



Moredon Primary & Nursery School



Nursery Handbook

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

Principal: Mrs Claire Leach

Postal address:

Moredon Primary and Nursery School

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Wiltshire

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@moredonprimary

Email: admin@moredon.swindon.sch.uk

Telephone: 01793 600344

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

Text absence line – 07860 005036 (please note this is a text line only)

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

The Board of local governors are:

Mr Paul Williams

Mrs Lara Crowley

Mrs Claire Leach

Miss Natalie D'Rozario

Miss Kathryn Carter

Mr David Maine

Leadership Team

Claire Leach – Principal

Emma Preen – Assistant Principal/Early Years Lead and Reception Teacher

Fiona Prendergast – Assistant Principal/Upper Key Stage Two Lead and Year 6 Teacher

Angela Harris - SENCO

Theresa Seviour – Key Stage One Lead and Year 2 Teacher

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

School Hours*

Foundation Stage 1 (Nursery) – 15 hours AM – Sept intake and Jan/Apr children moving up
Monday to Friday - 8.40-11.40am

Foundation Stage 1 (Nursery) – 30 hours all day
Monday to Thursday 8.40-3.10pm and Friday 8.40-1.30pm

Foundation Stage 1 (Nursery) – 14 hours PM – January and April intake
Monday to Thursday – 11.40-3.10pm

AM - Doors open and children arrive at 8.40am

Registration is at 8.50am

Register closes at 8.55am (Arrival after this time will result in a 'late' mark being given)

PM - Doors open and children arrive at 11.40am

Registration is at 11.50am

Register closes at 11.55am (Arrival after this time will result in a 'late' mark being given)

We offer 15 hours and 30 hours funding. If you are eligible for 15 hours funding and your child has turned 3 between April/May and August, you will be offered 5 daily 3 hour sessions, starting in September, which run from 8.40-11.40am. If you are eligible for 15 hours' funding and your child has turned 3 between September and December, they will come to school from January, in the afternoon from 11.40am-3.10pm, Monday to Thursday. If you are eligible for 15 hours' funding and your child has turned 3 between January and April, they will come to school from April, in the afternoon from 11.40am-3.10pm, Monday to Thursday. 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 match Key Stage 1 with a 1.30pm finish on a Friday too. This does end up being more than 30 hours but you will not need to pay for any extra hours.

Parent-funded hours

We now offer 15 hours AM parents, the opportunity to pay for their child to stay all day. The hourly rate is £4.50 and each afternoon session (Mon-Thurs) lasts 3.5 hours. Therefore, a single afternoon session will cost £15.75. Below is a table showing you how much you would need to pay.

1 afternoon	£15.75
2 afternoons	£31.50
3 afternoons	£47.25
4 afternoons	£63.00
Friday afternoon (1 hour and 50 minutes)	£8.25
All week – includes 50 free minutes on a Friday	£67.50

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 ParentPay. 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. A simple form can be filled out to see if you are eligible.

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 can be purchased on line 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:	Black sensible shoes	Black sensible shoes
Nursery and Reception	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. Inside this bookbag you will find your child's pink sharing book and yellow reading record.

The pink sharing book provides you with the opportunity to share information about your child's life, outside of nursery. For example, your child may have joined a club, or spent the weekend away and you may have photos that you want to share of this time together. Your child, may be learning to ride a bike and this would be something nice to share. We will have a sharing time where we will get our pink books out and talk through what you have written and the photos you have taken so please keep it updated regularly.

The yellow reading records are for you to record when you read with your child at home. When your child reads 30 times at home with you, on separate days, they will be able to get a '30 reads' prize. There is the potential to get a 30 reads prize every month! You will also find key questions and ideas in the front of the yellow book which will help you when you read with your child. In the back of the yellow book, you will find the 'Nursery Recommended Reads' list. These are 20 key books which we feel you should share with your child over the academic year. Tick them off when you have read them with your child. In July, there will be a special assembly where the children who read 10, 15 or 20 of their class's recommended reads will receive a prize.

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 Chinese 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 a ParentPay 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 weekly 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.

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 via Class Story and whole-school updates 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.

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 Family Contact Point 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, Fiona Prendergast and Angie Harris.

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 Principal 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 (see 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.

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.

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 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.

Absence

Please telephone the school on the morning of the first day of absence to let us know why your child is absent. Please contact the school office on 600344 or the text absence line on 07860 005036 (please note this is a text line only). 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.

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 Principal to make special arrangements and for the school nurse to draw up a Care Plan.

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

Our Learning Policy

I have great pleasure in sharing with you the learning policy for Moredon Primary and Nursery School. This policy is represented by the logo on the front of this prospectus and also on the school uniform.

The learning policy was developed with staff, parents and governors on a TD day in May 2006 and even that it may seem a long time ago, we review its meaning and relevance and if it remains for purpose every year. Everyone contributed to the ideas and principals around the policy and we hope that you can support the school in its aims. The children will come to learn this policy by heart and be able to discuss in detail what each part of the picture represents. We are excited that our learning policy 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

You will also notice that we have a mission statement: 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 mission statement shows clearly our promise to children that we will make learning interesting and challenging and it will make sense to them.

Reporting Progress to Parents

Throughout the year we will meet with parents on 3 occasions. There will be parent's 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 Principal 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 Principal. 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.

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 local offer on our website – About Us – School Information – Special Education Needs and Disabilities Information.

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 Angela Harris, who will be happy to discuss your concerns with you.

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