



Welcome to Colindale Primary School



Nursery Class Information Booklet

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Website: <https://www.colindale.barnet.sch.uk>

Nursery Sessions

Morning session: 8.30am – 11.30am
Afternoon session: 12.15pm – 3.15pm

Welcome to Nursery

We are delighted that your child is joining our Nursery class and hope they will enjoy their time with us. We aim to provide a safe, caring and stimulating environment full of wonder and excitement, where children are given a sense of belonging and a love for learning.

Included in this booklet is general information about our Nursery class and how it runs. We hope that you will find it useful. If you need any further information, please do not hesitate to talk to a member of staff or visit our school website.

Colindale Primary School Rainbow Values

Our Rainbow values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils to become confident, happy citizens:

Respect
Aspiring to be the best
Inclusion
Never giving up
Being a good friend
Optimistic to make the world a better place
Working together

Documentation

Before your child starts Nursery please ensure that all forms you have been given are completed and returned to the school office. It is vital that we have all the information we need to ensure that your child is safe and happy. We need up to date contact details, including emergency contacts, medical information and we need to know who will be collecting your child from school. If there are any changes then please notify us immediately.

Home Visit

The Nursery staff will visit your home in September. The home visit is relaxed and informal, it is a chance for the staff to meet you and your child in an environment where you feel secure and comfortable. You will have an opportunity to discuss anything about your child and the school on an individual basis.

Key person

Every child in Nursery will be allocated a key person who will work closely with you and your child. Your child's key person will be either the Class Teacher or a Nursery Nurse. They will help to settle your child into the Nursery class and will monitor your child's development and progress throughout the year. They will be your first point of call to share information about your child.

Settling-in process

It is important that when your child starts Nursery, your child's key person can spend time with each child individually; getting to know them and helping them feel secure in their new surroundings. For this reason, we admit the children gradually into the class. The children stay for just an hour with their parents on the first day as the full session can be quite tiring.

We consider the individual needs of the child during the settling in process. Some children take longer to settle than others. If your child does not settle, you will be expected to stay with them in the Nursery class for the first few days. You will gradually leave your child for short periods whilst waiting in the Family Room until your child is completely settled within the Nursery environment.

The Nursery staff have a great deal of experience with the settling in process. They will give you support and advice during this important time.

Collecting your child

We open the Nursery class doors at 11.25am and 3.10pm for you to collect your child. For the morning session, the side entrance door (situated in the school car park) will be opened at 11.20am. If your child attends the afternoon session, we request you collect your child before collecting older siblings from the other classes. Please make sure you arrive on time. It can be very upsetting for a child if they are the last one left at the end of the session.

If someone else will be collecting your child, please let the Nursery staff know in advance or call the school office.

Daily routines

We organise our sessions so that the children can choose from a range of carefully planned activities. The children are also encouraged to take part in adult-led, small and large group activities which introduce them to new learning experiences and help them to gain new skills.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children are encouraged to take part in outdoor activities every day.

Every session the children listen to a group story and sing songs together. The children help to tidy up at the end of each session before it is time go home.

Food and Drink

Children are encouraged to eat a healthy snack every day. Fruit and water is available throughout the session; therefore, children do not need to bring their own snacks to Nursery.

We are a NUT FREE school. We have several children who have an allergy to nuts and who could be seriously ill if they come into contact with nuts. Please do not send any nut products into Nursery.

Uniform

The Nursery uniform consists of a purple sweatshirt with the Colindale Primary School logo, a white polo shirt, grey black tracksuit bottoms or skirt and black shoes or trainers (no buckles or laces). Most items can be purchased locally from chain stores and supermarkets, other items specific to the school can be purchased on-line. You will be given details of how this can be done with your introductory pack. Please ensure that every item of clothing is clearly labelled with your child's name. Your child must wear a waterproof coat into school every day.

If your child has a toileting accident, we will provide spare clothes to change into, please make sure these are washed and returned to Nursery.

Illness and absences

Children who become ill during the school day are looked after by the Nursery staff and if necessary, parents/carers will be contacted and asked to collect the child. It is very important that we have an up-to-date contact telephone number where we can contact you during the school day. To avoid the spread of viruses, please do not bring your child to Nursery if they are feeling unwell. If your child has sickness or diarrhoea they cannot come into Nursery until 48 hours after the last bout.

Please telephone the school office if your child is going to be absent. We strongly recommend you do not take your child on holiday during term time as this can be very disruptive to their learning and friendships. Your child may lose their place. If it is necessary for your child to have time out of Nursery during term time, you will need to request leave of absence in writing to the Headteacher on a form available from the office.

Queries or concerns

At Colindale, we have an open-door policy. You can talk to your child's key person if there are any concerns. If there are urgent issues, then please see any member of the Nursery staff. If you would like a longer session, you can make an appointment to see your child's key person at a mutually convenient time.

Once a term you will have a chance to meet with the staff to discuss the progress of your child. The dates of these meetings will be given to you in advance and are posted on the school website.

Nursery Information

The Nursery newsletter, subject and curriculum overviews and other important information can be found on the school website at www.colindale.barnet.sch.uk Each class has a noticeboard for parents; please do take the time to read the notices.

The school has a texting service and will text you with reminders and information.

Parent Involvement

When your child starts Nursery, we will set up a Tapestry online learning journal account. When you log in, you will be able to see photo and video observations of your child's activities. You will also be able to upload videos or photos of your child's activities at home. You will receive further information about Tapestry during your child's home visit.

In the spring term, we hold *Stay and Play* sessions, where you will have the opportunity to join our sessions with your child and find out about the exciting activities we provide. During this session, we will also be able to suggest activities you can do with your child at home.

There is a notice board inside the classroom above the children's pegs. Please take the time to read the notices and important information.

Special Occasions

We like to celebrate the children's birthdays as it is an important time for them and it makes them feel very special. We know that some parents like to bring something in for the class to share to celebrate their child's birthday. Rather than sweets or cakes we request that you buy a book for the class to share or a fruit snack.

We also celebrate festivals and special days; this helps the children gain an understanding of the different cultures and religions in our community. Parents are welcome to contribute ideas for activities and any information on festivals they celebrate.



We hope this booklet has been of help to you. If you have any questions or concerns, please contact a member of Nursery staff. Finally, we are looking forward to your child starting in our Nursery class and to working in partnership with you to ensure the very best care and education for your child.