WELCOME TO...

THE WELLDON PARK ACADEMY NURSERY

A GUIDE FOR PARENTS & CARERS





WELCOME TO THE WELLDON PARK FAMILY!



World Book Day 2019

WELCOME FROM THE EXECUTIVE HEADTEACHER!

Starting Nursery may be a new experience for you and your child. We have written this booklet to help you understand what happens in our Nursery and how you can help your child to settle in.

The aim of this handbook is to answer some of your questions. There may be many more you would like to ask, so please do talk to the staff; they will be happy to see you.

Education does not begin when your child starts school - he or she has been learning since birth and we need to build on and extend this development. We have a great respect for what you, as parents/carers, have already done and will continue to do to support your child in their development throughout their life.

We want to build a positive and constructive partnership with you which will benefit both you and your child throughout his/her school life.

Yours sincerely,

Sash Hamidi
Executive Headteacher
eht@welldonparkprimary.harrow.sch.uk

By choosing The Welldon Park Academy, you must abide by school policy and procedure.

A TYPICAL DAY IN NURSERY

We hope that you and your child will enjoy your time with us!

08.40 Start Time: Children enter and place name cards in the self-registration box.
Register: Taken PROMPTLY as children arrive at start of the session.
Free Flow inside: Children are free to explore the activities and engage in adult initiated and self-initiated play. This takes place indoors initially.

09.15 Group time: A short session of speaking and listening using hands on resources such as puppets, number cards, toys etc., interactive ICT tools, actions songs and rhymes with big movements to learn. Teaching covers the areas of learning based on the Early Years Foundation Stage curriculum.
These sessions should not last more than 10 minutes at the beginning of the year, building as the year goes on and children are more able to concentrate. **It is very important that ALL children have at least 10 minutes group time opportunity to practice gross motor skills and big movements/speaking and listening opportunities/focus for the day, followed by free flow inside and outside:** Children go and explore activities on offer.

09.30 Outdoor is open for free flow to begin: (this may vary) Children can engage in activities inside and outside. The outdoor adult will invite the children outside and open the door for access.
Fruit and milk/water is available from this time for children to take independently. (Adults will support children in learning to do this initially)
Focus activities will take place during this time, where adults invite small groups of children to take part in planned activities to support their development

11.10 Tidy up time: Children help to tidy up the setting as a team. Throughout the session the children are expected to use the equipment sensibly and return it when they are finished, however a quick final tidy up takes place at the end of free play time

11.15 Story and/or group time: Takes place as a whole class or in smaller "family" groups with your child's key person. As the children become more settled and confident in the Nursery this group time will also be an opportunity to practise skills in a group. The children will come back together at the end of the session once they are ready for home time to sing some songs or share some reflections on the day.

11.40 Home time: We ask that you kindly wait in the outside area and we will call your child over to meet you. All children will be seated on the carpet with a member of staff.



USEFUL QUESTIONS AND ANSWERS

What time are the sessions?

Nursery session: 8.40 – 11.40 PM Creators Class

Please ensure that your child is brought to, and collected from, Nursery by a responsible adult. **Time keeping is very important**. Please do not be late at the beginning or end of the session as this may cause your child some distress. Similarly, good attendance at Nursery is crucial to ensuring your child accesses all possible learning opportunities.
If you are late, the teacher will take your child to the office. We will then try to contact you by phone to pick up your child. If we cannot reach you, we will call the people you have listed on your emergency contacts sheet. **If you think you may be late, please contact the school so your child can be reassured on 020 8864 9378**.

If we do not have contact from you or your emergency contacts within the hour, we will refer to Children's' Services for advice. When you are late, it has an impact on your child's wellbeing.

Do you offer 30-hour places?

We may be able to offer eligible children 30-hour places, dependent on interest. Our 30-hour places consist of 4 full days a week (8:40am-3:40pm) and one-half day per week (8:40am-11:40am). Children should be provided with a packed lunch on their full days. Visit www.childcarechoices.gov.uk to check eligibility.

So, what are your Aims?

At The Welldon Park Academy Nursery, our aim is to provide the highest quality education for every pre-school child. These are important formative years and it is our aim to provide a number of activities, which will help your child to develop to the best of their ability, working towards the National Curriculum as they progress through the Early Years Foundation Stage (EYFS).

How will my child develop at Nursery?

Once your child has settled in, we will offer them a wide range of activities and experiences which will enable them to think, work things out, ask questions, become independent, confident, care for others, share and express thoughts and ideas.
We provide care, security, and stimulation within a safe environment. There is a wide range of activities for your child to participate in. These are some of the things they can do:

• Play with water • Play with sand • Make • Draw • Explore nature • Use their Imagination • Make and play with dough • Use the Computer • Play games • Build • Share Stories • Look at books • Play outside		• PE activities • Paint • Science and exploration • Write • Cook • Gardening • Cut and Stick • Construction • Design and create • Sing • Count • Jigsaw Puzzles • Role-Play

What is Early Learning?



In Nursery our approach to learning is through play. This is based on the idea that children learn a great deal from activities that they choose and carry out themselves, with adult support if needed. In this way children learn that they are capable, able to make decisions and solve problems and thereby develop self-confidence.
We encourage the children to be confident and independent, taking responsibility for themselves and working together. We also provide a balance of activities that are adult initiated and child initiated. Children need to be active learners.
As the children progress and develop throughout the year, the organisation of the sessions will alter. We encourage all the children to participate fully in all areas of learning from the Early Years Curriculum.

I want to find out how my child is developing. What do I do?

Parent/carer meetings are arranged twice a year to give you the opportunity to view your child's work and have a brief discussion with your child's teacher. You can also make an appointment at any time to see your child's teacher for a more detailed discussion.

All children attending Nursery and Reception have a personal Learning Journey which includes photos, observations and comments. These are in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.
We also encourage parents/carers to add to their child's Learning Journey with photos, comments and WOW moments from home.

What happens if my child has special educational needs or disability (SEND)?



The Welldon Park Academy aims to meet the educational needs of all children. Teachers plan, set and mark work which is appropriate and relevant to the individual needs of each child. When a teacher or parent feels that a child needs individual help, advice is sought from the School's SENDCo (Special Educational Needs or Disability Coordinator). Additional help may be in the form of an intervention programme to boost your child's confidence and ability so they reach their potential.

The school follows the Department for Education's Code of Practice on the Identification and Assessment of Special Educational Needs. If we feel a child who would benefit from special help we would talk to you and consider putting your child on the SEN register depending on the severity of need. If pupils progress to higher levels of need we request additional funding from the borough. Your permission is obtained before an external assessment is made. The school will then discuss with you the type of support that can be provided for your child and how you can help in this process. We have good links with our Educational Psychologists, Speech and Language Therapists and Occupational Therapists.
Our SEND Information Report is available on our website, outlining the provision we have.

What is a Key Person?



Each child will be assigned a Key Person who you will be able to liaise with concerning your child. The teacher also acts as a Key Person for the whole class. We will also keep detailed records of the children's progress and provide opportunities for parents/carers to share them as well as provide input from home about your child's development. These are represented in Learning Journals.

Will they have a snack?



Fruit and milk are available during each session for the children to enjoy, should they choose. We always encourage healthy eating and try to make this an enjoyable learning opportunity. Children will also bring a water bottle with them to Nursery. **If your child has any specific allergies please let us know.**

How do I know my child will be safe?

Your child's safety is very important to us. Whether playing inside or outside, we ensure they are safe and in a secure environment, so please don't worry. **At the end of each session we only hand over a child to the main parent/carer and can only allow any other family or friends to collect the child if we have permission from the main carer in advance.** In order to avoid an awkward situation, please speak to a member of staff and fill in one of our permission slips in advance if you wish for someone else to collect your child.

What happens in an emergency?

If there is an emergency in school involving your child, the school will use the information you have provided on the emergency contact sheet. They will try to contact you first and then, if there is no response, use the other numbers/contacts. It is very important that you tell the School Office about any changes, especially to mobile numbers.



If you need to come into school due to an emergency, please go to the School Office where a decision will be made as to how to contact/inform your child.

What happens if my child becomes sick or is injured at school?

Should your child become ill or have an accident it will, in minor cases, be dealt with by a school first aider. A form will be sent home and a phone call will be made advising you if your child has sustained a head bump. The school needs a telephone number for emergency contact in the event of more serious occurrences. You will receive a form at your first Parents Evening to check the information we hold about you and your child is correct. Please complete the form and return it to the school as soon as possible.

Who do I talk to about medication?

If your child suffers from any kind of medical condition that may affect their wellbeing in school, it is important to share this information with the school. We write 'Care Plans' so all staff know how to best care for your child's needs. Please contact the school office to book an appointment to discuss any medical needs.

School staff do not administer any medicines unless prescribed by a doctor; written consent must be provided by the parent and permission will then be obtained from the Headteacher prior to any administration of medication by school staff. For more details please consult the school's drugs policy. We do not allow children to carry epi-pens on them but we ensure they are available and all staff are aware of the children who have an epi-pen.

What do I do if my child is absent from school?

Regular attendance is extremely important. If your child is absent from school please inform the school by telephone or letter on the first day of absence. If your child is not in school and you have not contacted us, we may have to refer your case to our Attendance Officer.

The school is required to monitor (and publish) all absences in detail as follows:

- **Authorised absence** – where a reason is given and the Headteacher approves
- **Unauthorised absence** – where no reason or valid reason is given and the Headteacher does not approve. The Headteacher has the right to take your child off-roll at Priestmead.

What should they wear?



School uniform can be obtained from our school uniform provider **Angels** (317 Rayners Lane, Pinner, Middlesex HA5 5EH, 020 8866 9972info@angelsuniforms.co.uk)

Children in Nursery should wear the green The Welldon Park Academy sweatshirt, white polo shirt and dark grey jogging bottoms with sensible shoes that they can fasten (Velcro is easiest).



We also ask that each child brings a pair of wellington boots to be kept at Nursery.

Please label everything with your child's name (including shoes and wellies)

Book Bags



Each child will need a book bag when they start Nursery. This will be used for daily communication i.e. letters and bringing home work at the end of each session. Starting in the first term children will have the opportunity to borrow a library book. These books can be changed on a **Monday, Wednesday** and **Friday.** Please send the bag to school every day. It is important that children use the school book bag as it is easy to store in the classroom.

Lost property - where do I find it?



It is essential that you **mark all items of clothing, water bottles, book bags and lunch bags with your child's name**. Lost property can be reclaimed in the Lost Property area. The school will not replace lost items but we will try our hardest to find them or ideally help children not to lose them at all!

Is there anything else I should know?

Medical checks: From time to time the school nurse, optician or dentist may examine your child. You will receive prior notification of these examinations.

Child protection procedures:
It may be helpful for parents/carers to know that the law (Children Act 1989) requires all school staff to pass on information which raises concern that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse. This procedure is intended to protect children, and schools are encouraged to take the attitude that where there are grounds for concern it is better to be over cautious than to risk a child's safety. They therefore have an unavoidable duty to contact Social Services.



Occasionally this duty means that the school risks upsetting some parents by reporting a concern which, on investigation, proves to be unfounded. In these circumstances it is hoped that the parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that the school was acting in good faith as they have a legal duty to serve and protect each child, and had to take these steps in the best

We have a dedicated Safeguarding and Wellbeing Team that look out for the welfare of all children. Look out for the posters around the school to see who the designated leads within the team are. You can also find further information on our school website.

School security: The Welldon Park Academy is a secure, safe site. The school is alarmed. School gates that give access to the main playground are locked during the school day and access to the school is through the main CCTV supervised school entrances. The main entrance has a buzzer entry system. All parents must report to the Office and should not wander around the building. We must know all of the adults on site at all times. This is part of our safeguarding systems.



Who's Who And How Do I Contact Them?

A number of Teams and Groups exist at The Welldon Park Academy. Each has a specific function but, if you are in any doubt about who to contact about particular issues, check with:

- Your child's teacher
- The School Office (open 8.15am – 4.45pm each weekday)

The Pegasus Partnership Trust Governance



The Trust is made up of 5 Members who oversee the strategic work of the 8 Board of Trustee members. The Trustees hold the CEO/Executive Headteacher and Directors to account for the performance and improvement across all academies within The Pegasus Partnership Trust, known as TPPT. They then work with each Local Stakeholder Group (LSG) for each Academy to do their best for all 1400 children and 200 staff and hundreds of parents and carers.

A list of current Trust members can be found on our website. This also provides information about the school's achievements in the preceding year. Parents/carers are welcome to contact the Trust Members at any time via the School Office.

How can I help?

You can help by:

- Bringing your child's red book bag to Nursery **every** day.
- Ensuring that your child is appropriately dressed for the weather. We play outside most days so they will need a sensible coat plus extra clothing in winter and sun hats in the summer.
- Donate to Nursery any outgrown clothes that you no longer need as we always need changes of clothes when necessary. We particularly need jogging bottoms, socks and shoes.
- Sending your child in footwear suitable for climbing, running etc.
- Spending the summer making sure your child can use the toilet independently. These are some useful websites that may help when toilet training your child.

  - http://kidshealth.org/parent/emotions/behavior/toilet_teaching.html
  - http://www.nhs.uk/conditions/pregnancy-and-baby/pages/potty-training-tips.aspx#close
  - http://raisingchildren.net.au/articles/toilet_training.html
  - http://life.familyeducation.com/parenting/toddler/34500.html

What happens if my child or I do not speak English?



A number of children in the school speak a language at home other than English. Support for children learning English is provided through differentiated work in classrooms, language rich environments and extra support where needed. The Welldon Par Academy recognises and promotes the use of community languages within the school; this includes labelling around the school and the use of translators.
The school wants all parents to participate fully in their child's school life. There are a number of parents and staff who can translate for parents who are not confident English speakers. Our website can also be translated into over 100 languages which has lots of useful information. If you have any particular concerns, please contact your child's teacher or the School Office.

How do I send a compliment or complaint?

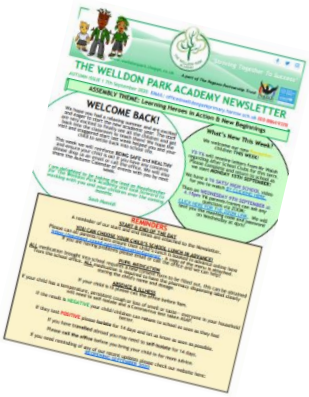
If you have specific thoughts, you should start by contacting your child's class teacher. If individual problems cannot be resolved at this stage, you should contact the Phase Leader, Assistant Headteacher or Deputy Headteacher, and finally the Headteacher. If you need to register a compliment or a complaint, please write to the Headteacher. In exceptional circumstances, where it has not been possible to bring the matter to a satisfactory conclusion by this stage, you should contact the Education and Skills Funding Agency (ESFA). Details of how to do this can be obtained from the Headteacher.

A copy of the complaints policy and procedure is available from our website. We also accept compliments!

How does the school communicate with parents?

We work hard to keep communication with you as up to date as we can. As a school we know we have many communications platforms to give you all the information you need.

Please get used to looking in your child's home bag every day.
Letters to parents/carers, reading books, home learning, feedback sheets and promotional material is usually sent out via the children in their home bags.



The Welldon Park Academy Newsletter is emailed home weekly and provides information about outings, teacher updates, school events, etc. As a move towards being a greener school, we only email our newsletter home and printed copies are available for collection from the school office.

In addition, the school organises two compulsory **Open Evenings** per year when teachers are available to discuss your child's progress. Parents may also visit the school at any time by appointment.

PARENTPAY - **MAIN** form of communication for newsletters, letters, messages and for all payments and lunch bookings.
TEXT MESSAGE – the school sends text messages to parents/carers as reminders and for information
WEBSITE - Our website www.welldonpark.theppt.co.uk is a key place for up to date calendars, newsletters and web links.

You can also communicate **with us** by:

- Catching us in the playground at the start and end of day
- Visiting or calling the Office
- Emailing us at office@welldonparkprimary.harrow.sch.uk
- Celebrate our achievements on our social media pages Twitter search *@welldonewelldon*

How Can I Get Involved In School Life?

Helping at school



Many of you will have specialised knowledge or skills, which could enrich the work that goes on in school, or simply have an interest in closer involvement with the school. There are many opportunities for parents/carers to help out in classes but you are not normally allowed to work in your child's class. Parents/carers are also needed to provide one-to-one reading support or guided reading, or to help organise special arts and crafts workshops on an ad hoc basis. If English is not your first language, but you are a fluent English speaker, your support would be invaluable from time to time to help children who have no English to settle in. Just let us know.

Parents/carers visiting or helping during the school day must sign in and out of the School Office. For any parent who will be working with children (e.g. providing reading support, working in the classroom), a security check has to be carried out.

The Last Word…

On transferring from Nursery into main school, we try to make it as happy and smooth as possible. Please remember that sadly a place in our Nursery does **not** guarantee a place at The Welldon Park Academy.

Most children are ready for the next stage in their education and are excited and enthusiastic. For those who are still developing, we have an early intervention plan to support them.
While your children are in the Nursery, they have regular contact with the main school and they will meet many of the adults that work within the Reception classes. We will fully involve you at the time of your child's transfer and hope that through your involvement with the Nursery, you will feel equally at home in our main school.

If you have any questions please do not hesitate to approach a member of the Nursery team; we are happy to help you.



