



PROSPECTUS

2018 - 2019

Welcome to Scott Wilkie Primary School

This booklet has been written to give you some information about the school – its’ aims, organisation and hopes for the future.

Your child’s time at primary school is very precious and we are pleased that we are able to share this with you.

In this booklet we have tried to give you “a flavour” of Scott Wilkie School. It would be impossible to include all information in this booklet. However, parents are always welcome into the school, where we will try to answer any worries or queries that you may have, so please feel free to come in and see us.

Yours sincerely,

Executive Head teacher and Staff

Our School

Executive Head Teacher:	Ms Keri Edge
Head of School:	Mrs Farhathafza Quayum
Chair of Governors:	Mr Chris Barnes
School Business Manager:	Mrs Hannah Cleland
Address:	Scott Wilkie Primary School Hoskins Close Custom House London E16 3HD
Telephone:	020 7474 4138
Fax:	020 7511 8282
e-mail:	info@scottwilkie.newham.sch.uk
Website:	www.scottwilkie.newham.sch.uk
School Times:	8.55am - 12.30pm 1.30pm - 3.30pm
Nursery Times	8.45am - 11.45am 12.30pm -3.30pm

A brief history of Scott Wilkie Primary

Children first came to our school in April 1977. Our nursery opened two years later in 1979.

The school is named after James Scott Wilkie, PhD who was a former Director of Education. He grew up in the Newham area and went to local schools. Following university, he returned to teach in Newham in the 1950s where he worked until retirement in 1978. A portrait of James Scott Wilkie can be found on the wall by the Head of School's office.

Our school is a primary school in the London Borough of Newham. We take girls and boys from 3 to 11 years old and are able to take 60 children in each year group.

Our nursery classes take children on a part-time basis until they go to main school in the September after their which they are 4 years old. We have 60 places in total in the nursery in the mornings and afternoons. The majority of our children entering main school have attended our nursery.

Children join the main school (Reception) and move through the school until they are 11 (Year 6).

School Aims.

The school provides a challenging and stimulating curriculum, realising the moral, aesthetic, intellectual, spiritual, physical and emotional development of the child.

The school provides for equal access of opportunity for all, with regard to gender, race, age, creed, class and ability. The school provides a positive, happy, secure, calm and stimulating environment where children and adults feel motivated and challenged.

The school works in partnership with children and the wider community, respecting and valuing their experiences.

The school encourages and promotes autonomy through learning, thought and action enabling children to become their own managers.

These broad aims must be translated into specific aims within each area of the curriculum. (Please refer to the curriculum documents which can be found on the school's website). Copies of any of the school's policy statements can be requested from the head teacher.)

Mission Statement

Our overall aim for Scott Wilkie Primary School is:

- For children to feel safe, happy and secure at Scott Wilkie Primary School.
- To provide a balanced curriculum that meets the needs of learners.
- To prepare each child educationally, physiologically, socially and emotionally for their role in society.
- For all pupils, staff and the community to work together to create a positive learning environment where children are able to achieve their full potential.
- For staff, pupils and the community working together with mutual respect, valuing each other's differences and achievements.

Our Values

Caring

Scott Wilkie pupils are caring, sharing and friendly.

I take care of myself, others, my school and the environment around me.

Resilient

Scott Wilkie pupils always try their best and never give up.

I persevere when I am faced with challenges. I do my best to achieve excellence.

Respect

Scott Wilkie pupils respect each other and celebrate diversity.

I treat others the same way I want to be treated. I appreciate that each of us is different.

Admissions

Newham has an Admissions Policy which we follow. Applications for places are dealt with by the pupil services section of the local authority. Applications must be made online to pupil services www.newham.gov.uk Children are allocated places on the following basis:-

Priority is given in the following order:

- Children with Statements of Special Educational need or children in care
- Children living locally who have a brother/sister in the school

- Children not living locally but within Newham and have a brother/sister in the school
- Children living locally without a brother/sister in the school
- Other children, whether or not they live in Newham

Parents who wish to apply for a nursery place or school place may register the child once he/she has had their second birthday. Registration forms can be collected from the school Administration Office.

All parents of Reception children are invited to a meeting with the class teacher in the term before their child is due to start.

Parents who wish to apply for all other school places are asked to complete an application form which will be sent up to the Local Authority, who will allocate places as available.

Nursery

3 and 4 year olds

Children are admitted to the nursery the term after their 3rd birthday. The admission criteria are laid down by the London Borough of Newham. They are as follows:-

- 1) In catchment area with brothers or sisters in the school.
- 2) In catchment area without brothers or sisters in the school.
- 3) Out of catchment area with brothers and sisters in the school.
- 4) Out of catchment area.

Children are admitted for either a morning or afternoon session. In addition to this if you are earning at least the National Minimum Wage (or Living Wage) and your total combined income is below £100,000 your child will be able to attend for 30 hours (morning and afternoon sessions). Priority is given to all 4 year olds first. All parents should note that a place in the nursery does not guarantee a school place.

In order to find out if you are able to claim either Tax-Free Childcare or 30 hours free childcare for your child, you need to go on to the following website:

<https://www.gov.uk/help-with-childcare-costs/tax-free-childcare>

You'll need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It usually takes 20 minutes to complete.

All parents and children are invited to an Admission Meeting. When you come to this Admission Meeting, you must bring with you:-

- your child's birth certificate
- photographic I.D. for your child e.g. passport
- proof of address – e.g.: Council Tax bill/tenancy agreement/utility bill

Registration details will be taken and you will be given a date to start.

2 year olds

In addition to the above the nursery also has provision for 2 year olds who are able to attend for 15 hours of free childcare if you are in receipt of certain benefits.

Nursery Curriculum

During the day the children will take part in a range of activities. These will include:-

tracing	singing	cutting	sticking
construction	reading	dressing up	sand play
cooking	clay	painting	story time
P.E.	water play		

How can parents be involved

At Scott Wilkie we believe that education is a partnership and that parents and adults at home play an active role in their child's education. All parents are invited to our termly parents meetings, concerts and open days.

You will be asked to complete a contact form when your child starts. This gives us details of how you can be contacted in an emergency.

The law states that nursery children must be brought to nursery and collected by an adult over 16 years of age.

Whilst your child is at nursery, please put clothes on them that are both practical and easy to manage. Tracksuits are ideal as they are easily washable, but more important, they are comfortable. Rubber soled shoes are ideal for nursery as we provide many climbing activities. Should your child become wet or dirty, we will make him/her comfortable. Please wash any change of clothes provided by us and return them as soon as possible.

When you are teaching your child to write their name, please use lower case letters as these are the ones we teach first. All early reading activities are very important and we aim to develop these in the nursery. Reading with your child, talking about the pictures in the books, visiting the local library, are all ways that parents can help.

The term before your child leaves nursery, we will begin a more formal approach to reading, which will include books to be taken home for you both to share. The older children use the infant hall for a weekly PE session. There will also be an opportunity for children to visit their new classroom and meet their new teacher.

Daily School Life

We have very few school rules and those that do exist are there to make our school community safe and secure.

We ask that children do not wear jewellery, such as necklaces, rings and ear-rings, as these can cause extremely nasty accidents if they catch in children's clothing while they are playing. They can also become lost, which is very distressing for both the child and parent.

Money should not be brought into school, unless for a specific purpose, i.e. trips, bookshop.

No sweets or tuck allowed. Fruit may be brought to school to eat at early morning break. Water is provided for the children throughout the school day. At present KS1 children receive fruit each day as part of a healthy eating project.

Lunchtime



Between 12.30pm and 1.30pm children can stay for school dinner, bring a packed lunch, or go home for dinner.

School dinners are cooked on the premises, and all children are supervised by our midday supervisory assistants. Since September 2009 all school children in Newham have been provided with a free school meal and we encourage you to register your child for school meals.

Code of Conduct

At Scott Wilkie we have a few important rules to maintain safety and harmony and encourage children to respect the feelings of others. We attempt to keep school rules to a minimum. Where problems do arise parents are kept informed and are asked to cooperate fully in rectifying any problems.

Summary of main expectations:

- listen and follow instructions
- treat everybody with respect
- take good care of all property and our environment
- behave politely and sensibly
- always line up quietly
- move around school quietly and calmly
- our behaviour should not disrupt the teacher, or prevent others from learning
- bullying, threatening, racist, sexist or abusive language and behaviour is not acceptable

Curriculum Statement

Our aim at Scott Wilkie is to help each child achieve her/his maximum potential. In order to do this, we believe in creating a positive and secure environment in which children learn that good manners, respect and consideration for others are extremely important. We encourage children to become more self-confident, mature

and independent. We also encourage them to recognise the important contribution they have to make to the life of the school.

In order to achieve this aim, children are taught a wide balanced curriculum covering all areas of the National Curriculum.

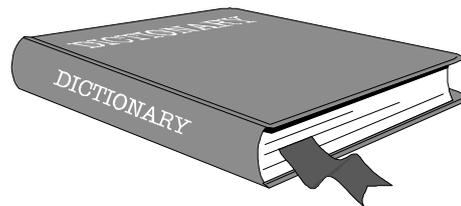
This is in two parts:-

Maths	Core Curriculum
English	Core Curriculum
Science	Core Curriculum
Information Communication Technology	Core Curriculum
History	
Geography	
Physical Education	
Music	
Art	
Design and Technology	
Modern Foreign Language (French throughout KS2)	
Religious Education	
Personal, Social, Health Education	

Copies of all policies and schemes of work may be requested from the Head of School.

English

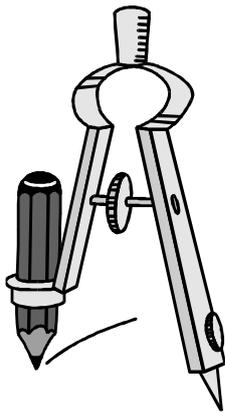
We encourage children to develop various language skills through talking, listening, reading and writing. We place great emphasis on stimulating language development by providing a lively environment both inside and outside the classroom and through the use of a wide range of learning situations. We use discussion to promote the sharing and developing of ideas.



Children are given the opportunity to read in school every day. We urge children to take their reading book home regularly, and hope that you will be able to support us by listening to your child read as often as possible. We have a wide range of dual language books which are also available to read in school and at home.

All children take part in a daily literacy lesson. Throughout Key Stage 1, children are grouped according to reading ability and taught in small groups. We have been using the Ruth Miskin Literacy scheme 'Read, Write, Inc.,' throughout the school since January 2007 which has supported children in developing secure phonic skills early on. More recently this has become part of a wider Communication, Language & Literacy provision ensuring that phonics forms a part of the children's wider literacy experience but also building up children's understanding and comprehension of books. Once children have experienced success in this, mostly throughout key stage 2 they take part in the daily literacy hour, which includes whole class, group and individual work. You can purchase a Scott Wilkie book bag from the school office at a cost of £ 6.50.

Mathematics



Each child is given a great deal of early mathematical experience in order to form basic concepts in, and knowledge of, mathematical areas such as numbers, weight, measurement, shape, etc. This experience starts in the Nursery and involves sand and water play, construction, model making, etc.,

As each child matures, their ability to record that knowledge will increase. We use a wide range of resources to stimulate mathematical thinking, both in the classrooms and in the use of natural resources in and around the school.

All classes deliver a daily maths session. The school teaches using the 'Maths No Problem' programme.

Science

Science encourages children to observe in close detail, raise questions, test hypotheses, experiment, interpret and record data appropriately, and to be able to apply this knowledge successfully. Science is taught for 1 1/2 hours per week at KS1 and 2 hours per week at KS2.

History and Geography

The History and Geography we teach are defined by the National Curriculum, and are organised into study units. The skills we are trying to teach all children include: comparison, sorting, grouping, ordering and sequencing observation, research, map reading, interpreting data, and distinguishing between fact and opinion. We arrange a number of visits to museums & local places of interest & we encourage all children to join us on these visits.

Music



We aim to foster an enjoyment of music. All children have the opportunity to learn songs, compose, explore rhythm and play musical instruments from a variety of countries and cultures. We have a specialist music teacher who teaches music to all classes throughout the school.

We use the Every Child a Musician programme to provide tuition in violin, piano and other musical instruments.

Computing

Computing runs through all areas of the curriculum. Children are encouraged to develop various skills; mouse control, word processing, data handling, coding and becoming familiar with a range of programmes.

Classrooms are linked to the Internet, and children are encouraged to use the Internet to access information to use in class. Interactive boards are in use in all classrooms throughout the school and pupils have access to laptops during specific lesson times and at after school clubs.



P.E. and Games

We encourage children to participate in a variety of physical activities and our children are taught by a qualified Sports Coach. These include small and large apparatus work, swimming and outdoor education. Children are encouraged to express their creative ideas through a variety of dance and gymnastic activities.

The older children participate in a weekly games session, including team sports such as rounders, cricket, football, netball and indoor hockey.

Younger children also participate in a range of team games, which develop athletic skills and sportsmanship.



Classes are taught for 2 hours, per week.

There are opportunities for children to play sport outside normal school hours through after school and lunchtime clubs. The school uses the school playing field adjacent to the junior playground for games lessons and sports clubs. The local community is not permitted to use the playing field.

It is our aim that children should be able to swim 25 metres before they leave our primary school. Children in Year 5 are taught to swim by instructors at Newham Leisure Centre, and attend regular weekly swimming sessions. In Year 3 the children have the opportunity to attend the Beckton Gym for alternating half terms.

P.E. Kit

All our children take part in a range of sporting activities, both indoor and outdoor. We ask all parents to provide a P.E. kit that should consist of: T-shirt and shorts or a leotard for indoor games, with a tracksuit and trainers for outdoor games. Jewellery, including earrings, must be removed for P.E. or taped over.

Art

Children are encouraged to experiment with shape and colour using a variety of materials. They also express their ideas and feeling, record observations and are introduced to the work of artists and craftspeople.

Design Technology

Design Technology is all about identifying and solving problems in a practical way. Children are encouraged to share their ideas and, through discussion, arrive at the best solution to a given design or technology task. Such problems might range from how to build a bridge, or design a newspaper, to more complex computer based activities.

Religious Education and Assemblies

We have an act of collective worship every day that is an extremely important part of our school life. This gives us an opportunity to meet together, share experiences and ideas to show how much we value the individuals in our school community, and to develop an awareness and appreciation of other people and their cultures.

Scott Wilkie School is a multi-faith school, and although our Religious Education curriculum is mainly Christian, we recognise and discuss other festivals and faiths. This is done by using pictures, artefacts and children's own experiences. We also invite outside speakers in from time to time to lead our assemblies. Religious Education is based upon the agreed syllabus as defined by the Standing Committee for Religious Education (SACRE).

Parents have the right to withdraw their children from religious education and from assemblies. Please discuss this with the Head of School first.

Sex Education

Sex education is taught within Science and PSHCE. The Scheme of Work covers the wider issues of personal and social development. Parents are invited to the school to view the material that we will be using, and to discuss issues with members of staff. Our aim is to answer children's questions frankly and accurately, allowing for the ages of the children involved.

Parents have a right to withdraw their children from the teaching of Sex Education outside the Science curriculum. Please discuss this with the Head of School first.

Equal Opportunities

In line with our equal opportunities policy, we aim to educate each child to the best of his/her ability, taking into account ethnic origins, religious background and the gender of each child.

Children with Special Educational Needs

In line with Government legislation, children with Special Educational Needs are identified and assessed. Parents are invited to discuss matters with the Inclusion manager and other agencies through whom we access support and advice.

The Special Needs Code of Practice operates within the school, and children with statements are supported by Teaching Assistants and our Special Educational Needs Coordinator. For those children without a statement, the school will prioritise support where available.

Copies of the school's Special Educational Needs Policy and recent DfE publications can be requested from the Special Educational Needs Co-ordinator, Mrs Edwards.

Homework

All children are set weekly homework. The amount of homework we set follows the government guidelines and consists of spellings, English, maths & independent research work.

End of Key Stage 2 (SATs) Results

Each year children in Year 6 sit the National Attainment Tests in English, Mathematics, and Science, for 11 year olds. These tests usually take place in May. In September, parents of Year 6 children are invited to a meeting to discuss these tests and view previous test material. We will explain the preparation we will be doing throughout the year for the tests and the ways in which parents can support this work at home. Parents will be kept informed of their child's progress throughout the year.

Scott Wilkie Results 2016-17

KS2

		National	Scott Wilkie
Reading	Expected	71%	88%
	Greater Depth	25%	27%
	Average Scaled Score	104	106

	Progress	0	5.3
Writing	Expected	76%	83%
	Greater Depth	18%	11%
	Average Scaled Score	n/a	n/a
	Progress	0	3.3
Maths	Expected	81%	94%
	Greater Depth	23%	44%
	Average Scaled Score	108.9	104
	Progress	0	7.1
GPS	Expected	77%	87%
	Higher Score	31%	37%
	Average Scaled Score	107.6	106
Combined (R, W & M)	Expected	61%	77%
	Greater Depth	9%	6%

Year 1 Phonics

		National	School
Phonics	Expected	81%	81%

EYFS

	National	School
EYFS GDL	71%	65%

Charging and Remissions Policy

The Governors are required to have a policy on charging parents and remissions for educational trips and visits that take place, and form part of the curriculum. Parents are asked to make a contribution towards the cost of these visits. No child will be penalised by not being allowed to go if parents are unable to make that contribution. Further information can be found in the Charging and Remissions policy which can be accessed on the school's website.

School Dress Code

From September 2009 the school governors agreed that all pupils should wear the school uniform/dress code.

- Navy Sweatshirts/Cardigans with the school badge
- White shirts/T-Shirts
- Black/Navy Trousers/Shorts or Skirts
- Full details can be obtained from the school office

Absences

If your child is absent please telephone the school giving a specific reason for your child's absence – if they are unwell, please say what is wrong - and send a note with your child on their return. The reason for absence is then marked in the register. Permission will not be granted for children to be taken out of school during term time for holidays. Children are removed from the school register after an absence of 4 weeks, in line with legislation. Parents will need to re-apply for their child's school place.

If your child has a contagious disease please let us know.

If your child has a minor bump or bruise we will give simple first aid treatment in school. If he/she has a more serious injury, or is clearly ill we will let you know. In order that we may contact you quickly, should the need arise, we keep emergency contact numbers and addresses. It is important that parents and carers keep the school office up to date with contact details and advise us of any changes as soon as possible.

If your child has several unexplained absences or if attendance falls below 90%, the school will ask to see you to discuss concerns. If attendance does not improve, the Attendance Management Service at the Local Authority will be contacted by the school.

Lateness

It is very important that your child arrives at school in good time for 8.55am which is when the school day starts. Being late is upsetting for the child, and disruptive for the class. If you are late, please take your child to the office where they will be given a late mark, and their lunch booked.

Medicines in School

The only medicines that are allowed in school are those for asthma. We keep a register of all children who are on such medication. If your child has to have any other medication administered during school hours, please see the staff in the school office. If your child has any health condition, i.e. heart murmur, epilepsy, diabetes, please let the school know. For further details please see the 'Supporting Children with Medical Needs' policy which can be found on the school's website.

School Journeys

We offer Year 6 children the opportunity to visit Fairplay House in Essex for a residential outdoor education trip. This is an Outdoor Education Centre run by the London Borough of Newham. This visit provides children with the experience of studying a contrasting locality (as specified by the National Curriculum.) It also provides opportunities for outdoor pursuits and personal development.

Educational Trips and Visits

As part of their education, children are often taken on trips or visits. These will be to museums, galleries and places of interest and relate directly to work the children are doing in school and the National Curriculum. They provide valuable knowledge and experience that the children will need. They may be at the beginning of a half term to "spark things off", or at the end to consolidate the work that has been done. All visits are individually risk assessed and organised to ensure that any risks are minimised in order that children are safe and able to benefit

from and enjoy the experience. Without parents volunteering to help with supervision on these trips, they cannot take place.

When children begin at Scott Wilkie, all parents are asked to sign a general consent form. This is for short trips, i.e. to the local farm, swimming or the library. For other trips you will receive a separate letter giving all the details.

When the trips involve travelling by coach or an entrance fee, we have to recover our costs, so we ask for a contribution towards the overall expenses. This is normally between £3.00 and £10.00. Arrangements can be made to make payments by instalments.

Clubs

Many of our children participate in extra-curricular activities or clubs.

Since January 2013, we have operated a Breakfast Club from 8am to 8.55am where children enjoy a variety of breakfast options including bagels, cereal, porridge and toast along with fresh fruits and juices. If your child is entitled to free school meals and you have made a successful application via our website under the 'Eat for Free' tab, your child will be able to have a free breakfast at school. For all other children, breakfast costs £1.00 per day.

Morning and after school clubs include: athletics, cooking, homework, maths games, reading, and gardening.

The children also have the opportunity of taking part in inter-school team games in a variety of sports.

Extended Day Provision

From January 2016, we have offered extended provision to children from Reception up to Year 3, which means they can stay at school until 6pm. This provision is led by Katie Martinson, a Scale 4 Teaching Assistant who works with the children in early years. We have a purpose-led resource for the children who stay behind for this provision. As well as continuing their 'Next Steps', the Reception children engage in creative play both indoors and outdoors (weather permitting) and they also have a light snack. The cost of the provision is currently £6.00 per session.

School Council

Representatives from every year group participate in discussion of school issues and influence decisions. The sorts of issues the children discuss range from footballs in the playground, clubs, encouraging positive behaviour to bigger portions at dinnertime!

School Grounds

At Scott Wilkie we have a lot of grass, as well as a Multi-Use Games Arena in our Key Stage 2 playground. Our children are able to engage in a variety of different activities and sports and our Sports Coach ensures that all play time is well organised and led.

Visitors

The London Borough of Newham has several highly skilled teachers who regularly come to Scott Wilkie School to work alongside children. They work in curriculum areas of Dance, Drama, Music, Maths, Art, Design and Technology, English, Geography and History.

Lost Property

There is a lost property box in the Medical Room which can be regularly viewed by parents and children. Parents are asked to label all items of clothing with their child's name.

School Dentist

The school dentist visits the school annually and inspects the children's teeth in Nursery, Reception and Year 1. You will be advised if treatment is needed.

Height and Weight Measurement

The local authority comes into the school to check your child's height and weight when your child is in Reception and again when they are in Year 6.

Students

From time to time, you may see additional adults in our classrooms. At Scott Wilkie we provide placements for trainee teaching assistants, student teachers and parents who wish to volunteer to listen to the children read.

Transfer to Secondary School

During their final year at Scott Wilkie School, parents are invited to apply for their choice of secondary school. A great deal of information will be given to you at this time. Parents will be asked to express their preferences for secondary school places via the online application system and the school will pass on letters from the Local Authority September of your child's final year. There are opportunities to visit all of the local secondary schools when they arrange open days/evenings and the school will notify parents of these dates and times as they come in to us. The Local Authority is responsible for the allocation of places.

Parents and School

At Scott Wilkie we aim to work with parents in a partnership which has your child at the centre. The success of many school activities relies very heavily on the help and support of parents and carers. We never refuse an offer of help. In fact we often ask for help in a number of ways. This might be assisting with small group activities or accompanying us on some of our many visits. We realise that not everyone can commit themselves on a regular basis but when we have special events we are most grateful for any offers of help.

Parent Evenings

Parent Evenings are held twice annual, in November and again in March for parents to discuss educational developments, your child's progress and other issues.

Reports detailing your child's progress are given out every summer and parents are invited to discuss these with their child's teacher.

Governors

Scott Wilkie has been part of a multi-academy trust with Hallsville Primary School since January 2018 and the Local Governing Body consists of two Parent Governors, two staff representatives and two co-opted representatives. They have a general oversight into the running of the school. They are responsible for the appointment of staff, and for the school's delegated budget. Any Governor can be contacted through Hannah Cleland, the School Business Manager.

Access to the Head of School

The Head of School is available to talk with parents most days. In her absence, an Assistant Head Teacher who deals with the phase your child is in should be available. If you wish to discuss a lengthy matter with a member of the Senior Leadership Team, it is recommended that you make an appointment by telephoning the school.

Access to the Teachers

Quick messages can be given to the teacher as the children come into school, but if you require a longer discussion please arrange an appointment to speak to the teacher after school through the school office.

Complaints Procedure

If you have a complaint about the school you are asked first to speak to your child's class teacher. If the problem is not resolved you should then make an appointment to see the Head of School. Hopefully she will be able to deal with the matter to your mutual satisfaction. If however, you are not satisfied, and wish to make an official complaint, you will need to send your complaint in writing to:

The Chair of Governors
c/o Scott Wilkie Primary School,
Hoskins Close
Custom House
London E16 3HD

Further information about the procedures for making complaints is accessible on the school's website.

NURSERY

Welcome to Scott Wilkie Primary School's Nursery. We hope that you and your child will have a happy and rewarding educational experience with us.

We aim make learning as exciting and interesting as possible. We believe that if children enjoy their learning they will want to come to school and make good progress.

Nursery Opening Times

Nursery AM	Nursery PM
Start: 8:45am Keyworker time: 11:15am-11:30am Finish: 11:45am	Start: 12:30pm Keyworker time: 2:45pm – 3pm Finish: 3:30pm

There are 30 places in each session; a total of 60 children can attend each day. There are 4 members of staff in total:

Ms Gemma Comer - Nursery Teacher

Ms Katie Martinson - Teaching Assistant

Miss Lucy Davis - Teaching Assistant

Ms Carol Gillett - Learning Support Assistant (1 to 1)

Attendance

If your child is going to be/or has been absent from nursery please inform the school by telephone, letter or in person. Good attendance at nursery is very important for your child in order for them to settle well and make progress in their learning.

As well as attendance, punctuality is very important, not only to develop good habits, but also to help the Nursery to function effectively. Lateness is recorded daily in our late book.

Parents who help their child achieve 95% for a full term receive a special certificate.

Health & Safety

For your child's safety please ensure that your child is brought and collected by a responsible adult whose name you have given to the Nursery. They must be over 16 years old.

If you change address or telephone numbers, please ensure that you inform the staff with the up to date information. It is important that you do this, as staff may need to contact you in case of an emergency

Please make sure you inform staff about allergies or food intolerances i.e. nuts, milk etc., or any health problems.

For Health & Safety reasons, children are only allowed to wear stud earrings. Hooped earrings are not allowed. This is to ensure that children do not hurt themselves by catching their earring on any provision or furniture.

Please ensure your child is well enough to participate in all our daily activities including outdoor learning. It is school policy that children are given the choice and freedom to learn and play indoors and outdoors throughout the seasons. If your child has a long term medical condition, please inform us and we will amend our planning in order to best meet your child's particular needs.

If your child requires prescribed medication, including asthma pumps or inhalers, you will need to complete a form which you can obtain from the school office. (Please refer to the school's policy on medication).

If your child has a head injury during his/her time at nursery, parents will be informed the same day by staff and a letter.

Miss Martinson is the qualified Paediatric First Aider in the Nursery.

All paints used in nursery are washable and all children wear aprons when painting. To remove any paint from clothing you should:

- a) allow paint to dry then scrape off excess
- b) run under cold water
- c) use a bar of hand washing soap on the mark and hand wash, then cold rinse before machine washing.

Please ensure that your child is dressed appropriately for all weather conditions i.e.: hat, suntan lotion, coat, wellies etc., as they will be playing outside.

Mobile Phones

Please make sure you do not use your mobile phones in the Nursery setting, also when you drop off/ pick up your child. This allows you to talk and listen to your child and find out about their day.

Nursery Curriculum & Environment



The national framework for EYFS, Development Matters in the Early Years Foundation Stage underpins our nursery curriculum. This framework has the principles of the Characteristics of Effective Learning.

The Characteristics of Effective Learning underpin how a child learns.

Characteristics of Effective Learning

Playing and exploring – engagement

Finding out and exploring

Playing with what they know

Being willing to 'have a go'

Active learning – motivation

Being involved and concentrating

Keeping trying

Enjoying achieving what they set out to do

Creating and thinking critically – thinking

Having their own ideas

Making links

Choosing ways to do things

Our Nursery Environment is designed so our nursery staff can observe and assess the children in alignment with the Characteristics of Effective Learning. Each area of learning, indoors and outdoors has an area where the children can self-select their own resources. We believe learning through exploratory play will encourage a child's independence and social skills. Also learning through exploratory play will deepen a child's own thinking and help them to create new ways to learn and think independently. This is why it is so important our provision suits the children's needs and interests.

In the framework Development Matters, there are seven areas of learning. These are:-

- a) Physical Development
- b) Personal , Social + Emotional Development
- c) Communication Language
- d) Expressive arts and design
- e) Literacy
- f) Mathematics
- g) Understanding of the World

The areas that have been highlighted above are the Prime areas which are the most important learning strands. We ensure that our provision has all of these seven areas of learning but the prime areas are in every area indoors and outdoors so children can develop their social, language and fine motor skills.



Here are some pictures of our indoor and outdoor learning environment.

Settling In

When your child first starts Nursery, we will ask you to come in and settle your child for an hour, and then leave, to enable your child to get used to the environment and staff independently. We will contact you if your child is upset and needs you to comfort them or take them home a bit earlier in the first week of Nursery.

Please bring in a spare set of clothes for your child just in case of accidents or they get wet. Children are expected to be toilet trained before they start Nursery.

Key Worker Time

We work on a Key Worker System where each member of staff is allocated children for a particular group activity at the end of every session. Ms Begum has a 'Storytelling group' where the children use props and movements to re-tell familiar stories. Ms Tranter has a 'Box Clever session' where children engage in role-play activities that develop children's communication skills. Miss Davis has a 'PALS' session which develop children's personal and social skills.

Educational Visits

Every half term, the Nursery will take the children on a local trip related to our topic of learning. For example, if we are learning about 'The Gruffalo' we will take the children on a 'Gruffalo walk' in our local park. We feel children benefit and learn far more with real life experiences. Parents are encouraged to come and help on our educational visits.

If you have a particular skill or talent or would just like to help you will be very welcome in the nursery i.e. cooking, storytelling. Please speak to a member of staff.

Every term, we also hold 'Stay and Play' sessions- these are linked to our topics. For example, during our growing topic we will invite parents to come in with their children for one session to 'Stay and Plant'. We think it is so important that parents are involved in their child's school life and this is a great opportunity to come in and get involved in your child's learning.



Assessment

We assess your child in a wide variety of ways including writing observations during focus activities and child initiated work, we also collect different types of work that the children have made at home and school. This is displayed in a 'Special Book' that every child has which shows your child's progress throughout Nursery. The 'Special Book' will be accessible in Nursery for you to look at whenever you choose.

Your child will be assessed each term for their progress towards the Early Learning goals. This will be discussed with you during Open Evening before your child transfers to school.

Workshops

Every term we hold workshops for parents to come in so we can go through the current learning topic. We will also show you how we teach Maths/Literacy and give you advice on how to help your child at home.

We also encourage for all children to have a book bag as we give your child reading books each week. Each child will be issued a reading record and given a book to take home every Thursday. These need to be returned the following Wednesday.

Thank you for reading this booklet, we look forward to meeting you and your child and know that they will have a happy start to their school life.