



Head teacher: Mrs Helen Jameson

Burton Agnes CE Primary School
Rudston Road
Burton Agnes
Driffield
YO25 4NE

Email: -

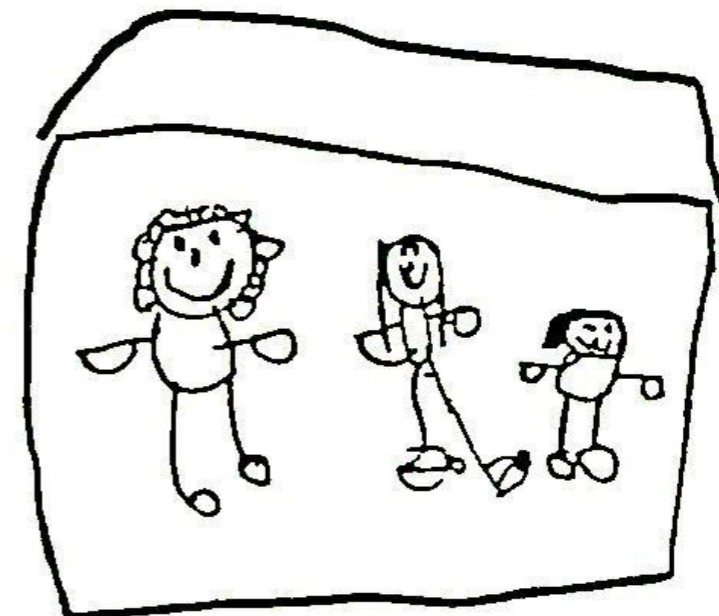
Burtonagnes.primary@eastriding.gov.uk

Website: -

www.burtonagnesprimaryschool.co.uk



Burton Agnes CE Primary School



Information for Parents & Carers

A note from the Head teacher: -



I hope that you have found this booklet useful . Please ask any member of staff if there is anything that you are not sure about.

Please feel free to speak to me at any time.

I am really looking forward to meeting you and your child when you begin your time with us in the near future.

Mrs Helen Jameson

Members of staff

Head teacher:

Mrs Helen Jameson

Early Year Leader and Class Teacher

Mrs Rebecca Lee

Special Educational Needs Co-ordinator

Mrs Jo Kemp

Nursery Nurse

Mrs Jane Fleet

Teaching assistants

Miss Chelsea Baxter

Mrs Claire Grant Shaw

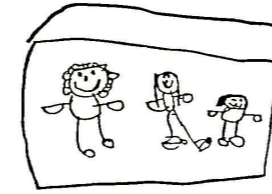
Administration Officer: Mrs Julia Banks**Nursery Lunchtime Supervisors**

Miss Mandy Clubley

Mrs Jo Barley

Caretaker

Mrs Debbie Purviss



Welcome to Burton Agnes!

This is the beginning of a partnership in which we hope to share the important task of educating your child. It is important to us that your child enjoys coming to Nursery school and feels confident enough to take part in all activities. This can be achieved with you as partners and we hope that this booklet will answer any questions you may have or provide you with information that you may require. Please do not hesitate to come and talk to any member of staff if you are unsure about anything contained in this booklet.

We believe that: -

Trusting relationships provide the foundation for children and adults to work and grow together. From mutual respect for oneself and others will develop the positive attitudes and close relationships necessary for the full development of each individual.

Our purpose is to welcome every child into the Nursery and to develop the potential of all children and adults from whatever their starting point.

The individual should be at the heart of his own learning. He/she will learn when intrinsically motivated and actively involved. Play and talk make a major contribution to all aspects of children's development and learning.

The person's own feelings about him/herself are of paramount importance. With a positive self image he/she is more likely to approach a learning situation confidently and with an enquiring mind.

Starting Nursery School

You will be notified that your child has been allocated a place at Burton Agnes by letter. Staff will come and visit you and your child at home so that we can find out all about them and you can find out more about Nursery and School. During this time staff will arrange for your child to come and do some visits to Nursery.

These visits will familiarise you and your child with the nursery setting and staff.

For younger children (0-3) we run a 'tiddlers' session on a Thursday from 9am—11am. This is a group for you to stay at. Activities are set up and the nursery nurse joins you for songs and story. Please ask for more details.



What to do on your Visits

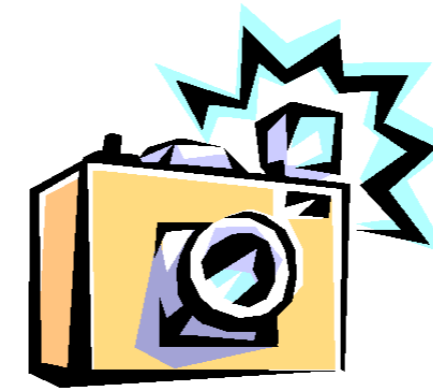
This is an opportunity for your child to come into school and to get used to us and their surroundings.

Please be really positive with your child. How they approach their first few days will set them up for the future. If they are upset when you leave we can assure you they will be fine. It sometimes makes it worse if the goodbyes are prolonged. (For you too!)

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E-SAFETY IN SCHOOL

The Safeguarding of our children is of the highest priority at Burton Agnes.



Performances and concerts are sometimes arranged and we do allow parents and relatives to use cameras and cam-corders and other digital devices to record those precious moments. It should be understood that these images should not be downloaded to the internet and are for the private use of family and friends. We do

hope that you will adhere to this policy so that all parents will be able to benefit in the future. We ask all parents to sign a consent form for this. There may be times when we ask that you do not video or take photos. This will be because a child is not allowed to be photographed and we ask you to understand and respect this.

Photographs that we take in school are evidence of pupils attainment. They are stored on the secure school network and paper copies are often put into a child's learning journey.

Some photographs go on websites and in the newspaper. Again we will ask your permission for this.

We love listening to stories



When your child starts Nursery school he/she will bring home a library book for you to read to them at home. We will give you full details when the time comes. These books are intended for you as adults to read to and with your child. They are not reading books.



Car Parking

Parking near the school is 'potentially dangerous'. Please be aware and park carefully - children's safety must come first. Ask yourself -

'Do you really need to drive to school?'

We do have small car park at school but it can get very busy. We are able to park at Burton Agnes Hall and walk to school from there. This is a much safer option and gains you some exercise!

Please park carefully for the sake of your child and everyone else. Thank you



We show your child the toilets

Encourage them to use the toilets. We would be very grateful if your child was independent in using the toilet by the time they start with us.

Show them how to use the soap dispenser and paper towels when washing their hands



- The staff in the nursery will introduce themselves to your child.
- Please remember staff are also supervising other children in the area, it is a normal school day but they will find time to talk to you.
- Should you require a longer conversation please seek out the Mrs Jameson the Head teacher.
- Your child will get to know the layout of the school and staff.
- We will encourage your child to join in and play along side other children
- We will encourage your child to play with the resources that are out each day in the learning areas
- We will encourage your child to tidy up when they have finished. We always encourage children to leave resources how they would like to find them

Most of all - they will have a fun time playing!

What do we offer?

Currently we offer 15 hours of free nursery hours. We offer 2 options for parents.

Option 1

Every morning 9-12

Option 2

All day Wednesday, All day Thursday and Friday morning.

When choosing your option please try and think what is best for your child. If they tire easily or struggle to concentrate they may benefit from the morning sessions rather than full days.

Parents can top up from other sessions if there is availability at an additional cost. This will need to be agreed with the Head teacher. In the summer term those children who are starting school in September may wish to take up more sessions in preparation for full time education.

Lunch Provision

Children who stay in school for the full day join us for lunch in the hall. Children can bring a packed lunch or order a hot dinner at a cost of £2.40 per meal. The children have a dedicated staff member to supervise them whilst they are eating, helping them with their knife and fork and play outside afterwards in the Early Years Outdoor area supervised by 2 staff members. We find the children enjoy this experience and they feel part of the school as the older children like to care for them too.

Name writing

If you wish to teach your child to write his or her name, it would be useful and less confusing if you use small, lower case lettering like this



a b c d e f g h i j k l m -
n o p q r s t u v w x y z

Only use capital letters for the beginning of a name. An important part of writing is being able to hold a pencil correctly and having lots of practice at drawing and making patterns.

Scissors and Crayons

It is always a good idea to let your child practice using scissors (under supervision) and crayons.

Numbers

Counting can be an every-

0 1 2 3 4 5 6 7 8 9 10

day experience, like counting stairs when going up to bed, how many plates on the table or counting trees on the way to school. Learning practical skills like this are an important step in your child's learning.

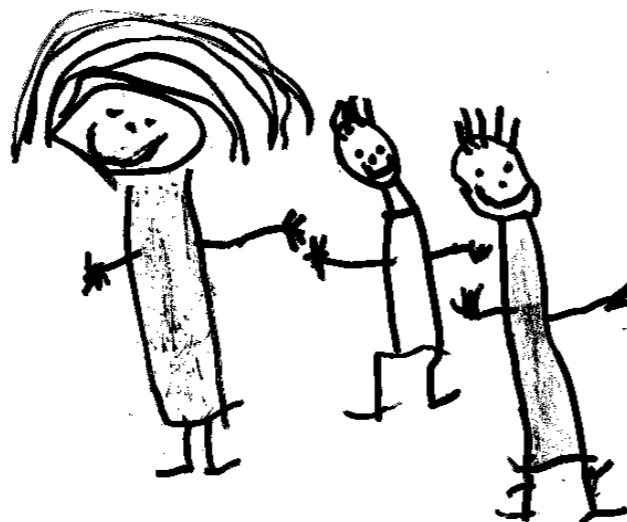
Data Protection

Please read this Privacy Notice: -

Schools, local education authorities and the Department for Education the Qualifications and Curriculum Authority (QCA), Ofsted and the Skills Funding Agency and the Young People's Learning Agency all process information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time we are required to pass on some of this data to the Local Authority (LA) or to another school to which the pupil is transferring.

Please be assured that all data is kept secure and cannot be accessed by anyone other than legitimate agencies. If you would like more information, please ask at the school office and we will be very pleased to give you a more detailed account of Data Protection procedures.



The Foundation Stage

Your child is starting school in the Foundation Stage at aged 3 years or above. We follow the Revised Early Years Foundation Stage (EYFS) Guidance introduced in September 2012. This guidance helps us to plan play opportunities and the first hand experiences through which your child will learn. We also acknowledge that your child learns from you at home and we are looking forward to sharing and extending your child's education in partnership with you.



The Foundation Stage Curriculum maps out development matters and early learning goals in the seven areas of learning which are:-

- 1. Personal, Social & Emotional Development**
- 2. Communication & Language**
- 3. Physical Development**
- 4. Literacy**
- 5. Mathematics**
- 6. Understanding the World**
- 7. Expressive Arts & Design**

We will make provision for all children, including those with special needs, according to their individual requirements and offer positive encouragement to help them achieve to the best of their ability in these seven areas of learning.

About the School Newsletter

Each term we will send home a Curriculum overview to let you know about topics that we will be covering or anything new going on in school. We also send out a weekly newsletter. It contains dates for your diaries, important announcements. It will tell you about the other things that have been happening so that you can talk to your child about their time at school. **It is important that you read this.** You can also talk about the things that your child brings home as starting points. Give them lots of praise! Children's first attempts at writing for instance may look like scribble but, to your child it has meaning and they will be able to tell you what it's all about.



Helping out in School

There are times when parent volunteers will be the essential ingredient needed to help with the smooth running of the school. There are always lots of practical ways in which parent volunteers can assist staff. Everyone has something to offer! After your child has been with us for a term and settled, you may feel able to help on a weekly basis, here are a few examples of what you could be helping with;

- Helping groups of children;**
- Playing games with children;**
- Preparing materials for activities;**
- Tidying and sorting resources/equipment.**
- Hearing children read**

If you are interested in becoming a parent volunteer please see the Administration officer for a DBS form. Please note that we don't put you in the same class as your child.



Child Protection

Parents need to be aware that in the event of a member of staff suspecting a pupil may have been deliberately harmed or neglected by his or her parents or carers, the Head teacher has a duty to inform the local Social Services Team Manager. If the Team Manager shares the school's concern, he or she will contact the relevant agencies to agree the best way of carrying out an investigation.



The decision about when and how the child's parents or carers are informed of any investigation is made by Social Services and the relevant agencies, not by the school.

These procedures, which take account of guidance issued by Central Government, are described in detail in '**Procedures and Guidance**' produced by the East Riding Safeguarding Children Board (ERSCB) @ [www.eriding.net/child protection/erscb.shtml](http://www.eriding.net/child%20protection/erscb.shtml), a copy of which you are welcome to look at in school.

We feel sure you will realise these safeguards are necessary to ensure the welfare of all children and that referrals have to be made in all cases where harm to a child is suspected.

Please ask to see our **Child Protection Policy** if you would like to know more.

What we expect

In order for the School to be a place where children can learn, make new friends, enjoy themselves, express themselves and be happy, they need to be able to fulfil a few simple requirements: -

- Use the toilet independently** (this should not stop you bringing your child to Nursery School)
- Sit during whole group activities - story time, snack time, song and rhyme time etc.**
- Listen to staff and do as they are told**
- Be kind to everyone**
- Stop, Listen and Help**
- Walk when inside the Nursery**
- Talk quietly and politely**
- Look after the nursery and the toys**
- Use a knife, fork and spoon correctly**

School Values

At Burton Agnes, Christian Values are an important part of our school and underpin how we live together as a school community. There are many Christian Values but at Burton Agnes the pupils, parents, staff and governors have worked together to choose three values that really represent what Burton Agnes is all about. Together we decided that

Care, Trust and Friendship

define Burton Agnes and we try to make these values shine brighter than the rest in all that we do.

Starting Primary School

Please remember accepting a place at Burton Agnes Nursery School does not entitle your child to a place in School setting. You must apply for a play with East Riding of Yorkshire Council. Details will be sent to you in the post.

What shall I wear?

It is important for children to feel comfortable and able to join in with all activities including their own personal toileting and so their clothes need to be practical and easy for them to manage - **no belts for instance**. We require children to wear school uniform and we believe that it will help us to create a feeling of togetherness as well as being practical. We have polo & sweat shirts red which carry our school logo. Uniform all looks the same and can easily be mixed up or misplaced! **It is essential to put your child's name in each item of clothing including their coat**. The children are outside a lot so warm coats and hats in the winter and sunhats in the summer are essential.

Footwear needs to be black and suitable for all sorts of physical activities without putting your child in danger i.e. when riding a bike or climbing on the climbing frame. Velcro fastenings are a must!



No **jewellery, toys** or **sweets** should be brought or worn to school in the interests of safety.

We are sure that you will appreciate that children will need to be excluded from activities that could potentially be a danger to themselves and others if they come to school with unsuitable clothing, footwear or jewellery.

Bringing and Collecting your Child

At the Beginning of a session please come into the playground, past the back door and down the side of school and wait for the cloakroom door to be opened by a member of staff. Please say goodbye to your child and send him/her into the cloakroom where a member of staff will help to hang up belongings etc.

At the End of a session please wait for the back door to be opened to collect your child from an adult. We never send a child without seeing the adult first. **Would you please reinforce our message to your child to remain seated with the group until collected.** If someone else is collecting your child (must be an adult), please tell them about these procedures and **let us know** at the beginning of a session to avoid any misunderstandings. If you cannot collect your child on time for whatever reason, please contact the school as soon as possible and your child will be looked after until someone arrives. Mornings end at 12 and afternoons 3,15pm. If you have older children in school please pick up from early years first.

The school number is 01262 490320

Children Left at School

If your child is not picked up by the end of the school day and we are not able to contact you on any of the telephone numbers that you have given us, If your child has not been collected by 5pm Social Services will be contacted and your child will be picked up by an identified social worker or family support worker. The deadline will be 5pm and your child will remain in the care of the Head teacher until social services arrive.



Children becoming Poorly at School

We will get in touch with you straight away and if you cannot be contacted we will use your emergency contact numbers. We hope that this will not become necessary and in order to avoid this situation please make sure that your child is fit and well to attend school. We don't want those nasty bugs to spread! Children with sickness or diarrhoea need 48hrs clear to make sure the bugs are out of their system. If your child needs to take prescribed medicines whilst at school on a permanent basis, please ask for a '**Medicine Form**' to fill in. Prescribed medicines can be administered on a temporary basis once a 'Permission slip' (available in the office) has been completed.

Parent joining in Days



From time to time we invite you into school to take part in special activities that the children are doing. We are aware that lots of parents work and this is not always easy to get to. Please feel free to send a representative such as a grandparent. We are always happy to take picture for your child to share with you about the event. Please let us know if we can help in any way.



During the Autumn and Spring term you will have the opportunity to meet with the teachers to find out how your child is doing and in the summer term we provide you with a report.

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