



# St. Clement's School Nursery

## School Handbook



2025/2026

## Meet the team



**Aim High To Achieve, Together We Succeed.**



<b>Headteacher:</b>	Mr Richard Heaven
<b>Deputy Headteacher:</b>	Mr Tom Hall
<b>Special Educational Needs Co-Ordinator (SENCo)</b>	Mrs Emily Ryan
<b>School Business Manager:</b>	Mrs Debbie Davies
<b>School Secretary:</b>	Miss Chantal Birch
<b>Safeguarding Lead / Family Liaison:</b>	Mrs Devorah Morris-Monro
<b>School Caretaker:</b>	Mr Ian Mildren

<b>Nursery Teacher:</b>	Mr Tom Oxenham
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<b>Reception Teacher:</b>	Miss Hayley Breen
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## Contact information

**Telephone:**

01534 854007

**Email:**

admin@stclement.sch.je

At St Clement's Nursery, we aim to provide a warm and 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:

**The School's vision**

**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**

**Birthday cakes**

**Sun cream**

**The School's approach to behaviour**

**Information about support / courses for parents**

**Toileting**

**Top tips for parents**



## VISION

At St Clement's School we provide a rich and varied curriculum which engages all children in challenging activities within a safe, inclusive learning environment. Throughout their time at St Clement's School, pupils will develop our core values of perseverance, empathy, collaboration and their ability to learn from their mistakes. Pupils are encouraged to use these skills to enable them to 'Aim High and Achieve' together in all aspects of the curriculum.

Core Values

Collaboration

Perseverance

Empathy

Learning from Mistakes

Core Curriculum Concepts

Engaging

Accessibility

Challenging

High Expectations

### Our School Principles are:

Our Core Values	Our Core Curriculum Concepts
<p><b>Empathy:</b> We believe in valuing and respecting one another, resources, property and the environment.</p> <p><b>Learning from Mistakes:</b> We believe that if something works, we will do more of it and if it doesn't work, we will do things differently.</p> <p><b>Collaboration:</b> We believe in a caring, supportive community that includes every individual equitably.</p> <p><b>Perseverance:</b> We believe in taking responsibility for our own learning and we try and try again until we succeed.</p>	<p><b>Engaging:</b> We believe in a high quality, stimulating and safe learning environment.</p> <p><b>Challenging:</b> We believe that we learn best when given supported, challenging opportunities.</p> <p><b>Communication:</b> We believe in clear and open communication in how we deliver our curriculum.</p> <p><b>Accessibility:</b> We understand everyone has a right to an education and we aim to provide the best suited curriculum for all.</p>

## Important information

- Our Nursery is part of St Clement's Primary School, so we have access to all of the school's fantastic facilities, including the hall, playground, field, music room and Nature School.
- It is an inclusive Nursery that provides learning opportunities for up to 30 children on a daily basis.
- Our Nursery is led and managed by a fully qualified classroom teacher.
- The times of our sessions are:

### Part time (mornings only)

8:45am - 12:45pm.

### Full day

8:45am - 2:45pm.

Parents can choose either a part time or full-time session for your child and inform the school of this. 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 email or telephone the School Office, using either [admin@stclement.sch.je](mailto:admin@stclement.sch.je) or 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](http://www.gov.je/educationpolicies). School policies can be found on our school website [www.stclement.sch.je](http://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 our 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 otrzymało miejsce w przedszkolu St.Clement's nie gwarantuje tego, ze dziecko otrzyma miejsce w Reception Class. Aby dziecko otrzymało 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?

8:35am-9.00am	Children arrive & settle with support from parents and staff.
9.00-9:20am	Self-initiated play where the adults welcome and support the children.
9:20 - 11:30am	<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"><li>• <b>Group Time</b> – in Group Time we split into our Key Worker groups (Red Robins, Green Finches and Blue Birds). 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.</li><li>• <b>Nature School</b> – 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.</li><li>• <b>PE</b> – 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.</li><li>• <b>Self-initiated play</b> - with some adult directed activities.</li></ul>
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 song 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 or the School Office 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 £50.00 for snack. This contribution helps us to provide the following for the children:

- Snack every day—including a platter of fruit and vegetables
- 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, and payments are made via **ParentPay**. This is an online system and is used throughout the school for trips and events. You will be provided with sign up information when your child starts nursery in September. We have included a leaflet containing guidance on ParentPay which you can review in advance.

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

At St Clement's Primary School, we offer a choice of either:

- a hot meal, which is cooked by and purchased from Caring Cooks. (Please see the sign-up information, terms and conditions within your Nursery packs); or
- a home packed lunch box.

Lunch time is a really important part of Nursery life, and we expect children to be as independent as possible. The children all eat together in the nursery room.

If you have not purchased a hot meal for the day, and you are 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 as this 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 – water 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 only
- No fizzy drinks or sugary juice drinks
- Lunch box they recognise with a name label
- Please cut grapes in half, lengthwise!

## 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 or by emailing the School Office on [admin@stclement.sch.je](mailto:admin@stclement.sch.je).

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, vomiting 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 take.

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 also be completed by parents – this form can be collected from the school office. An additional inhaler must be provided, and this will be kept in the school medical room. Again, it is the parent's responsibility to ensure that this inhaler remains in date.

It is common for children to catch head lice. Lice are not a school problem, but a community one. Leaflets and/or guidance on prevention and treatment are available from your Health Visitor. They can be contacted via their main Reception on: telephone (01534) 443600 or email at [Enquiries@fnhc.org.je](mailto:Enquiries@fnhc.org.je).

## **Birthday cakes**

No birthday cakes please!

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

## **Sun cream**

Please make sure that all day sun cream is applied at home.  
We do not allow sun cream in school.

## **Class Dojo**

Our School Nursery Team use Class Dojo to communicate with parents. You will receive your sign in information when your child starts Nursery. Consent for this online communication tool is given within our School Data Collection Sheet.

## **The School's approach to behaviour**

### **Why good behaviour is important**

At St Clement's School we want to make sure that all of our pupils achieve their potential in a supportive and stimulating learning environment.

We aim to encourage a good standard of behaviour by establishing a clear code of conduct within a positive atmosphere. We want our children to learn how to play together and to learn together. We want them to behave well towards each other, the staff and their parents.

We believe children learn best when they are clear about what they are supposed to do and when they are continually and consistently encouraged to do so. We aim to provide a happy school for all learners. All our work at St Clement's School is based on our school mission statement, and school principles (Core Values and Core Curriculum Concepts).

More information can be found in the School's Behaviour and Relationships Policy.

### **As a parent, you can help your child by:**

- Showing pride and pleasure in your child's achievements.
- Letting school know about any concerns which might affect your child's learning or behaviour.
- Supporting the school's policies and guidelines for behaviour.
- Helping your child to be organised and responsible for themselves and their belongings.
- Ensuring your child goes to bed at a sensible time during the school week.
- Monitoring the content and quantity of television viewing / screen time.
- Encouraging your child to tell a member of staff if anything is worrying him/her.
- Informing school of any factors, including medical information, that might affect your child's learning, welfare or behaviour.
- Support a message of acceptance that some children's behaviour looks different to their own.

### **As staff, we will help your child by:**

- providing a rich and varied curriculum which engages all children in within a safe, inclusive learning environment.
- understanding that behaviour is a means of communication.
- ensuring that all learners are supported to communicate their needs safely and appropriately using their preferred communication system.
- understanding that some of our learners have learning difficulties and other complex needs which impact on how they learn to regulate and manage their behaviour.
- accepting that mistakes are part of the learning process and we recognise that all of our learners are at different stages of the developmental process.
- providing the opportunity to learn, understand and have insight into why our learners become dysregulated, and reflect on how/why it impacts on their behaviour.
- Working collectively with our learners, their parents/caregivers and other professionals to develop strategies as part of a consistent management plan to support them to self-regulate and manage their behaviour in a positive manner.

## Information about parenting support/courses

- At St Clement's School we are lucky enough to have our own Family Liaison Officer, Mrs Morris-Monro, who is also our school Safeguarding Lead. 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 Mrs Morris-Monro no matter how small or insignificant you feel the problem may be. An appointment to see Mrs Morris-Monro can also be made by contacting the school office on 854007.
- Health Visitors are accessible and 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 health 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](mailto:Enquiries@fnhc.org.je).



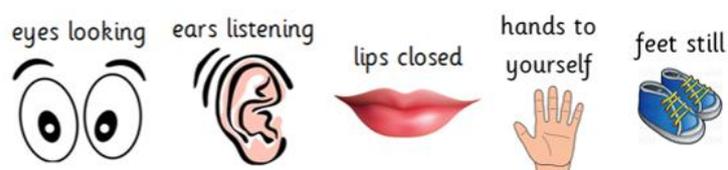
### Toileting

- “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 encourage the children to eat their lunch sitting at a table, to enable growth in their personal and social development. Some practise at home with sitting at the table to eat would be beneficial.
- **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 and 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!**