



**Hereford Cathedral Junior
School Nursery Parents
Handbook**
www.herefordcs.com



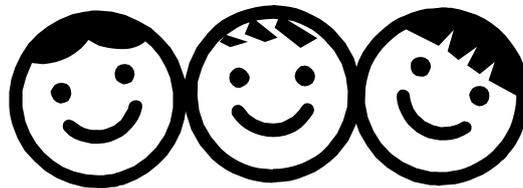
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Welcome!

**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.



The Daily Routine

These timings are approximate and will change according to the needs of the children.

8:30- 8:50	Front door opens and staff meet children and parents. Parents help children put snacks and drinks in containers and coats on pegs. Children choose an activity while parents have an opportunity to discuss any matters with staff. The doors are locked when everyone is here
8:50-9:15	Registration, free choice and play time
9:15-9:40	Drink and snack. Registration and carpet time, introduce day's activities, story, rhymes etc
9:40-10:10	Play time
10:00-11:30	Activities and structured play to cover the seven areas of learning
11:30-11:45	Carpet time, rhymes, number and sounds.
11:45- 12:15	Lunch time
12:15- 1:00	Outdoor play time
1:00- 1:10	Carpet time.
1:10-2:30	Activities (depending on day, walk, dance, P.E, library)
2:30-2:50	Play time, group time.
2:50-3:00	Drink and snack
3:00-3:15	Story time
3:15-3:30	Staff open door to meet parents for home time

Our Nursery day is always busy with lots of activities. The children have a mixture of teacher-led and child-initiated topic-based activities, all carefully planned to promote learning across the seven areas of learning within the *Early Years Foundation Stage*. The children will have opportunities to choose their own activities, play in small groups, carry out tasks within their group and will also have time with larger groups during carpet time sessions. Carpet time includes registration, story time, number and sound work, singing, nursery rhymes, number songs, and news-telling.

Our afternoons are generally more child initiated and this is also when we do whole class activities:

Monday	Sport's Hall
Tuesday	Movement
Wednesday	Drama & Music
Thursday	French
Friday	PE/Tennis & Library



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.** Your child will need a healthy snack for the morning and another for the afternoon; fruit, plain biscuits, cereal bars or similar are ideal as we follow healthy eating guidelines and we do not allow chocolate or sweets. Please name your child's snack and put it in the labelled containers in the foyer. Please do not put in whole nuts or snacks containing nuts and make sure that grapes are sliced vertically (to avoid choking). 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.** We provide milk in the morning and water at other times. If your child would like an alternative drink, it should be named and put in the labelled container in the foyer. Please do not put in cans, glass bottles or fizzy drinks.
- 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 **sun hat**. If you wish staff to apply sun cream to your child please bring it in a named container and put it in the sun cream box in the foyer.

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 via the Junior School Parents page (<http://www.herefordcs.com/Junior-Parents>) or directly here: <http://www.herefordcs.com/School-Uniform-Junior> .

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 a hot lunch 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 (please provide a photograph of your child if they have an allergy so kitchen staff can identify them). 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 five sessions per week offers your child the best opportunity to access a broad, balanced and enriched curriculum within our Nursery, allowing good progress through the Early Years Foundation Stage to enable a smooth transition and excellent preparation for full time school in Pre-Prep in the September following your child's fourth birthday. The session package you choose may be taken in mornings or a mixture of mornings and full days to best suit your requirements. 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 would like your child to be able to tell us when they need to go to the toilet. We would like your child to be toilet trained but we do expect accidents, especially when they first start Nursery. We take the children to the toilet at regular intervals throughout the day to help develop their independence.
- Your child needs to be able to feed themselves at lunchtime.
- It would be very helpful if your child could practise putting on their coat on their own.

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. We may attend the harvest festival depending on its location. The Nursery class may attend the carol service but does not attend speech day.

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 and egg hunt. 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.

What do I need to remember?

- Please check the **notice board** daily for notices and information.
- Please ensure your **contact details** are always up to date.
- If anyone different is collecting your child, please tell a member of staff, if we do not know the person we will ask them for your child's date of birth when they come to collect.
- 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 each morning and take it home each day; this is where we put the children's work and letters for parents.
- 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 we are 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 many 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?

Head of Nursery: Mrs Jo Windows
Nursery Assistants: Mrs Trisha James
Mrs Ginny Spalding

Lunchtime Supervisor: Mrs Jackie Rock

The children will spend part of their day doing activities in groups with different members of staff and will also have plenty of opportunity to mix with the other children.

Whilst all staff work closely with each of the children, Mrs Windows 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 Mrs Tracey Denny.

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 1pm, 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.

Please could all parents ensure they close all doors carefully behind them as they enter/leave the premises.

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. The school website is also a useful source of information and carries 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.

Parents can become part of the school Clarion call system which sends urgent messages and details of changes to routine to parents via text messaging.

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, colours, numbers and shapes which we are thinking about. Please use this to bring in items from home to help your child reinforce learning and make a positive contribution within Nursery.

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

You will be invited to parents' evenings in the autumn and spring terms and you will receive a full report at the end of the year. You may also make an appointment to see Mrs Windows at any other time if you have any concerns.

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.

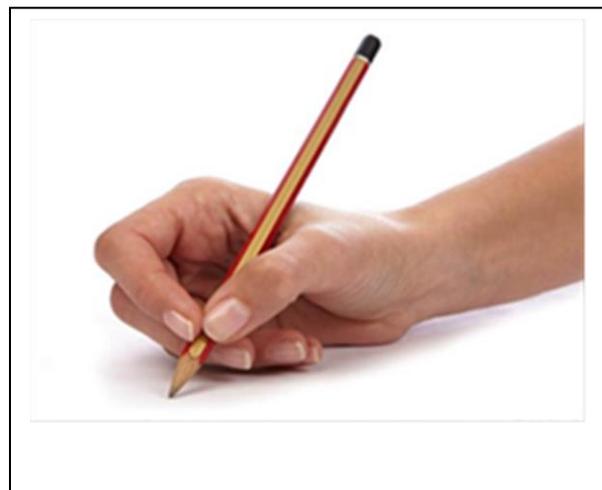
How do I pay my child's fees?

You will be sent a bill from the each term outlining sessions and payments for that term. Our Nursery does accept Nursery vouchers and you may be entitled to claim for these - a form will be given to you.

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’.





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. A leaflet with contact details and charges is enclosed.

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 Head of Nursery is the key worker 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 Head of Nursery, the Head of Pre-Prep 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).

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 incidental experiences 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 co-ordination, control, and movement. 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 the Junior Parents page of the school website (<http://www.herefordcs.com/Junior-Parents>).

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. The letter can be found on the Parents Letter's page of the website (<http://www.herefordcs.com/ParentsLetters>) .



USEFUL CONTACTS

Admissions and Head's PA	Mrs S Stick	01432 363511
School Office	Mrs A Phillips Mrs L Debenham	01432 363511
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

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

28 Castle Street, Hereford, HRI 2NW
Tel: 01432 363511
Email: enquiry@herefordcs.com Website: www.herefordcs.com