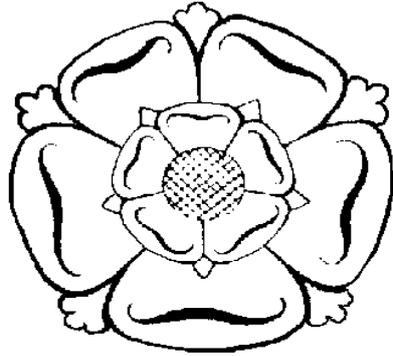


Kings Langley Primary School



Welcome to our
Nursery



Nursery Times

- Morning sessions - 8.30am until 11.30am
- Afternoon sessions - 12.30pm until 3.30pm

Extended Care

If you would like your child to attend both morning and afternoon sessions in our Nursery, extended sessions are available at an additional charge (the government's 30 hours free childcare vouchers can be used).

Our charges are:

-£4 per lunchtime session (11.30am-12.30pm)

-£8 per additional morning/afternoon session

Parents are asked to settle their child in the nursery classroom at the start of each day. Please remember to collect your child promptly once the session ends as children often get distressed if they think they have been forgotten.

It is very important to let the nursery staff know if anyone else is collecting your child. Please tell a member of staff at the start of the day, or telephone the school office if arrangements change during the session time.

The school telephone number is 01923 263321.

School Management Team

Headteacher: Mrs Paula Harris

Deputy Headteacher and Lower School Leader: Miss Angela Jackman

Deputy Headteacher and Upper School Leader: Mr Andrew Kerse

Inclusion Manager (responsible for Special Educational Needs, Disabilities and Gifted and Talented provision): Mrs Helen Hanley

Uniform

The wearing of school uniform is optional in Nursery, however I would say that most, if not all, our children do in fact wear full school uniform from the very first day, as they need to wear comfortable, loose fitting, practical clothes that will allow unrestricted, safe movement. Trainers or sensible shoes are also needed. As many young children find the tying of shoelaces difficult, we advise that you buy buckled shoes or those that fasten with velcro. During the winter months, children need to have warm clothes for outdoor use, including a hat and gloves. All shoes and clothing should be clearly labelled and jewellery should not be worn. Children will need a pair of shorts and a t-shirt to wear for their PE lessons - most children do in fact wear the school p.e. kit.

Sweatshirts and t-shirts with the school logo are available on-line from 'schoolwearforless.com' which can be accessed through a link on the school website www.kingslangley-pri@herts.sch.uk

Snack Time

All children are provided with a drink of water or milk at snack time. Due to a subsidy from the government, there is no charge for this. Milk can be ordered through the school office. A free piece of fruit is also provided for every child, daily, again subsidised by the government - this is eaten during snack time. If your child has any allergies, please let us know.

Helping Your Child

You can help to prepare your child for the Nursery by playing games together, completing jigsaws, sharing books, counting, singing nursery rhymes and talking about what Nursery involves. It is important for your child to realise that you will be leaving him/her

in the Nursery for a short while, but that you will always return for them.

Phonics

Children are helped to learn the sounds of letters using the *Jolly Phonics* programme. Each letter is learnt by its sound with an action to help a child remember that sound. In preparation for this work, children have daily activities that encourage them to listen for sounds and use them in their everyday practice.

Organisation

Mrs Hall is the Nursery class teacher and is assisted by Miss Smith, Mrs Turner, Miss Dagg and Mrs Willcox.

The nursery is set out with a range of activities and resources that encourage children to investigate, to explore, to experiment, to talk, to listen and to find out for themselves what things do and how they work. These activities help children to develop skills appropriate to their age. Young children learn the most when they are able to concentrate for long periods of time with an adult encouraging them to talk about what they are doing; to extend their thinking by asking appropriate questions; and, by the encouragement to complete the task. For the main part of the session, children are encouraged to be independent in their choice of activity with staff members giving support to individuals. Activities and experiences are offered within the classroom and outside in the garden. The children have a fenced-off outside play area to use, including a large climbing frame, bikes and other pedal toys. Different opportunities and activities are planned for the outside.

The children will be working in the Nursery Unit for most of the time, but will also have the opportunity to use the facilities in the Reception classrooms and the rest of the school building, such as the PE apparatus in the gym and will often join in with Early Years and special assemblies in the school hall.

Learning Journals

All children in Nursery and Reception have their own Learning Journal which celebrates each child's journey through the Foundation Stage. We would like you to contribute towards your child's journal by watching out for new things that they can do at home. You could write down what you see or hear your child say on a 'WOW' sheet. These special sheets will be sent home to you, as soon as your child starts with us. They will also be available from your child's classroom so please feel free to pick one up at anytime!

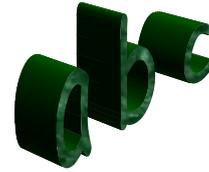
You could also send annotated photographs/drawings/paintings to add to their journal as a record of special moments e.g. a special visit or a swimming badge. This all helps staff build up a clear picture of your child and helps us to plan their next steps.

Learning journals are completed which children will take home at the end of their time in Nursery.

Independence

Your child needs to be able to manage certain routines for him/herself in order to attend the nursery, so please ensure that he or she is toilet trained, can undress and dress with little help and can feed him/herself.

We keep a supply of spare clothes in school in case of little accidents but many young children prefer to wear their own clothes and can become distressed if asked to wear something else. It would therefore be advisable for parents to provide a spare set of clothes that can be kept in a named bag for emergency use with items clearly labelled.



The Nursery Curriculum

The children follow the Early Years Foundation Stage Framework. The framework consists of 'prime' and 'specific' areas and the children will be offered a variety of activities across the seven areas of learning and development.

Prime Areas:- These are fundamental and support development in all other areas.

1. Personal, Social and Emotional - activities to foster personal development and social skills such as playing together, sharing and turn taking;

2. Communication and Language - activities to help children develop their self-confidence and self-expression and develop speaking and listening with understanding;

3. Physical Development - activities to help children develop co-ordination, both for large movements such as those involved in hopping and jumping and finer movements such as those involved in writing, cutting, sticking and manipulating equipment, and to learn about healthy living.

Specific Areas:- These grow out of the prime areas and include essential skills and knowledge.

1. Literacy - to help children to develop early reading and writing skills and foster an interest in books;

2. Mathematics - activities to help children develop early ideas of numbers and counting, time, shape and measures;

3. Understanding the World - activities to help the children understand early concepts relating to science, ICT, place and community;

4. **Expressive Arts and Design** - activities to help children learn about colour, music, dance, drama and explore a wide range of media and materials.

The exact nature of activities will be determined by the needs of the individual children but the overall planning is guided by the framework set out in the *Early Years Foundation Stage Curriculum* document. The children will be working towards 'Early Learning Goals' in each area, to help prepare for their transition into the National Curriculum. Children will develop all of the seven areas each week and are continually assessed to record their progress.

Parents and the Nursery

In the entrance lobby to the nursery is the notice board. General information, important events, parent evening consultations times, any changes to routines etc. will be displayed on this board. You will also find copies of regular newsletters from the school and KLIPSA (the parent association) which have been sent home to keep parents informed about what is going on in school.

Children are encouraged to borrow books from the Nursery classroom.

Once the children have settled in the nursery and become more independent, voluntary help from parents is often requested via the nursery notice-board. Please remember to sign up if you are ever available to help out in class.

Consultations

Mrs Hall will be pleased to talk to parents after the nursery session to discuss any immediate worries or concerns, or to give individual guidance on early literacy or literacy skills. Nursery staff are also available before the session - but only for urgent matters, as time is usually rather short.

There will be a formal consultation about your child's progress during their first term in Nursery and an exit consultation within the last half term, before moving on to the Reception class. In the Summer Term, there is also a school Open Evening when the whole school, including the Nursery, is open for parents to view.

Letter Formation

From the beginning of the Foundation Stage, children learn the correct letter formation. All writing needs to be in **lower case**, except for proper names or for the start of a sentence. When children are ready, they will begin to use a cursive handwriting style, with all letters joined.

Schoolgateway

This is our preferred communication/payment method for the school.

You will need to log on to www.schoolgateway.com and enter your details. Please make sure that these details match those that you have already given to the school via your child's Admissions Form.

Fair Processing Notification 2007

Each year the Department for Children, Schools and Families (DCSF) provides all Schools with three variants of the Fair Processing Notification. The Fair Processing Notifications explain the purposes for which personal data is processed by the School, Local Authority, DCSF and other organisations, in order to meet the educational needs of the students and comply with the Children Act 2004.

You will receive Layer One (a summary of how data is processed) in your induction pack. If you would like more information, you will find copies of the more comprehensive notifications about the processing of pupil data and the rights of parents and pupils (Layers Two and Three) on our website - www.kingslangley-pri.herts.sch.uk, or you can collect a copy from the School Office.

Absence from school

The DfE expects every school age child to be in school, on time, each day.

All absences are recorded and we are required to publish figures for both authorised and unauthorised absences.

If your child is unwell, you are asked to ring the office as early as possible and leave a message on the school answer phone. If we have not heard from you by 9.30am, you will receive an automated text from us, asking you to telephone the school immediately.

We notify parents of term dates well in advance and ask that holidays are not taken during term time as it is very disruptive to a child's education.

If you need to take your child out of school for any reason, an application must be made in writing to the Headteacher at least two weeks prior to the event. Even visits to the orthodontist need to be sanctioned.

The school does not provide homework for absent children.

Punctuality

We expect all children to be in school on time. If you need to collect or return your child to school at any point during their session, you will need to sign him/her in and out at the school office. Children will not be released from school unless they have been signed out by an appropriate adult.

Illness

We ask parents not to send children to school if they are unwell or if they have been sick or suffered from diarrhoea within the previous 24 hours.

Behaviour

We expect all the children to behave well in our school and adhere to the school rules.

The school has clear behaviour and anti-bullying policies which are reviewed annually by the Governing Body.

Working with parents and carers:

We believe that parents must be fully involved in promoting high standards of behaviour. In cases of poor behaviour, behaviour slips are sent home and parents may be asked in to school to discuss their child's behaviour with a member of the senior team.

The school follows the Hertfordshire's Exclusion Policy and Procedures in extreme cases of poor behaviour or bullying.

First Aid

Staff members are regularly trained in First Aid and we have a dedicated First Aid room.

In the event of a serious illness or injury, parents are informed and may be asked to collect their child.

We ask parents to ensure we have an up-to-date list of contact phone numbers and addresses. The school data base is updated annually. Parents are required to let the school office know in writing of any changes mid-year.

Medicines in School

School staff will happily administer medicines. Parents must complete an *administering medicines* form (located in the rack outside the school office). This form should then be handed to your child's class teacher. Medicines are stored securely and are carefully labelled.

Inclusion

We are an inclusive school and are committed to promoting the highest levels of achievement for all our children. We have a strong team of Teaching Assistants who work with individuals and small groups. The school has a wide range of resources to support children's learning.

SEND (Special Educational Needs and Disabilities)

The school works very closely with a range of outside agencies to ensure the best possible support for every child.

Individual Education Plans and termly targets are used for those children who have identified SEND. Children can be supported individually, in pairs or in groups. Some support is in class and some is in quiet areas around the school. We have Teaching Assistants working in all year groups.

The Governing Body

The school has a very active governing body who work closely with the school. The Governing Body is made up of Local Authority, Community, Parent and Staff governors.

KLIPSA (our Parent Teacher Association)

KLIPSA (Kings Langley Infant and Primary School Association) is a very active organisation within the school, raising thousands of pounds each year which is then used to buy fantastic resources for the children. Our two largest annual

fundraising events are The Christmas Fair and The Summer Fair.

We also hold fun events for both children and parents, including discos, race nights and film nights. All parents are invited to attend meetings and join in with KLIPSA events.

Smoking

Smoking is not permitted anywhere on the school site and we ask that parents adhere to this rule at all times.

Scooters

We ask that scooters and bicycles are not zoomed around the school site.

School Car Park

The school car park is for staff use only.

Child Protection

We take the issue of safeguarding children extremely seriously and follow the Hertfordshire Child Protection Procedures. We want to work in partnership with you in every way possible to support your child and if the need arises, we will not hesitate in involving Social Services.

Family Support Worker

Parenting can at times be tough and you just need some answers/advice - we all want the best for our children! The school employs a Family Support Worker who can help guide you through any difficulties that you might have. She has in the past helped with:

- signposting parents to specific services, such as SEND support groups;
- supporting a family who are experiencing instances of poor behaviour/poor attendance;
- housing/benefits/family entitlements.

Please let the school office know if you would like to make use of this free service.

School Closure

Should the school need to close in an emergency situation, a message will be sent via *School Gateway* and a message will be posted on our school website www.kingslangley-pri.herts.sch.uk.

School Website (www.kingslangley-pri.herts.sch.uk)

Please make frequent visits to our school website for up to date information about our school. The date page in particular is updated on a weekly basis.

*We look forward to welcoming you and your child to Kings
Langley Primary School.*