

St. Clement's School Nursery

Handbook



2023/2024

Meet the team



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|----------------------------------|-----------------------|
| Headteacher: | Mr Richard Heaven |
| Deputy Headteacher: | Mrs Marianne Hickling |
| School Secretary: | Mrs Debbie Davies |
| Family Engagement Worker: | Miss Sarah Andrews |
| School Caretaker: | Mr Ian Mildren |

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| Nursery Teacher: | Mrs Lucy Sanderson |
| Nursery Officers: | Miss Shelley Jehan Mrs Paula Turner |

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| Reception Teacher: | Mr Tom Oxenham |
| Reception Teaching Assistant: | Miss Lara Roche |

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?

Play

Information about Snack

A Healthy Lunch Box

What to wear

Illness

Super Smiles!

Birthday cakes

Sun cream

Information about parenting support/courses

Toileting

Top tips for parents

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, music room & Nature School. Our Nursery is also led and managed by a fully qualified classroom teacher.
- The times of our sessions are:

Part time (mornings only)

8:45 a.m. -12:45 p.m.

Full day

8:45 a.m. -2:45p.m.

You can choose either a part time or full-time session for your child. Each session is 5 days a week.

Good attendance is an 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 Government of Jersey Education Department policies can now be found online at www.gov.je/educationpolicies. School policies can be found on our school website. www.stclement.sch.je including our Privacy Notice.

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 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 otrzymano 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”

St Clement’s School Nursery begins at 8:45am. However, the outside doors will open from 8.35am to allow children to come in and settle.

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?

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|---------------|---|
| 8:45am | Children arrive & settle with support from parents & staff. |
| 9-9:20am | Self-initiated play where the adults welcome and support the children. |
| 9:20am | <p>We gather to say good morning to everyone and share our ‘Wow’ moments.</p> <p>We then do a range of sessions which are as follows:</p> <ul style="list-style-type: none"> • Group Time – in Group Time we split into our Key Worker groups (Red Robins – Mrs Turner, Green Finches – Miss Jehan, Blue Birds – Mrs Sanderson). In smaller groups we can encourage bonds and develop confidence. It is also an opportunity to practise listening skills, have ‘talking time’, read and talk about stories or complete literacy and numeracy activities. • Nature School – Nature School is an outdoor classroom whereby the children can take part in a range of self-initiated activities and some adult directed activities. Please see separate leaflet for more details. • PE – in the hall we set up the gymnastics equipment. This gives the children the opportunity to build their upper body strength through climbing and other physical activities. |
| 9:20 -11:30am | Self-initiated play with some adult directed activities. |
| 11:30am | 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 or DVD before going home. The sessions can change and are adapted throughout the year depending on the children’s needs.

What happens at home time?

Mornings only children

Children are collected from Nursery at 12:45pm. Please wait outside the Nursery Doors and we will bring the children out.

All day children

Children are collected from Nursery between 2.30pm and 2:45pm. Children will be called by a member of staff as parents arrive to collect.

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

Play

Playing *is* learning...

“Play is essential for children’s development, building their confidence as they learn to explore, to think about problems, and relate to others. Children learn by leading their own play, and by taking part in play which is guided by adults. There is an ongoing judgement to be made by practitioners about the balance between activities led by children, and activities led or guided by adults. Practitioners must respond to each child’s emerging needs and interests, guiding their development through warm, positive interaction”.

(‘The Statutory Framework for the Early Years Foundation Stage’, DfE, March 2017)

“...we need to hold the basic acceptance that children need the space to be themselves for their own growth, and that this can only truly happen if we enable play – play that is from the child”.

(G.Botrill 2018).

Our Nursery strives to make sure play is at the centre of everything we do. We carefully consider each area of our environment and have organised it in a way that maximises children’s development. The adults in Nursery are facilitators who are skilled in ensuring your child gets the best out of their play through observations and high-quality interactions.

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 a platter of fruit and vegetables and milk
- Special equipment or resources for Nursery
- Ingredients for cooking activities
- Ingredients for playdough and messy play resources e.g. corn flour
- Resources for special projects and events.

We thank you for this support.

We request monies at the beginning of each term but payments 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.

At St. Clement's Nursery we are encouraging children to eat and try a range of healthy food with a focus on foods **low in sugar**. This means using foods that have 5g or less of sugar per 100g (NHS choices).

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, lengthwise.
- 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 squash only
- No fizzy drinks or sugary juice drinks
- Lunch box they recognise with a name label
- Please cut grapes in half, lengthwise!

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.

No flip flops.

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 after the last time they were sick or had diarrhoea.

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.

Birthday cakes

No birthday cakes please!

On the children's birthdays we get out the 'Birthday Basket' which has lots of birthday colouring, puzzles, books etc!

Sun cream

Please make all day sure sun cream is applied at home.

We do not allow sun cream in school.

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.
- Health Visitors can offer you detailed advice on:
 - child growth and development
 - nutrition and feeding including breastfeeding
 - support and helpful links for parenting
 - sleep routines
 - a fretful or unsettled baby
 - toilet training
 - behaviour management
 - health information such as Immunisations
 - any concerns a parent may have regarding their child or themselves
 - parent and infant mental and emotional well-being including postnatal depression
- The advice Health Visitors give focuses on the age range of birth to five years but they may be able to signpost you to other services for older children too.
- The FNHC health visitors can be contacted via their main Reception on: telephone (01534) 443600 or email at Enquiries@fnhc.org.je



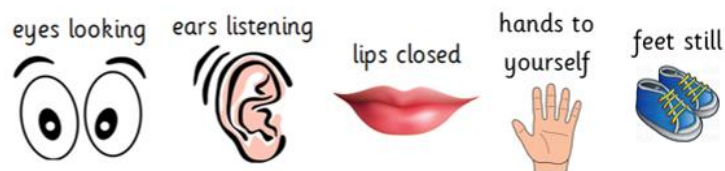
Toileting

- “Every child is different; they learn to walk and talk at different times and they learn how to use the toilet at different times too. However, most children are ready to be potty trained between 18 months and 3 years” (ERIC 2021).
- Please contact your Health Visitor (see details above) if your child is having any toileting issues.

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.
- **Eating at the table** – in Nursery and throughout school we expect the children to eat their lunch sitting at a table for around 20-25 minutes. This is tricky if a child is not used to sitting at a table or having a set meal time. Make sure your child's had plenty of practise sitting and eating at a table.
- **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 good 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). In Nursery we break down the skill of listening into stages:



- **Have a good bedtime routine** – 3 & 4 year olds need around 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!