, space and staffing.

Requests for one-off extra sessions should be made directly to the Nursery Leader. Of course, we are keen to accommodate requests for one-off extra sessions, subject to space and staffing.

#### **Making changes to your child's regular pattern of attendance**

Requests for extra sessions should be made direct to the Registrar ([l.debenham@herefordcs.com](mailto:l.debenham@herefordcs.com)). We will be keen to accommodate such requests, subject to space and staffing.

We require four weeks' notice of your desire to no longer attend a specific session (whether a child attends or not). Notice should be given in writing (an email will suffice) to the Registrar ([l.debenham@herefordcs.com](mailto:l.debenham@herefordcs.com)). Temporary withdrawal or reduction could result in loss of the session.

Last review: 01/09/22







HEREFORD CATHEDRAL SCHOOL

# Castle Hill HOLIDAY CLUB

MORE DETAILS AND BOOKING FORMS CAN BE FOUND ON FIREFLY

Hereford Cathedral Junior School's Castle Hill Holiday Club welcomes HCJS Nursery and Pre-Prep pupils for school holiday fun. Price: £33.75 per day from 8am until 3.30pm, with the option to stay until 5.30pm (charges apply). Activities include drama, PE, music, cookery and trips to the park. Adventure awaits!

The Moat

## CLUB DATES 2022/23



	M	T	W	T	F
SEPT 2022				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
OCT 2022	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
NOV 2022	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	1	2
DEC 2022	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
JAN 2023	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31	1	2	3
FEB 2023	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
MARCH 2023	27	28	1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	M	T	W	T	F
APR 2023	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
MAY 2023	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
JUNE 2023	29	30	31	1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
JULY 2023	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
AUGUST 2023	31	1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

	SCHOOL OPEN (TERM TIME)
	HOLIDAY CLUB OPEN (SCHOOL HOLIDAY)
	SCHOOL & HOLIDAY CLUB CLOSED
	BANK HOLIDAY (SCHOOL & HOLIDAY CLUB CLOSED)



## Statutory Information

As a parent of a child in the Early Years Foundation Stage, we are legally required to provide you with certain information. The Head of the Junior School writes to parents every September, with details of this information and how it is made available to parents. Once sent, a copy of the letter can also be found on the Parents' Letter's page on Firefly.

## USEFUL CONTACTS

School Office	Mrs A Phillips	01432 363511 a.phillips@herefordcs.com
Out of Hours Contact no. (4-5.30pm)		07515 053353
Accounts		01432 363542
PA to the Bursar	Mrs C Jones	01432 363544
Phoenix Club (3.30-5.30pm)		07763 611771 01432 363549
Registrar	Mrs L Debenham	01432 363511 l.debenham@herefordcs.com
Head's PA	Mrs K Dutson-Smith	01432 363511 HCJSHeadPA@herefordcs.com

(In an emergency, parents should use the School Office phone number, or the out of hours contact number).