



Headteacher Mrs L. Haynes B.A. (Hons) Educ.

ST ATHAN PRIMARY SCHOOL, Rock Road, St Athan, Vale of Glamorgan, CF624PG

Tel. 01446 751480 Fax.01446 751954 'E' – Mail: StAthansPS@valeofglamorgan.gov.uk

Website: www.stathanprimaryschool.co.uk

St Athan Primary School



The Foundation
Phase
Nursery Handbook

Welcome to St Athan Primary School



The Foundation Phase
Children aged 3 -7
Nursery Handbook



Headteacher Mrs L. Haynes B.A. (Hons) Educ.

ST ATHAN PRIMARY SCHOOL, Rock Road, St Athan, Vale of Glamorgan, CF624PG

Tel. 01446 751480 Fax.01446 751954 'E' – Mail: StAthansPS@valeofglamorgan.gov.uk

Website: www.stathanprimaryschool.co.uk

Dear Parent,

Welcome! It is with great pleasure that we greet you and your child to the school, as they enter the education system.

Before starting, you will be invited to bring your child in to see the Nursery, with its rich and stimulating environment. Our Nursery is where early learning takes place, and where the foundations laid at home, are consolidated and built upon. We want to work together with you, and develop a strong partnership to support your child throughout their school life, in order to ensure they are happy and safe, whilst giving them the best chance to achieve their full potential.

We hope you find this handbook useful and helpful. It contains information regarding routine matters and, also some advice on the way you can support your child's learning. When your son/daughter transfers to the main school, you will receive another handbook which is applicable to the Primary School.

Exciting, happy times are ones to be enjoyed and shared, therefore, we need to work together to ensure that your child's stay in Nursery will be one that they will remember with pleasure, forever.

Yours faithfully,

Mrs L. Haynes
Head teacher



Nursery Staff

* Nursery Teacher: Mrs S. Harris

* HLTA: Mrs S. Manley

* LSA: Mrs E. Dennis



Nursery Times

Morning Session: 9.00am - 11.30am (please note we open the doors 10 minutes early at **8.50am** in the morning session, so to fall in line with the start time for the rest of the school)

Afternoon Session: 12.30pm - 3.00pm

Children attend part-time (ie 5 mornings or afternoons) from Monday to Friday.

Places are generally allocated according to age, with older children attending the Morning Class, and younger children attending the Afternoon Class.

- For safety reasons, it is important we know who will be collecting your child from Nursery. Please note, all children must be brought and collected from Nursery by an **adult**. If for any reason, there is a different adult picking up your child, please could you inform us as soon as possible.
- Also, please could you contact us, if your child is going to be absent for any reason, for eg, by telephone if your child is ill, or a written note for planned absences. It is worth noting that, illnesses can spread very quickly in **any** school environment, and it is important to take necessary precautions and also be vigilant for head lice!

Contact Details

St Athan Primary School

Rock Road, St Athan, Vale of Glamorgan, CF62 4PG

Tel. 01446 751480





Admission

Children are eligible to start our Nursery the term after their third birthday. There are three admission dates during the year ie at the beginning of the Autumn, Spring and Summer Term. All parents who wish to apply for a place will be required to complete an on-line application form from the School Admissions section, on the Vale of Glamorgan County Council Website - www.valeofglamorgan.gov.uk or Tel. 01446 709844/725 if further support is needed.

Once you have applied, or if you wish to just have a look at our Nursery, we do hold 3 Open Days during the year which you are welcome to attend, or you can ring to arrange an alternative visit at a time convenient to both you and the school.

Our Nursery Open Day in June, is aimed at parents of new children who are due to start in September, whilst the Open Day in December, is generally for those children due to start in the Spring Term, and our Open Day in the Spring, is generally for those children who are due to start after Easter in the Summer Term. At these meetings there will be the opportunity to find out about our Nursery, meet staff, and have a look around. New Entrants and their parents are then invited to visit the school prior to their starting date, before being admitted in small groups, so to allow time to help the children settle.

When your son/daughter is admitted, you will be asked to complete a school admission form. We will also go through a questionnaire with you, in order to gain some background information about your child for eg any medical condition we need to be aware of, food allergies etc.

Please can we make you aware that if you wish your child to transfer to our main Primary School after their time in Nursery, you will need to apply to the Council again, as places are allocated centrally by the LEA, and your child is not guaranteed a place purely by attending our Nursery.





Settling in

Starting Nursery can be quite a daunting experience for both children and parents alike! Whilst the majority of children come in happily, some may take a little longer to settle. If your child is upset when parting, we would like to assure you that the majority of children have stopped crying within a couple of minutes of you leaving! It is very easy to distract young children with toys -there is so much to do, and new friends to play with, children soon find out that this is a fun place to be!

We initially start with an accompanied half hour visit to nursery, so the child has their Mum or Dad with them whilst they have their first play. Children are then given a start time during a session which has already begun, so that staff can concentrate on welcoming your child, and helping with the first parting from parents. If a child does have difficulty parting, we can repeat the accompanied half hour visit again, and then we usually request parents to leave their child for a short period of time, and build up the time they stay on their own as they become happier. We are happy to ring parents to put minds at rest, if their child is taking a while to settle.



Toileting and changing Procedures



We do prefer children do need to be toilet-trained before starting our Nursery, although an exception would be if a child has been diagnosed with a medical condition which has delayed the onset of potty-training. Obviously, when children first start they may be prone to the odd wet accident as they settle into their new environment, and it is our policy to change any child who has a wet accident, whether it be for toileting purposes or if they have got wet or messy during their play. We have a small selection of spare clothing, which will be used in these events, and we ask you to return these promptly. If, however, you prefer to bring in a named bag with a change of clothes in it, this is fine, but it will need to be taken home every day, as we do not have enough room to store everyone's bags!

- *Please can you note, if your child has a bowel movement accident, whilst we can try and clean up small accidents, if it is extremely messy we will probably have to contact you for assistance, or send your child home for bath!!!*
- *If your child is found to have head lice, we will also have to contact you and send your child home, so to avoid them spreading!*



Nursery Fund



It is free to come to our Nursery, although parents are invited to make a **weekly £1 voluntary** contribution, which is put into our Nursery Fund. This enables us to provide the children with daily snacks and regular cooking activities. It also gives us the opportunity to save up any money left over for extra nursery resources and special activities.

Please could all £1 contributions be put in a named envelope and posted into the red post box every **Monday**. In order to help your child develop their name recognition and writing skills, it would be beneficial if your child had a go at **writing their own name on this envelope**. We are not expecting your child to write their name independently straight away! There are various stages they can work through, for eg, first they can try overwriting your writing, before underwriting, copying and finally writing it on their own. Remember to only use a capital letter for the first letter in your child's name.

The Nursery Curriculum

Whilst in Nursery, the children will be following:

The Foundation Phase Curriculum for 3 to 7 year olds,

(Please note, a new Curriculum is being introduced in 2022 that all schools are currently working towards)



The Foundation Phase encompasses Nursery, Reception, Year 1 and Year 2 children. It encourages children to learn by gaining first hand experiences through play and active involvement, in both the indoor and outdoor environment. This learning takes place within the following areas of learning:

- Personal and Social Development, Well-being and Cultural Diversity
- Language, Literacy and Communication Skills
- Welsh Language Development
- Mathematical Development
- Knowledge and Understanding of the World
- Creative Development
- Physical Development

Your child's progress will be recorded during his/her stay at Nursery. Parental consultations take place in the Autumn and Spring Term, but parents are welcome to discuss their child's progress with the teacher at any convenient time, whilst end of year reports are given out in the Summer Term.

Themes and Home Tasks

Each term, you will receive a Termly Nursery Newsletter, which will give you information relating to the previous and forthcoming term.

A new topic is followed each term in Nursery, details of which can be found on the Parent/child planner. On this planner, you will also find details of the Home/school task, which is a creative project for you to do with your child during half term if you wish. This is not compulsory, but is a fun activity which can then be brought into Nursery to show and talk about. All projects are then displayed in school.



As we are attached to the Primary School, we not only share their facilities, but also, take part in many whole school and Early Year events, including for eg, Harvest and Christmas celebrations and concerts, St David's Day celebrations, Easter Bonnet Parade, Theatre visits, Sports Day, special assemblies, Early Years Teddy Bears Picnic...

We also invite parents to join us for our annual school trip in the Summer Term to for eg, Noah's Ark Zoo Farm, Folly Farm, Bristol Zoo...



There is a parent's notice board outside Nursery, which will display any information such as newsletters, or reminders for any particular activities. Our Head teacher also sends out a weekly newsletter to keep you informed about general school life. These are given out every Wednesday afternoon, although Morning Nursery receive theirs every Thursday.

More information about the school can be found on the school website, whilst you can also join our school Twitter account to keep updated on daily events and photographs:

www.stathanprimaryschool.co.uk

Twitter - @StAthanPrimary

Parents can be reminded about events and information through our Teachers2Parents texting service. Please ensure you keep us up-to-date with any new mobile numbers.



School Uniform

There is a school uniform, which is recommended, although it is not compulsory. This can be obtained from the main office, where a supply of sweatshirts with the school name and logo are usually available, or can be ordered.

The uniform is:-

Winter

Girls

Grey skirt or black jog bottoms

Yellow t-shirt

red cardigan or jumper/sweatshirt

Boys

grey or black trousers/jog bottoms

yellow t-shirt

red jumper/sweatshirt

Summer

red/white checked/striped dress

red cardigan or jumper/sweatshirt

grey or black shorts, yellow t-shirt

red jumper/sweatshirt



It would be helpful if you could encourage your child to recognise their own belongings, and dress independently ie dress your child in clothing that they can fasten and unfasten themselves, and encourage your child to put on their coat and shoes without help!

Please ensure that all clothes are labelled clearly with your child's name!

The Foundation Phase requires children to use the outdoor environment in all weathers. Please could we ask you to make sure your child is dressed appropriately, according to the weather conditions eg a waterproof coat on rainy days (school also sells a waterproof set for an extremely good price), sunhat and sun cream (already applied prior to the Nursery session) on hot days. Please remember not to send children in their best clothes, because although aprons are worn for creative and water-based activities, some of their play can be very messy!



Nursery Daily Organisation and Routines

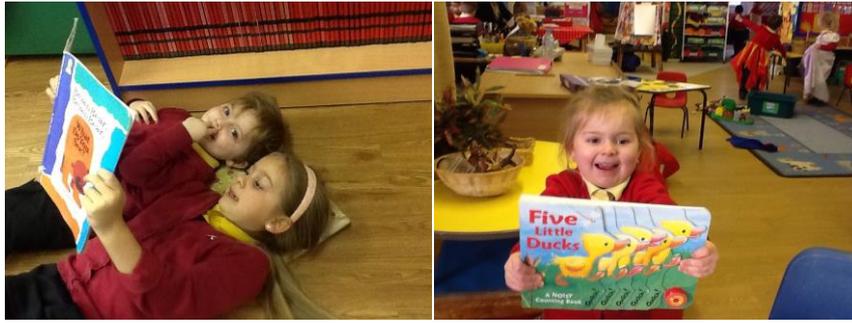
- On arrival at Nursery, parents may take their children to the cloakroom, and encourage them to hang up their coats on any peg, before asking them to find their named honey pots for Winnie the Pooh. This is a self-registration system which encourages the children to develop name-recognition skills.
- There is then a welcome session, and introduction to the day's activities, before the children go off to play with the activities that are set out both inside, and in the outdoor classroom.
- Children are free to choose from the different activities that are set out. Each day, there is also a focus task, where an adult works with children (sometimes individually, in pairs, or in small groups), to develop different skills within the Foundation Phase Curriculum. This could be, for eg, a maths or language game, craft, cooking, ICT, pencil control, an outdoor activity...
- The other adult works with the children on child-initiated play.
- There are many different areas within the Nursery for the children to play with, both inside and outdoors. These aim to develop different skills eg we have a creative workshop area, sand, water, paints and chalk boards, maths and language games tables, writing table, book corner, role-play areas and dressing up, small world toys, computer, construction, playdough, nature and sensory exploration areas, outdoor fixed play equipment and toys...
- After the main play session, children are encouraged to tidy up, before coming together for another whole class session, which is generally maths based.
- We then have snack, through which we also develop mathematical skills by operating a snack shop - the children have to buy their snack from the day's special helper, with the focus coin for the week!
- Each day finishes with a story, songs and rhymes, before children are dismissed individually to their parents.



Please note,

- **Wednesday** - PE in the main school hall
We use the main school hall or field for PE every week, not only to develop their physical and creative movement skills, but also to help with transition between phases, as children become familiar with the main school. Please could you ensure your child is wearing suitable clothing and footwear on this day eg trainers, jogging bottoms... We will be wearing our tracksuits too! **The School PE kit is black joggers/shorts, and a white t-shirt, with trainers or daps.**

Home-reading Library



In Nursery, we run a weekly book bag scheme, and a fortnightly story sack home-reading library (subject to change with school events).

Book bags contain a book your child has chosen to share with you, along with a letter/sound booklet, and a word folder, containing sounds and words to learn. **This book bag is sent home every Friday, and must be returned to Nursery every Friday.** Words to learn generally do not start coming home until after the first half term, thereby giving your child time to settle.

Story sacks offer children a multi-sensory approach to the sharing of books, through the use of stories, visual aids and games. Each sack aims to develop pre-reading skills, and most importantly, encourage a life-long love of books, through making reading fun for both children and their parents! **The story sack library is open 10 minutes before the start of a Friday session at the following times:**

Friday Week 1: Morning Nursery 8.50 - 9.00am

Friday Week 2: Afternoon Nursery 12.35 - 12.45pm

If you wish to choose a sack with your child, please make sure it is recorded in the signing out book. **The sack must be used under adult supervision,** and returned to Nursery by the following Tuesday at the latest. There is a blue labelled container for returned story sacks to be placed in.

You can help further at home by:



Preparing your child to read



- Encourage your child to enjoy books and stories. Talk about the pictures. Teach him/her to look at the pages from top to bottom, left to right.
- Sing songs and nursery rhymes. These help to extend their vocabulary and improve memory recall!
- Give opportunities to post different shapes into their correct holes.
- Match picture cards. These can be easily made by cutting out identical pictures from magazines.
- Play odd one out games, and discuss why one picture is different.
- Make sets of things which belong together eg fruit, vehicles, animals...
- Retell a simple story in the correct order.
- Do simple jigsaw puzzles.

You can help further at home by:



Preparing your child for number work



- Use any opportunity to teach your child to count.
- Make groups of one object, two objects, three, four, five... Once your child recognises these groups, he/she can then be introduced to the number symbols.
- Keep a box of interesting things which your child can sort into groups eg beads, shells, buttons, cutlery...
- Thread beads on a string, and encourage pattern-making
- Allow your child to help with cooking. In this way he/she can learn about weight and capacity, whilst finding out about texture, appearance of mixtures, smells and tastes.
- Build up number and other mathematical vocabulary. Use words such as full/empty, bigger/smaller, longer/shorter, heavy/light, more than/less than
- Teach your child colours and shapes
- Utilise bath time as a water play activity eg use plastic cups, containers, spoons, sieve... for filling, pouring, emptying, measuring, floating or sinking activities



Preparing your child to write



- Allow your son/daughter to use pencils and crayons to make marks or "write" on paper
- Colouring, painting, printing with different objects, bubble painting, collage and model making, playdough
- Trace over simple pictures and shapes, moving onto tracing over simple writing patterns. Make sure your child starts at the top of the paper, and moves from left to right.
- Use a highlighter pen so your child can overwrite simple words. Place a dot at the point at which the letter should be started to encourage correct letter formation.
- Make a scrap-book based on a topic of interest eg animals, toys...
- Make your own birthday and Christmas cards

In all activities, make sure you give your child plenty of praise and encouragement.

Always be positive about his/her efforts.



Working with your child in school

There are many more opportunities for parents and families to develop different skills within the school, and these are highlighted as and when appropriate on our newsletters and school website eg helping with reading, supporting events and trips out of school, joining the PTA....

All adults working or helping in the school do need to be CRB checked first. If you are interested in helping or have a special talent which you wish to share with the children, please see a member of staff.

We also hold weekly coffee sessions for parents and children aged 4 years and under in our Community Room. These are run by our Nursery Nurse/HLTA, Mrs S. Manley. During these sessions parents can for eg develop their own particular skills, interests or needs, or work with their children on a variety of fun activities, developing both language and number skills.... Please see Mrs Manley if you are interested in coming along. Not only is it a good way to support your child within their new school environment, but it is also an opportunity to introduce younger siblings to the school, and meet other parents socially on a weekly basis.

Breakfast Club

The school runs a daily **FREE** breakfast club from 8.10am until 8.50am, for children from all Year Groups. Breakfast is provided, and when eaten, children can play with a variety of games and toys whilst waiting for the school day to begin. Children are supervised fully during this time, and taken to Class at 9.00am. Obviously, because Nursery children attend part-time, this club is only applicable for those children attending the Morning Nursery. Could we also recommend children only attend when they have fully settled into Nursery life.

If you wish to enrol your child, please see a member of staff who will give you additional information on this matter.



Behaviour

In our school, we believe that every pupil is entitled to a secure and happy learning environment. To achieve this we believe that pupils need to be taught appropriate behaviour so that they will be able to foster a sense of self-discipline.

Rules, regulations, rewards and sanctions are detailed in our Behaviour Policy, with the emphasis focusing on the positive aspects of behaviour. We believe this is essential, as it reinforces what is expected. All parents are asked to sign a home/school agreement on entry to the school.

And finally!

We want your child to be happy during their time in Nursery, and develop a joy of learning, that will continue throughout their life. We are here to help you and your child, so remember if any problems arise, we can resolve them together!

