

Dear Parents/Carers,

**RE: WELCOME TO HOLBEACH NURSERY**

We would like to take this opportunity to offer a warm welcome to you and your family as your child begins their education at Holbeach Primary School. We are sure that they will be happy, successful learners during their time here.

We believe that children's education is best served through an active partnership between the school and the parents. Communication between us is key, so please do not hesitate to speak to us to let us know any good news, milestones your child has reached or to ask questions and/or discuss any concerns. Your child's class teacher is available in the Nursery at 8:45am each morning and at 3:30pm. Alternatively, you can telephone the school office to arrange a meeting.

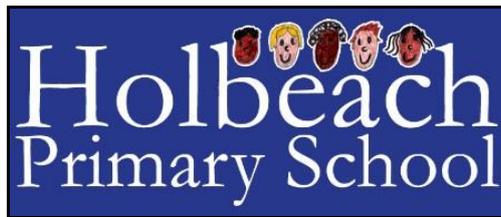
It is imperative that we keep up to date contact details for you in the school office so that, in the event of an emergency such as sickness, we are able to contact you as soon as possible. If you change your home or work telephone numbers please inform the school immediately to enable us to update our system.

Once again, welcome to you and your child. We look forward to getting to know you.

Yours sincerely,

A handwritten signature in black ink that reads "T Bulpitt".

Mr T. Bulpitt  
Headteacher



# **Welcome to Holbeach Nursery Class**

Holbeach Primary School  
Nelgarde Road  
CATFORD  
SE6 4TP

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## **1. Introduction**

Welcome to Holbeach Nursery Class. At Holbeach we strive to encourage children to be confident and independent and to make informed choices and decisions for themselves, whilst developing a caring, considerate and responsible attitude towards other people and their environment. We believe that the consistency provided by regular sessions and routines, a familiar and consistent peer group and staff team, are significant factors in developing these life skills.

The following pages contain important information about the curriculum, attendance expectations, behavioural expectations, medical needs, SEND provision, Safeguarding and things that you need to know before your child starts here at Holbeach Nursery.

Please note that further important information and policies can be found on the school website. This includes:

- The Attendance Policy
- The Behaviour Policy
- The Charging and Remissions Policy
- The Special Educational Needs and Disabilities Policy
- The Equal Opportunities Policy
- School Term Dates and Holiday Dates
- The School Prospectus

However, if you require any further information please do not hesitate to contact the school office on 020 8690 4713.

## **2. The Curriculum**

The Children in the nursery follow the Early Years Foundation Stage Curriculum (EYFS). This is a framework for learning, development and care for children from birth to five.

It is divided into three Prime areas of learning and development:

1. Personal, Social and Emotional development
2. Physical development
3. Communication and Language development

And four specific areas of learning and development:

1. Literacy
2. Maths
3. Understanding the World
4. Expressive Arts and Design

We use this curriculum framework to help us observe and plan for your child following their own particular needs and interests.

## **3. Outdoor play**

The Early Years Foundation Stage states that children must have access to outside provision all year round. Children enjoy playing outside in all weathers, including rain, and benefit in many ways, including:

- Learning to take risks and try new activities
- Exploring the natural environment
- Having the opportunity and space to run, skip, hop and jump around

- Developing independence
- Increasing knowledge of wildlife, plants, the weather, seasons etc.
- Developing physically, mentally and spiritually

The curriculum experience is different outside and research shows that young children benefit from outdoor play as they tend to learn from hands on experiences. Children can develop their vital gross motor skills by running, climbing, balancing etc. Fresh air and exercise are proven to be good for the development of the brain and for a general feeling of wellbeing.

#### **4. Parental Information about the curriculum**

At the beginning of each term, parents receive a Topic Overview that provides details about the learning that will take place during that term and what you can do at home to support your child's learning.

An overview of the school's curriculum is available from the school office or via the website.

#### **5. Session start and finish times**

While our sessions have a very clear start and end times, we allow 15 minutes of flexibility to drop and collect in order to spread out the arrival and departure of the children as much as possible.

##### **Morning session (15 hours): 8:45-11:45.**

The gate on Nelgarde Road will be open between **8:45am and 9:00am** for 'drop off' and between **11:30am and 11:45am** for 'collection'.

##### **Afternoon session (15 hours): 12:30-3:30**

The gate on Nelgarde Road will be open between **12:30pm and 12:45pm** for 'drop off' and between **3:15pm and 3:30pm** for 'collection'.

##### **Full time session (30 hours): 8:45am-3:30pm**

Lunch time will be 11:30-12:30.

If you arrive at school outside of these times the gate on Nelgarde Road will be shut and you will need to go to the main office on Nelgarde Road.

Please remember that good punctuality is vital as children arriving late may miss important routines and learning opportunities, and can also become anxious and upset if not collected on time at the end of the morning.

Children should be brought into the nursery building and should be encouraged to find their name and hang up their coat and bag.

If the person who normally brings and collects your child is unable to do so for any reason please inform the nursery immediately. Similarly, it is important to let your child know if someone different is collecting them as this can prevent any anxiety.

**For safety reasons, if someone arrives to collect your child who is unknown to us we will NOT let your child go until we have contacted you.**

Anyone authorised to collect your child from school MUST be over 16 years old.

## **6. Lunch Time**

Children attending full time sessions receive 30 hours funding from the Government. The additional 45 mins per day that children receive over lunch time will be charged at £18.75 per week. Payments should be made via ParentPay.

Children attending full time should bring a healthy packed lunch with them each day.  
**No nuts, chocolate, sweets or sugary drinks.**

## **7. Absences**

If your child is absent from nursery for any reason please telephone the school office on the first day of absence to inform us.

## **8. Mid-morning snack**

The nursery provides healthy snacks including fruit and vegetables, toast and cereal. If you would like to donate some snacks, there is a basket outside the nursery door.

## **9. Drinks**

Water and milk is provided in the nursery. There is no need for you to supply your child with a water bottle.

## **10. What to wear**

The children should come to nursery in clothes that are comfortable and easy to manage. We encourage children to access paint, water and mud play so please send your child in clothes that you won't mind getting messy.

Comfortable footwear is also important. **Trainers or plimsols are preferable** footwear. For reasons of safety, we ask that children do not wear open-toed sandals or shoes.

## **11. What to bring**

Each child should bring a full change of clothes and wellington boots if possible. These can be kept at the nursery.

Please do not bring toys from home. We have plenty of resources on site and cannot be responsible for any items that come from home.

## **12. Medical Needs**

If your child has an underlying medical condition, it is important that you make the school aware of this so that we can work with you to support your child in the nursery. The school will also require a letter or report from the hospital or GP to place on your child's file.

If your child has a long-term illness that requires a care plan or regular medication please bring their medication to the school office where you will need to complete a form. We may then contact the school nurse to seek further advice.

Children diagnosed with a short-term medical condition that requires **prescribed** medication, parents must complete an 'Administration Permission Form'.

If a child has a medical condition that requires non-prescribed medication, then a parent or a parent's representative MUST come in to school to administer the medication themselves.

### **13. Behaviour Management**

We believe that children should develop respect for themselves, their peers and adults. We encourage children to be self-confident and value individuality.

Staff have developed strategies for reinforcing acceptable behaviour, for example by encouraging and supporting children in setting limits for themselves and praising positive behaviour.

It is important to lead by example and our staff will demonstrate good manners and courtesy at all times. Where necessary, staff will deal with instances of unacceptable or inappropriate behaviour calmly, promptly and professionally.

Nursery Rules are made with the children and are based on common sense. They relate to the physical safety of the children, basic hygiene and cleanliness. We encourage children to show care and consideration for others in all aspects of nursery life.

If there are any concerns about a child's behaviour we will always discuss them fully with you and agree the way forward together.

### **14. Children with Special Educational Needs and Disabilities**

At Holbeach we believe that children should have equality of opportunity in all aspects of their education. We have an inclusive ethos where children with Special Educational Needs and Disabilities (SEND) engage in all school activities as far as possible. Children who experience barriers to their learning will be supported and reasonable adjustments will be made to accommodate them.

Some of the ways in which we support children with SEND include: working with a Speech and Language Therapist, working with a Drama Therapist and through Learning Mentor support.

If your child is experiencing difficulties at nursery or you would like some support with overcoming any barriers to their learning please contact the SEND Co-ordinator (Angela Cronin) or the Learning Mentor (Annette Howes).

### **15. Safeguarding and Child Protection**

Safeguarding children at Holbeach is everyone's responsibility. If you have any concerns regarding the safety and welfare of any child within our school please ask to speak with one of the following people:

Designated Safeguarding Lead  
Tom Bulpitt (Headteacher)

Alternative Safeguarding Professionals

Angela Cronin  
Annette Howes  
Phil Morriss  
Karen Robertson

*If you have any concerns about a child or their welfare you can also contact Lewisham Children's Services by ringing 0208 695 6000 and asking for the Duty Desk.*

## **16. Any Other Information**

### **Birthdays**

If it is your child's birthday we will make it a special time for them by singing 'Happy Birthday' and sending home the birthday bear. As we have Healthy Early Years accreditation, we would prefer you not to bring sweets. If you do not celebrate birthdays, please inform your class teacher.

### **Home Learning**

The best way to support your child at home is by spending time with them, having conversations, encouraging them to be independent and reading to them.

You can find out about the different things that we do in the nursery via our class blog or our Facebook page- Holbeach Nursery School. Children will take turns to take home Rainbow the Reading Rabbit to share a bedtime story.

Thank you for choosing Holbeach Nursery.  
Mrs Collette, Mrs Ruegg and Miss Ward look forward to meeting you.