



# **Chadsmead Primary Academy**



## **Nursery Parent Handbook 2022 to 2023**

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# Welcome from the Headteacher

Dear Parents and Carers

It gives me great pleasure to welcome you and your child to our thriving Nursery.

We welcome children to our Nursery from the age of three and believe that this early association with our school is a significant advantage to your child's progress and development. Our Nursery provides excellent education with highly qualified, caring and motivated teaching staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that your child will experience a wide range of well planned, exciting and motivating learning experiences that will allow them to develop at a pace suited to their individual needs and interests. The main vehicle for learning in Nursery is through progressive play and fun.

We aim to provide your child with a positive and happy start to their school life. We see parents as our partners in their child's education and we hope that you will become fully involved in your child's learning journey. We look forward to working with you and sharing the extensive knowledge you have of your child.

Good communication with parents is one of our major strengths so if you have any questions please do not hesitate to email [office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk) and we will respond as soon as we can.

We are delighted that your child will be joining our Nursery and look forward to meeting you and your child very soon.

With my very best wishes,

Mrs Gemma Grainger  
Headteacher



# The Transition Process and Starting Nursery 2022

## The Nursery Transition Process for 2022

We are looking forward to welcoming your child into Nursery at Chadsmead Primary Academy. We want to reassure you that we are here for you every step of the way. Starting school is a milestone for both you and your child. It is a time to be celebrated.

You will have received a letter outlining important dates in your child's transition diary, including start dates. You will have also received lots of forms to complete which you will need to fill in and return to school by Thursday 7<sup>th</sup> July 2022.

## Telephone Call

Mrs Rigby will telephone all parents and carers during week commencing 27<sup>th</sup> June 2022 to discuss your child specifically. This telephone call allows a more detailed and specific conversation about your child's interests.

## Stay and Play

You will be given the opportunity to come to two Stay and Play sessions before the end of the Summer Term to meet the nursery staff and other children. This means that before children join their new class, it is already a familiar place to them.

## The School Website

We have created a page on our school website under the tab 'Parents and Families' and 'Nursery Induction – September 2022' where all information will be uploaded.

Please remember that our promise to you is that we will continue to work in partnership, to ensure your child's start to school is both as exciting and positive as we can collectively make it.





# Our Nursery Aims

## Our Nursery Aims

A child's early learning experience begins in the home. At Chadsmead we recognise and value the different experience that children have had and the important role you, as parents, play in your child's development. We aim to build a positive partnership with you so that we can support you in fostering the emotional, physical, intellectual and social development of your child. We aim to create a happy and secure environment which will stimulate and challenge, by providing activities that are exciting, purposeful and relevant to your child's stage of development. We aim to offer opportunities for all children to investigate, explore and make mistakes, to persevere if faced with a challenge and to encourage them to become independent, confident children. We aim to encourage the children to take care of themselves and to be aware of the needs of others.

We believe that through working and playing with adults and other children, in this organised setting, all children will have the opportunity to develop the skills and attitudes which will enhance their learning now and in the future.

Finally, we aim to develop close links with staff and children in the main school, ensuring a smooth transition from Nursery to Reception at the end of the academic year.



# Top Tips

## Helpful Hints for a Successful Start to Nursery

The big day is almost here! Your child will soon be starting Nursery. You are both bound to be really excited about this new adventure - but feeling a little nervous and anxious too is very normal! Below you will find some tried and tested top tips to help you prepare for this important milestone in their life.

### 1. Be prepared

Ensure that your morning routine is the same every morning in terms of getting out the door and the journey to Nursery. Try to have everything organised the night before, so you have a little down time together before leaving the house. Whether it's having breakfast together or doing a little colouring in. Be sure to give a five-minute warning before it's time to leave. Leave your shoes by the door, so putting your shoes on together becomes a thing you do rather than a mad rush around the house trying to find your child's other trainer!

### 2. Label everything!

One of the banes of Nursery life is losing possessions - something will inevitably go astray. You can minimise losses by encouraging your child to look after their own belongings, putting things away in bags and hanging items on specific pegs. When it comes to labelling clothing, maybe ask your child to choose a special symbol that is their own unique mark - to help them recognise their own things at a glance.

### 3. Stay calm

Try with all your might not to become overwhelmed and flustered if your child becomes distressed. If you feel good about the Nursery and the handover, then you need to lead by example and show confidence even though it can be hard. Naturally, you're the most important person in your little one's world and they need your support in helping to settle. The best advice we can give you is to get down to your child's level, look your child in the eyes with a warm, happy and confident "mummy/daddy is saying goodbye now, as I need to go to work. I will be back to pick you up and take you home". Embrace your child and then leave.

### 4. Toileting

There are toilets inside the Nursery and children are free to use them whenever they need to. Should small/minor accidents occur, clothes will be changed by Nursery staff. Parents may be called into Nursery to take a child home to change if we feel your child needs a shower/wash after a soiling incident. Please show your child how to use toilet paper, to flush the toilet and to wash their hands properly, with soap, for at least 20 seconds. Please also encourage your child to blow their nose and put the tissues in the bins provided. Tissues are always available in

the class in case children need them.

### **5. Give praise and promote good manners**

Remember any change is difficult and needs time and nurturing. Be on the lookout for those happy moments and offer your little one praise! "I really liked the way you said good morning, that was very kind".

### **6. Talk about it**

Talk about Nursery and what they like about it. At times, when it doesn't seem like your child is listening, they really are! Children are actively and passively learning from the world around them and are instinctively tuned into our voices.

### **7. Be proud**

Hang creative masterpieces proudly at home provoking conversations about Nursery. You could also create an art book, as a lot of artwork does come home! You could have a masterpiece of the week on display and talk about it proudly.

### **8. And finally...**

Part of this transitioning process is getting used to being amongst other children. At this point in time in their development, it is about them and their world, not that they're a person within a big world! Children parallel play at this age, but are constantly developing their social and emotional skills as they learn to be with other children and to develop relationships. Don't be afraid to ask questions, never feel as though you're being a burden. Trust us, as teachers we need to get to know and work with parents in order to happily and positively teach your children.

Of course, there are going to be good mornings and not-so-good mornings, trust your instincts and let your little one lead the way. With constant support and reassurance from you, your child WILL settle and will soon be leading you in through those playground gates to Nursery proudly!

# Meet the Nursery Team

The Nursery Team consist of experienced Early Years practitioners.



**Mrs R Rigby**  
Wrap Around Care Supervisor



**Mrs G Collett**  
Play Worker



# School Uniform

## What does my child need to wear?

Our school uniform gives your child a sense of belonging and pride in their school and stops any worrying about what they will need to wear each day. Our school uniform consists of the following items:

### Uniform

- Sweatshirt or Cardigan (with school logo)
- White polo shirt (optional with school logo)
- Black 'school type' trousers, or jogger to assist with toileting, shorts, skirt, skirt or pinafore dress
- Black school shoes (flat sole/low heels, not trainers or boots)
- Black or white socks/tights
- Blue check only dresses (optional - Summer term only)
- Outdoor coat



## How to order

Uniform with the school logo can be purchased either in store or online, from the following retailers:

- A & J Designs (Staffs) Ltd Unit 1, Apex Business Park, Walsall Road, Norton Canes, Staffs, WS11 9PU  
<https://www.a4jdesigns.co.uk/school-uniform/chadsmead-primary-academy/>
- Uniforms Plus 33 Tamworth St, Lichfield, Staffs, WS13 6JP  
<https://www.uniformsplus.co.uk/category/school-uniforms/chadsmead-primary-academy/>

Other items of uniform can be purchased from high street retailers.

We offer Pre-Loved items of second hand school uniform, which can be ordered from the Office.

The school uniform is your child's work and play outfit, so it is important that they are not anxious about getting paint/mud on their clothes. Plastic aprons are provided for painting and messy activities but accidents do happen!

In Nursery we go outdoors in all weathers, so your child will need a warm outdoor coat with a hood and in winter a hat, scarf and gloves. Children will need a sun hat and sun cream in the summer.

### **Forest Sessions**

The children regularly spend time in the Forest area. This is a wonderful opportunity to engage in learning outside of the classroom. We kindly ask that you provide:

- a pair of labeled wellington boots
- an all in one waterproof (labelled).

. These can be left at school on your child's peg and will be sent home at the end of each term. Please note we will go into the forest in all weathers.

### **Hair**

Long hair should be tied back at all times. Hair accessories should be simple.

### **Jewellery**

We prefer children NOT to wear jewellery because of potential for accidents. However, small round 'ball like' silver/gold earring studs ONLY may be worn. These MUST be removed for PE/Games or covered with a plaster provided by home and the child needs to be able to do this themselves.



# Starting Nursery and the Nursery Day

## **The First Day**

The settling in period is a very important time in Nursery. We endeavour to make the transition between home and school a happy experience. The settling in period is flexible and we ask parents to be guided by the experience of the Nursery staff. Please do not rush the settling in process. Remember that by introducing your child to school gradually you are keeping their best interests at heart and ensuring they feel completely happy, confident and comfortable to stay on their own and enjoy the benefits of Nursery.

We aim for each child to enter the Nursery classroom independently, hang up their own coat and be ready to enjoy the day. Children will have a peg in the cloakroom with their name on it and will be guided as to where to put lunchboxes and drink bottles.

## **Arrival and Collection**

Nursery children must be brought to school and taken home by an adult and never by anyone under the age of 16. Please collect your child from Nursery promptly. We have no staff provision to care for children after the end of the session. If for any reason you are unable to collect your child on time, please notify us so that we can reassure your child.

If you arrange for another adult to collect your child, please let us know beforehand and make sure they know the password.



# Nursery Timings

A typical Nursery day may look like this:

8.45am - Doors Open Independent Reading  
Registration  
Mathematics Meeting  
Mathematics / Literacy Whole Class Input  
Choosing Time / Adult Focused Tasks  
Phonics / Story time  
11.45am – Morning session ends (morning only children go home)  
12.00-1.00pm - Lunchtime  
12.45pm – Afternoon Session  
Registration  
Whole Class Input / Theme  
Choosing Time  
Small Group Activity  
Story Time / Dough Disco  
3.15pm - Home time

## Arrival and Collection

### Arrival

Doors open at **8.45am**. A member of Nursery staff will let children in via the glass corridor. Children will enter the Nursery with their peers. Please try to use the My Ed system to pass on any messages, this will help avoid it being forgotten during the morning rush.

### Late Arrival

If you anticipate a late arrival, please let the school office know in advance. The doors are closed at **8.50am**. and if you arrive after this time please sign in at the main school office.

### Collection

Nursery finishes at 11.45am or 3.15pm. Please wait in the area adjacent to the glass corridor and Nursery staff will send your child to you. Children will only be released to known adults, indicated on the 'Collection Arrangements' form. If there are any changes to collection arrangements, please let us know in writing, face to face or by contacting the school office. Obviously you will want to be in good time to collect your child from school. If, for any reason, you are going to be late, please notify us and we can reassure your child that everything is fine.

# Learning in the Early Years Foundation Stage (EYFS)

When children start Nursery they bring with them their own experiences, their imagination, their curiosity and a developing range of skills. In the Nursery we build on these previous experiences by offering children a stimulating environment in which they can continue to investigate and explore. This helps them to develop a greater understanding of the world around them.

At this early stage, everything that your child learns, they will learn through play.

Play is a child's work. When they play they are learning through first hand experience, practising and consolidating their ideas and developing what they know and what they think. They build social skills as they learn to take turns, share, assert themselves and empathise with others.

Planning in Nursery follows the Early Years Foundation Stage Curriculum. There are seven areas of learning made up of 3 prime areas and 4 specific areas as follows:-

## **Prime:**

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

## **Specific:**

- Literacy
  - Mathematics
  - Understanding the World
  - Expressive Arts and Design
- The 'Foundation Stage' is well named as it is the foundation on which future learning is built. The Nursery Class is the first year of the Foundation Stage. Children continue to follow the Foundation Stage Curriculum in the Reception Class.

# Parent Partnerships

We are very proud of our strong parental partnerships. We ensure that parents feel secure in the knowledge that their child is well cared for and happy at school. Our parents are welcome to be actively involved in their child's learning in school and are able to share learning experiences through learning journeys and parent workshops. We recognise that parents are the first educators in children's lives and value contributions to judgements about children's development. We use this information to support our assessments and share information about what your child needs to do next to develop and thrive. We also stay in touch via:

## **My Ed App**



We use an app – MyEd – where important messages are sent home. Please make sure that we have up-to-date mobile phone numbers and email addresses. Go to the app store on your smart phone, search for 'My Ed' and then download the app.

## **Weekly Newsletter & TalkTalk Sheet**

The school newsletter and talktalk sheet is published weekly on the website. It provides parents with reports on events of the previous or forthcoming week and other information that is of interest. Why not look at this week's newsletter on the website!

## **The School Website**

Our school website is updated on a regular basis and is an ideal tool for parents to use to get up to date information about the school, including the Reception curriculum. You can also follow us on Twitter: @Chadsmeadschool

## **Parents' Evenings**

We hold a formal parents evening during the term your child has started Nursery. You are invited into school for a 10-minute consultation to discuss how your child has settled into Nursery and your child's progress.

Should you have any worries or concerns about your child's learning or well-being, please let the Nursery teacher know as soon as possible. Staff are always happy to meet with you informally in order to discuss your child's needs.



# Safeguarding

## **Safeguarding Children**

Chadsmead takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. We have a regularly reviewed and rigorous Safeguarding Policy. A copy of the Safeguarding Policy is available on request from the office, or from our school website. All staff, including our volunteers and supply staff, must ensure that they are aware of our rigorous safeguarding procedures. All adults who work in the school are subject to Disclosure Barring System (DBS) investigation procedures as well as rigorous employment and interview checking procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

The well-being of each child is the responsibility of the class teacher under the oversight of the Early Years Lead, Assistant Head Teachers and Head Teacher. If you have any concerns about safeguarding, please do not hesitate to contact a member of the safeguarding team.

Our Designated Safeguarding Lead is Mrs Grainger.

Our Deputy Designated Safeguarding Leads are Mr Budge, Mr Stevens and Mrs Cadman.

The Governor responsible for safeguarding is Mrs Bissell.

## **Medication**

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. Staff cannot give medicines of any kind to the children without a medical prescription.

On the rare occasions where a first aider is required to administer medicine at school, you will be required to fill in a medical consent form and ensure the medicine is in date, labelled and has dosage instructions. With the exception of inhalers and epipens, no medicine is kept in the classrooms.

## **Illness**

If your child is ill, please contact the office via MyEd to let us know. If your child has suffered from vomiting or diarrhoea they must stay at home for at least 48 hours after the last bout suffered. This is to protect all of the other children and staff. If your child becomes ill at school, we will contact you. It is important that we have your up to date contact details. If any of your details change, please inform the office immediately.

## **Punctuality**

It is essential that your child arrives on time every day. Lateness affects your child's education. Five minutes late every day adds up to 3 days missed from school over a year. 15 minutes late adds up to missing 2 weeks over a year. So being late can add up to a lot of lost learning time. Please help your child to be punctual.

It is also important that you are punctual in collecting your child at the end of the session. If you are going to be late you must call the school to inform the Office staff who will pass the message to the Nursery Team.

## **Attendance**

We give attendance a high priority in our school. Low attendance is always investigated. If your child is ill you **MUST** contact the school office before 9.30a.m. to inform us of the reason for absence. In the interests of children's safety, it is our policy to follow up any unexplained absences.

We **do not** authorise any extended leave or holidays during term time, even if your child is under the age of five.

## **First Aid**

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the Nursery classrooms. Minor injuries can be treated in school but parents will be informed immediately in the event of a more serious injury. Parents must inform the office of any change to emergency contact telephone numbers.

## **Behaviour**

Our school has high standards and expectations of behaviour for all children. If we have any concerns about your child's behaviour, we will contact you in order for us to work together and support your child. We do not tolerate bullying of any child. We do not tolerate racist or homophobic comments in our school.

# Collecting Pupil Information

Pupil Data is essential for the school's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect pupil information via registration forms at the start of the school year. It is vital that you inform us if any of the pupil information you give us on your registration form changes during the year, for example a new mobile phone number or change of address. We may also collect information such as consents for trips through online services, such as ParentPay.

## Equality

At Chadsmead Primary Academy we welcome the equality duties placed on schools. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstance.

We are committed to creating a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality in relation to all protected characteristics (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. Our commitment to equality and diversity is a fundamental part of our drive towards continued excellence.

We recognise that equality will only be achieved by the whole school community working together and expect that you will support this fundamental part of our work.

# And Finally...

We hope that you and your child will enjoy your time with us here at Chadsmead Primary Academy. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education we can to unlock your child's full potential.

You may like to become a school volunteer and work with small groups of children on a range of activities such as cooking, reading, IT activities, gardening and sewing. If you have any special skills you would like to share, please let us know. All parent volunteers need to complete a DBS check which can be arranged by appointment through the school office.

If you require any further information, please speak to any member of the Nursery Team, or visit the school website at [chadsmeadacademy.co.uk](http://chadsmeadacademy.co.uk).



# Contact Information

Here is some information about our school which may be useful to you.

## Contact Details

Chadsmead Primary Academy  
Friday Acre  
Lichfield  
Staffordshire  
WS13 7HJ

Telephone: 01543 421850

Email: [office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk)

Website: [chadsmeadacademy.co.uk](http://chadsmeadacademy.co.uk)

## Jozone (Breakfast and After School Club)

Telephone: 07961641769

[www.jozonekidsclub.co.uk](http://www.jozonekidsclub.co.uk)



# Term Dates 2022-2023

## Autumn Term 2022

<b>Opens</b>	Tuesday 6 <sup>th</sup> September 2022
<b>Closes</b>	Friday 21 <sup>st</sup> October 2022
<b>Opens</b>	Monday 31 <sup>st</sup> October 2022
<b>Closes</b>	Friday 16 <sup>th</sup> December 2022

## Spring Term 2023

<b>Opens</b>	Wednesday 4 <sup>th</sup> January 2023
<b>Closes</b>	Friday 17 <sup>th</sup> February 2023
<b>Opens</b>	Monday 27 <sup>th</sup> February 2023
<b>Closes</b>	Friday 31 <sup>st</sup> March 2023

## Summer Term 2023

<b>Opens</b>	Monday 17 <sup>th</sup> April 2023
<b>Bank Holiday (School is closed)</b>	Monday 1 <sup>st</sup> May 2023
<b>Closes</b>	Friday 26 <sup>th</sup> May 2023
<b>Opens</b>	Monday 5 <sup>th</sup> June 2023
<b>Closes</b>	Friday 21 <sup>st</sup> July 2023

## School Inset Days (School will be closed)

Monday 5 <sup>th</sup> September 2022
Tuesday 3 <sup>rd</sup> January 2023
Thursday 4 <sup>th</sup> May 2023
Friday 23 <sup>rd</sup> June 2023
Monday 24 <sup>th</sup> July 2023
Tuesday 25 <sup>th</sup> July 2023