



Moredon Primary & Nursery School



Nursery Prospectus

Dear Parents/Carers,

Thank you for choosing Moredon Primary and Nursery School as the right place for your child. We are very pleased to welcome you to our school and we hope this is the beginning of a successful partnership between home and school.

Starting school is a daunting time for both children and parents and we aim to make the transition as smooth as possible.

In this prospectus you will find all that you need to know before your child starts with us. Use it as a guide but if you are ever unsure, please speak to the school office or your child's class teacher.

Moredon Primary and Nursery School is a good school. We are part of a wider federation of schools called The White Horse Federation. We continually strive for the very best and have maintained excellent attainment and progress year on year.

We are recognised as a values-based school. We focus on key values each term, teaching the children life skills and how to become responsible citizens. We ask that you work with the school to support your child with learning but also with behaviour, and I am sure you will find your child responds well to seeing school and home working as one.

I hope both you and your child will be very happy here at Moredon Primary and Nursery School. Our door is always open should you have any questions, concerns, or worries. I look forward to getting to know you and your child better.

Mrs Claire Leach
Headteacher

Dear Parents/carers,

In this pack, you will find information relating to the Early Years curriculum at our school, as well as information regarding the whole school. Hopefully the information here will cover everything you need to know but if there is anything you are unsure of, please feel free to ask a member of staff.

Miss Godfrey

Contact Us

Headteacher: Mrs Claire Leach

Postal address:

Moredon Primary and Nursery School

Moredon Road

Moredon

Swindon

Wiltshire

SN2 2JG

X: @moredonprimary

Email: admin@moredon.swindon.sch.uk

Telephone: 01793 600344

Office hours are 8.30 a.m. – 4.30 p.m.

Website address: www.moredon.swindon.sch.uk

The Local Governance Committee

Claire Leach - Principal / Headteacher

Colin Vale - Parent Governor - Chair of LGC

David Maine - Vice-chair of LGC & Trust Appointed Governor

Carrie Blackwood - Parent Governor

Kathryn Carter - Staff Governor (Teaching)

Jenny Hodge - Staff Governor (Support)

Leadership Team

Claire Leach – Headteacher

Emma Preen – Deputy Headteacher/Early Years Lead

Angie Harris – SENCO

Theresa Seviour – Key Stage One Lead and Year 2 Teacher

Glenn Sedgwick – Lower Key Stage Two Lead and Year 4 Teacher

Kathryn Carter – Upper Key Stage Two Lead and Year 6 Teacher

Vision and Values

Our Vision is represented by the logo on the front of this prospectus and also on the school uniform.

The vision and values were developed with staff, parents and governors several years ago. These are reviewed annually to ensure they are still pertinent and relevant to the work we are doing. Everyone contributed to the ideas and principles around the vision and we hope that you can support the school in its aims. The children will come to learn this vision by heart and be able to discuss in detail what each part of the picture represents. We are excited that our vision is not a written document but part of the everyday fabric of the school.

- The globe as a balloon represents the achievements and aspirations we hope to instil in our children as citizens of the world. It also represents the breadth we offer in our curriculum and the wide range of experiences we will give to enhance the children's learning.
- The basket of the balloon represents the school. You are safe in the basket whilst being able to explore new ideas, concepts and experiences. The balloon is tethered by the word MOREDON just as our school is tethered in the community. We want to celebrate Moredon as a community and develop learning in the community by making the school accessible.
- The flames represent the support your children receive in school. Imagine you are in a balloon. Sometimes you will need a great deal of heat to make a journey, to go higher, sometimes you don't need any heat at all and you cruise along at a speed suitable to your chosen journey. Sometimes you really need a short burst to get you somewhere. The level of support is always available in school through the teaching, the differentiated curriculum, teaching assistant support, intervention programmes and gifted and talented work. The support needed will be tailored to meet the individual needs of the children just as the flames are used to continue the journey of the balloon.
- On the side of the balloon there are 3 sacks. These sacks represent the 3 main elements for successful learning. The heart represents self-esteem. If you believe in yourself and value your own talents you are likely to succeed. The tick represents the children's willingness to learn. The question mark represents the knowledge, skills and understanding we hope to develop in every child. As parents, children and teachers work together, the children's potential is released and the balloon continues higher on its journey.
- The 5 stars are symbolic of the Every Child Matters Agenda.
 - Yellow Enjoy and achieve all that you can be
 - Green Be healthy and lead a healthy lifestyle
 - Red Stay safe
 - Orange Make a positive contribution now, and in the future
 - Blue Economic well being

This is all encapsulated with the words: Your learning journey to new horizons.

We are continuously working to develop a curriculum that inspires and challenges the children and allows them to have a range of experiences, trips and visits. The vision shows clearly our promise to children that we will make learning interesting and challenging and it will make sense to them and help them to grow.

School Hours

Foundation Stage 1 (Nursery) – 15 hours AM only

Monday to Friday - 8.45-11.45am

Foundation Stage 1 (Nursery) – 30 hours/All day

Monday to Thursday 8.45-3.15pm and Friday 8.45-1.30pm

Doors open and children arrive at 8.45am

Registration is at 8.55am

Registers close at 9am (arrival after this time will result in a 'late' mark being given). All late arrivals must report to the School Office.

Attendance at School

For your child's schooling to be successful and happy, it is important that they attend school regularly and on time. The Governors and Headteacher ask you to plan your holidays in *school holiday* time. Taking them in term time is disruptive to their learning and sets bad patterns for the future. It may also incur a fine. Please refer to the Absence from School policy for advice on applying to take your child out of school during term time, should it prove absolutely essential. A form needs to be filled in asking for permission for a child to be absent from school in term time and these can be collected from the school office.

Medical appointments should be made outside of school hours and evidence of appointment cards and letters must be shared with the school if the appointment takes place within school hours. Details of our attendance policy can be found on the school website or you can enquire further at the school office.

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Leaving School at the end of the day

We expect parents to collect their children at the end of the day or to make arrangements for their children to be collected by someone else. Please make sure that the school is notified in advance, of the name of any person authorised to collect your child, or any changes in these arrangements. Those collecting should be named contacts on your child's records.

Leaving School early

Children who have appointments with the doctor or dentist in school time may need to leave early. No child will be allowed to leave school during school hours unless a note has been previously sent to the Headteacher or the Class Teacher, asking that the child should be allowed to leave at a specified time. Children must be collected personally on such occasions. The school records all late arrivals and children who leave early as part of our Absence Policy.

Emergency Contact: Illnesses and Absences

It is essential that we have an up-to-date mobile, home or work telephone numbers so that parents/carers can be contacted quickly in case of illness or accident. When your child first comes to school, we need details of your family doctor and where either parent can be contacted during school hours. We must also have two emergency contacts, in addition to yourself, in case we cannot contact either parent - a friend or relative would be suitable. If you decide to take a job or change your job after filling in the form, please let us know of the change immediately. If your child bumps their head, a text is normally sent out to you, or a phone call is made, and a letter is sent home so that you are aware of what has happened and what you need to do if any symptoms worsen. If a child has a toileting accident in school, we will change your child into clean clothes (either provided by yourself or by the school) and will let you know about this at hometime.

Medicines at School

If your child suffers from asthma and needs to use an inhaler during the school day, please ask your doctor to prescribe a second inhaler that can be kept at school. Exact details of your child's medication must be entered on a form which is kept for our records. Please ensure that all inhalers, spacers and boxes are clearly marked with your child's name and exact dosage. All inhalers will be kept in the classrooms.

If your child has a complaint which needs regular medication during the day or as treatment for an emergency allergic reaction, please see the headteacher to make special arrangements for a care plan to be drawn up.

Please ring the school office for advice on absence for other illnesses.

Absence

Please telephone the school on the morning of the first day of absence to let us know why your child is absent on 01793 600344. If the school does not receive notification of your child's absence, you will receive a phone call/text from our truancy line for an explanation as to why your child is not in school. If we do not hear from you for 3 days, we will complete a home visit.

Authorised Absence (Those allowed by law)

- Absence for educational purposes.
- Absence with permission of the school (e.g. day of religious observance or other approved circumstances).
- Absence because of illness, medical or dental treatment. Where possible however, appointments should be made out of school hours.
- Absence because of exceptional circumstances. Applications should be made to the headteacher using the official school form, available from the School Office.
- Absence because the child has been excluded temporarily or indefinitely.

Lateness counts as unauthorised absence.

Persistent lateness and any other absences not included in the categories above may result in a visit from the Education Welfare Officer or a meeting in school.

Parents of any children who have below 95% attendance will receive a letter from the Headteacher in the first instance and this will then be followed up by a meeting with the Headteacher and Attendance Officer. Continued poor attendance will result in a fine and the involvement of an Education Welfare Officer.

Safeguarding and Child Protection

In order to ensure the safety of all children in our care, we are required to follow the Child Protection Procedures as agreed by the Local Education Authority and adopted by all WHF Schools. We will endeavour to share with parents/guardians any concerns we may have regarding any injuries noted or other specific issues regarding the welfare of their child. We will keep a record of any concerns raised and will share them with the parents/guardians if it is appropriate to do so.

We have a duty to refer to the MASH team if we suspect a child is at risk of significant harm. If we make a referral, we will inform the parents/guardians concerned unless to do so would place the child at increased risk of significant harm. Our first concern will always be the welfare of the child.

Our policies and procedures are on the WHF website. Our Designated Safeguarding Lead (DSL) is Claire Leach and our deputy DSLs are Emma Preen and Angie Harris. The Governor with responsibility for Safeguarding and Child Protection is Colin Vale.

Special Educational Needs

All children are taught in mainstream classes. Learning is differentiated to suit the needs of individual children. If a child is assessed to have Special Educational Needs, then parents will be informed and a plan discussed with them for supporting their child. This forms a partnership between home and school where support will be provided through personalised learning and targets.

If it is deemed that a child requires additional support, then it may be necessary to ask the Local Authority to carry out a Statutory Assessment. If this is agreed then the child may be supported further with an Education, Health and Care Plan (EHCP). This may lead to additional funding being provided to school in which more specialist resources can be sought to support the individual needs of the child.

At school, we may ask external professionals to come in and assess your child, with parental permission. A full list of these external agencies can be found in our SEN information report on our website.

Included in the support offered are intervention programmes. These range from programmes set by external agencies to our own 'key skills' interventions which aim to narrow the gaps in learning from children with learning difficulties to their peers. This is done through reinforcing the key skills of learning as well as building confidence and motivation.

If at any time you are concerned about your child and their learning, then please speak to their class teacher in the first instance. If you have further concerns then our Special Educational Needs Co-ordinator is Angie Harris, who will be happy to discuss your concerns with you.

Our full SEN policy is on our website if you require further information.

The Moredon NEST (Nurture, Educate, Support Team) is made up of:

- Miss Harris, SENCO
- Mrs Townsend, Learning Mentor
- Mrs Mapstone-Davies, Family Support Worker

The NEST are non-teaching staff that offer support to both the children and the parents of our school. We do our best to ensure that Moredon children are ready and willing to learn. We run free courses for our parents, such as our Family Links programme. We help support children and parents through transitions to ensure continual engagement within school. We are the voice of children to the parents and school staff and we help children talk through their worries and celebrate their achievements.

Arbor

The parent app and parent portal mean that we can keep you informed about your child's life at school in a much more accessible way. When your child starts you will receive a welcome email telling you Arbor is ready. Just follow the instructions on your email on how to set up; you will need to download the app. Once this has been done, payment for trips, events and extras can then be made securely online. Arbor will also let you see and update your child's information. Help and information on using Arbor is available on their website. Please speak to the school office if you are having any difficulties.

Funding

We offer 15 hours and 30 hours funding. If you are eligible for 15 hours' funding, you will be offered 5 daily 3 hour sessions which run from 8.45-11.45am. If you are eligible for 30 hours' funding (for parents working more than 16 hours a week – see government website for more details) then your child's hours will be 8.45am-3.15pm Monday to Thursday and 8.45am-1.30pm on Fridays. This does end up being more than 30 hours but you will not need to pay for any extra hours. You must provide your child with a packed lunch if they have 30 hours' funding; there is no access to hot meals until Reception.

Parent-funded hours

We offer 15 hours AM parents, the opportunity to pay for their child to stay all day. The hourly rate is £6 and each afternoon session (Mon-Thurs) lasts 3.5 hours. Therefore, a single afternoon session will cost £21. Below is a table showing you how much you would need to pay.

1 afternoon	£21
2 afternoons	£42
3 afternoons	£63
4 afternoons	£84
Friday afternoon (1 hour and 45 minutes)	£10.50
All week – includes 45 free minutes on a Friday	£90

Each term, we will send out a table for you to fill in, choosing which afternoons you'd like your child to stay for, for the following term. The office will then work out the cost of this and upload it to Arbor. You must book and pay (instalments are an option) for your child's afternoon sessions before the start of the following term. You must also provide your child with a packed lunch for the days they are staying for the afternoon.

Early Years Pupil Premium

If you are in receipt of certain benefits then we are able to receive extra money from the government for your child in nursery. Please ensure you fill out all of the Parental Declaration form to allow us to check your eligibility.

Before starting Nursery

Prior to your child starting Nursery, we will have an open evening (for parents/carer only), an induction session (parents/carers and children) and a home visit/phone call.

School Uniform and Expectations

The governors, staff and parents fully advocate a uniform policy for the children of Moredon Primary & Nursery School. We believe that a school uniform helps pupils to see themselves as part of a community which is proud of itself and its reputation. All official items of school uniform bearing the school logo, including bookbags and PE bags, can be purchased online from the school's official uniform supplier at www.michaelhope.co.uk. Trousers, skirts, shirts and polo shirts can be purchased from high street shops where they are cheaper. Please note that there is a strict no trainers policy. If your child has to wear alternative footwear for any reason a note must be sent to their class teacher and new shoes must be bought as soon as possible.

	Boys	Girls
Foundation: Nursery and Reception	Black sensible shoes	Black sensible shoes
	Black trousers/jogging bottoms if being toilet trained.	Black skirt/*pinafore or trousers/jogging bottoms if being toilet trained.
	*Black sweatshirt with school logo	*Black sweatshirt or cardigan with school logo
	Red polo shirt	Red polo shirt
	Black, white or red socks	Black, white or red socks or tights
	Summer option – tailored shorts	Summer option - red checked dress.

*these items require the school logo and can be purchased through Michael Hope.

All items of clothing which come into school must be named.

Bookbag

All children are expected to have a bookbag for school. Your child will be given the opportunity to take home a different reading book every day for you to share with your child so the book bag must come to school every day. Any letters sent home will also be placed in bookbags.

At the beginning of the academic year, we will confirm with you how to record your child's daily reading at home and any whole-school reading challenges.

Snack

Children are entitled to free fruit and milk through the government's scheme. We will also be having a regular snack that is not covered by the government's milk or fruit scheme. This snack may involve cooking, e.g. cakes, or may be part of a themed week, e.g. noodles at Lunar New Year. To cover the costs of the additional snack, we ask that you make a one-off £10 donation for your child. You will be given an Arbor log in-in order to pay for the contribution. Please also provide your child with a named water bottle.

Wellies

All children are expected to bring a pair of named wellies to school. These will stay in the school all year for our welly walks.

PE Kit

All children will be expected to bring a suitable, named PE kit to school. This will consist of:

- Plain black shorts or tracksuit/jogging bottoms
- Plain white t – shirt (this can be purchased with the school logo on but it is not compulsory)
- Daps/trainers
- A named drawstring bag to store these items in

Jewellery

- Small stud earrings are permitted.
- Watches are permitted.
- No other form of jewellery is permitted unless it is worn for religious or cultural reasons.
- Make-up is not permitted.

Spare Clothes

If your child is likely to have accidents, we ask that you provide a named change of clothes for your child. There isn't enough room to hang lots of bulky bags in our cloakroom, so putting spare clothes in a named plastic carrier bag is sufficient. This will then stay on your child's peg until it is needed.

ClassDojo

We use ClassDojo to allow for regular contact between parents and teachers. When your child starts at Moredon Primary and Nursery School, you will be given log-in details to set up your child's ClassDojo account. Teachers will share class achievements, letters and updates via Class Story and whole-school updates, including letters, will be shared through School Story. ClassDojo also provides you with the option to message your child's class teacher privately, should you need to, as well as upload photos from home.

Houses

At Moredon Primary and Nursery School, we have four houses: St. David, St. George, St. Patrick and St. Andrew. All children are assigned houses and will be able to wear house colours on the day of their patron saint, as well as on sports day.

Reporting Progress to Parents

Throughout the year we will meet with parents on 3 occasions. There will be parents' evenings in the Autumn and Spring terms where you will have a 1:1 meeting with your child's class teacher. In the Summer term an open evening will be held where you can come and view your child's work from throughout the year. You will also be given an end of year report which will give you information about your child's successes throughout the year and areas for development.

At any point you are welcome to request a meeting with the headteacher or your child's class teacher to discuss any concerns or worries you may have.

Parents working in school

Parents are invited to volunteer to help in school and are encouraged to work within the classrooms with language and maths games, reading, cooking, sewing and a wide variety of other activities. Please contact your child's teacher if you would like to help in any way and they will book an appointment for you to speak to the Headteacher. All helpers must have full DBS (Disclosure and Barring Check) clearance before being allowed to help in school and all visitors to the school are required to sign in at the Office. The safety of all children is our highest priority. All volunteers are subject to the same high standards of conduct and policies as for staff.

Fundraising Friends

Fundraising Friends is our PTA which was established in 2021. Fundraising Friends do exactly what it says on the tin! They organise special events for children and for families in order to raise much needed additional funds for the school. Mrs Luffman-Kemp and Miss Nicholls are heading up Fundraising Friends and would be really pleased of your help. Please contact them through school if you are able to offer a helping hand.