

St Clement's School Nursery



**Handbook
2017/18**

Meet the team

Headteacher:	Mr Richard Heaven
Deputy Headteacher:	Mrs Marianne Hickling
School Secretary:	Mrs Christiane Dixon
Family Engagement Worker:	Miss Sarah Andrews
Nursery Teacher:	Miss Lucy Hillsden
Nursery Officers:	Mrs Natalie Pretty Miss Shelley Jehan
Nursery Lunchtime Supervisors:	Miss Lara Roche Mrs Sharon Lodwidge Mrs Julie Guillard
Reception Teacher:	Mrs Kirsty Walker
Reception Teaching Assistant:	Miss Emma Hamill

Contact information

Telephone:	01534 854007
Email:	admin@stclement.sch.je

At St. Clement's Nursery we aim to provide a warm, caring environment where the children will be encouraged to try new experiences, to 'have a go' and become more confident. We hope that they will make lots of friends and develop the skills that they need to become 'lifelong learners'.

This handbook aims to provide you with the relevant information about our Nursery, however please don't hesitate to email or phone if you have any questions.

This handbook includes:

Important information

“A Day in Nursery”

What happens in the morning and afternoon sessions?

What happens at home time?

Information about Snack

A Healthy Lunch Box

What to wear

Illness

Super Smiles!

Top tips for parents

Information about parenting support/courses

Important information

- St. Clement's School Nursery provides education for up to 30 children daily.
- As we are a school Nursery we have access to all of the school's fantastic facilities, including the hall, playground, field, trim-trail & music room. Our Nursery is also led and managed by a fully qualified classroom teacher.
- The times of our sessions are:

Morning

8.45 a.m. -12.45 p.m

Afternoon

12.45pm - 1.45pm if buying 5 hours

1.45pm – 2.45pm if buying 10 hours

- Each child is allocated either a morning session or a full time place. This is for 5 sessions a week.
- Good attendance is a really important part of a child's school life. If your child is unable to attend a session, please send a message or telephone the Secretary, on 854007.
- Please inform us if someone other than yourself is collecting your child at the end of a session.
- All of the States of Jersey Education Department policies can now be found online at www.gov.je/educationpolicies.
- The 'What to expect, when?' online guidance gives information regarding your child's learning and development in the Early Years Foundation Stage. This document can be found and downloaded easily by searching 'What to expect, when?' It has some really useful information about developmental stages from birth to five years old. If you would like a hard copy please let us know and we can provide one.
- Please note...

...A place at St Clement's School Nursery class does ***not*** guarantee a place in the reception class. Please make sure that you have made a separate application for entry into Reception for your child at your catchment school.

...A escola de St Clement's ***nao*** garante um lugar na classe recepcao certifique-se de que vosse faca um aplicativo seperado para a entrada na recepcao para os seus filhos na escola de sua area de captacao.

...To, ze wasze dziecko otrzymalo miejsce w przedszkolu St.Clement's ***nie*** gwarantuje tego, ze dziecko otrzyma miejsce w Reception Class. Aby dziecko otrzymalo miejsce w Reception Class prosze zlozyc aplikacje w szkole do ktorej bedzie uczeszczalo Wasze dziecko.

“A Day in Nursery”

The morning session begins at 8.45am and will end at 12.45pm, unless you choose to pay for your child to stay for a further hour or two hours of the afternoon.

Nursery officially begins at 8:45am. However, the outside doors will open at 8.30am to begin receiving children. This allows parents to spend some time settling their child at an activity or to speak to a member of staff if necessary. At 8.50am the Nursery outside door will be locked. After this time please exit via the main school entrance as this door must remain locked throughout the day for the children’s safety. When you arrive, please encourage your child to be as independent as possible and take responsibility for the jobs they have to do: take off and hang up their coat, put their lunchbox on the trolley and put their picture “in the train” as self registration. Once your child has completed these jobs they have the opportunity to play at their choice of activity.

What happens during the morning session?

8:45am	Children arrive & settle with support from parents & staff
9-10am	Self-initiated play with some adult directed activities. Children can choose to have snack.
10am	We gather together to say good morning to everyone and share our ‘Wow’ moments.
10:15am	We then split into our key worker groups (red robins, green finches, blue birds). This encourages bonds and develops confidence in a smaller group. It is also an opportunity to practise listening skills, have ‘talking time’, read and talk about stories or complete literacy and numeracy activities.
10:30-11:15am	Self-initiated play with some adult directed activities
11:15am	Children tidy & get ready for lunchtime

What happens during the afternoon session?

The afternoon session is similar to the morning session. We gather together to find out what we will be doing in the afternoon before we are able to choose from the activities on offer or join an adult directed activity. We tidy up at around 2.30pm and gather together for a story before going home. The sessions can change and are adapted throughout the year depending on the children’s needs.

What happens at home time?

Morning only children

Children are collected from Nursery at 12:45pm. Please use the main school entrance to access the Nursery at this time.

All day children

Children are collected from Nursery at 2:45pm. Please use the Nursery doors, not the main school doors. Children will be called by a member of staff from the quiet room in Nursery.

It is very important that you let a member of staff know if someone other than you is collecting your child.

Information about Snack

We make a termly charge of £50 for snack. This contribution helps us to provide the following for the children:

- Snack every day—including fruit, vegetables and milk
- Special equipment or resources for Nursery
- Ingredients for cooking activities
- The opportunity for each child to make a cake on their Birthday
- Resources for special projects and events.

We thank you for this support.

Payment is requested at the beginning of each term but can be made at a suitable time by arrangement with the staff. If there are any difficulties in making the payment, please see a member of staff.

A Healthy Lunch Box

Lunch time is a really important part of Nursery life and we expect children to be as independent as possible.

When packing your child's lunch box:

- Less is more! Please do not overload your child's lunch box as it can be overwhelming. We recommend three items is usually sufficient.
- The three items can include something savoury e.g. sandwich, pasta, crackers. Then a fruit & yoghurt type dessert. No chocolate or sweets please. Please cut grapes in half.
- Remember a drink –milk, water or juice only please. No fizzy drinks or sugary juice drinks as pictured below.



Almost 5 teaspoons sugar



6 teaspoons sugar



9 teaspoons sugar

- Any lunch that is not eaten will be returned so that you can see what has been eaten.

Lunch box checklist

- 3 or 4 items including a sandwich or equivalent (pasta/crackers/wrap)
- Child size portions (roughly the size of their hand)
- No sweets or chocolate
- Water, milk or juice only
- No fizzy drinks or sugary juice drinks
- Lunch box they recognise with a name label
- Please cut grapes in half!

Healthy lunch box examples



What to wear

Practical and comfortable clothes are best for attending Nursery. We provide aprons for messy activities but children do get messy generally from things like paint, playdough, mud and water! Please can you name the children's clothes, especially coats, cardigans, jumpers and fleeces which regularly come on and off.

Yes please! ✓

- ☑ Comfortable and practical clothing children can put on independently.



- ☑ Shoes that children can take on and off independently.



- ☑ Clothing that can get messy!

- ☑ Name EVERYTHING!! – even socks!

- ☑ A **named** pair of wellies.

- ☑ A set of spare **named** clothing to keep in Nursery that includes socks and pants etc. Please check this regularly.

No thank you. ✗

Belts or dungarees etc that may make it tricky to be independent.

Shoes with laces or high tops.



No 'best' clothes.

No earrings.

Illness

If your child is unwell please let us know by phoning school on 854007. If children need calpol or similar pain relief to reduce a temperature or are suffering from something that may be passed on to another child it is best they are kept at home.

It is especially important that children who have highly infectious conditions such as gastro-enteritis and diarrhoea stay at home until the condition is clear; this is a minimum of 48 hours.

Please come and talk to staff about any ongoing medication your child may have.

If your child is diagnosed as being asthmatic and uses an inhaler to control this condition it must be labelled and placed in the hands of the Nursery Staff. It is the parent's responsibility to ensure that this inhaler remains in date. A standard form describing triggers and administration must be completed by parents.

It is common for children to catch head lice. Lice are not a school problem, but a community one. Leaflets and guidance on prevention and treatment are available from the School Office, or the School Nurse can be contacted on 623715.

Super Smiles!

Young children need help with tooth brushing on a daily basis. We therefore participate in the Super Smiles daily tooth brushing programme. Please look in your Parent's Pack for further details.

Information about parenting support/courses

- At St Clement's School we are lucky enough to have our own Family Engagement Worker, Miss Sarah Andrews. She is a first point of contact for many parents and can follow up on issues within school, offer guidance and support or signpost parents to other appropriate agencies. Please do not hesitate to come and see Miss Andrews no matter how small or insignificant you feel the problem may be. An appointment to see Miss Andrews can also be made by contacting the school office on 854007.
- **'Parenting' section on the States of Jersey website** – A large amount of information is kept up to date on the States of Jersey website (search 'Parenting and support services' to find the leaflet with relevant courses - we can also print or email the leaflet if this helps).
- **Contact your health visitor or the School Nurse** – Your health visitor or the school nurse can also give you up to date information, guidance and support. Contact details can be obtained through Miss Andrews.

Top tips for parents...

...for giving children the best start to Nursery.

- **Encourage independence** – children who are able to independently dress, use the toilet and wash their hands are most likely to become independent learners.
- **Talk about hygiene** – make sure children understand why you're asking them to wash their hands and clean their teeth and why it's important!
- **Teach listening & skills** – play board games & matching games, read stories, sing Nursery rhymes, talk about the sounds all around us, help children to tune in to different sounds (loud, quiet).
- **Have a good bedtime routine** – 3 & 4 year olds need 11½ hours sleep. Settle your child into a consistent bedtime routine – TV off, bath, story, sleep.
- **Encourage lots of different experiences** – go to the beach, the park, play with mud and water, paint, draw, build. Children need to be moving all the time in lots of different ways.
- **Talk, talk and more talk!** – we all live busy lives and sometimes it's easy to forget to talk. Just remember 'OWL'. 🦉 Observe Wait Listen. This is key in getting children to talk. It is sometimes important to wait at least 10 seconds for children to give you a response.
- **Read, read and more reading!** – To quote Einstein; "If you want your children to be intelligent, read them fairy tales. If you want them to be more intelligent, read them more fairy tales." You can never read too many stories!

*Above all, help your child to become **independent** as early as possible.*

Aim to always offer praise and encouragement for every effort or achievement, regardless of how small, so he/she can develop a positive self image and attitude towards learning.

**We are sure your child will be happy at
St. Clement's School Nursery**

We can't wait to start the journey with you and your family!