



**Welcome to
Leamington Hastings
Church of England Academy**

Starting nursery booklet





Dear Parents / Carers,

We are delighted that you have chosen to send your child to Leamington Hastings Church of England Academy nursery. For some parents this will be the first time you have had a child at this school, for others you will already be familiar with many aspects of our routines. A child's first day at nursery or school is an exciting time for young children and their parents, but we understand that it can sometimes be a little daunting too. We hope that this booklet will help to answer any questions you may have, and that it will provide you and your child with the relevant information to make starting nursery a stress free occasion. With a little preparation and encouragement, the vast majority of children settle easily into the life of the nursery and school, but if you have any concerns about your child starting nursery please do get in touch.

We recognise that children will be starting nursery with a wealth of knowledge learnt at home and, for some children, learnt at a previous nursery. We aim to build on this knowledge to develop happy, confident children who enjoy learning. We endeavour to establish a strong working partnership between home and school so that together, we can help your child to work towards achieving all that they can.

We hope that you find this booklet useful and look forward to welcoming you and your child to the nursery.

Kind regards,

Mrs Suzanne Marson
Headteacher

What do I do when I bring my child to nursery in the morning?



You can bring your child into the school playground any time from 8:30 am. Please stay with them until the bell is rung at 8:45 am. At 8:45 am the school bell is rung, and the children line up in their class groups on the playground. Your child's class teacher will welcome the children on the playground and walk them into the school as a class group. If you wish to tell us anything about your child in the morning it is better to talk to the school office or the teaching assistants, as the teacher's attention will be focused on the children so they may not be able to give you the time you need. The teachers are always happy to talk to you but will have more time available after school.

What happens if my child is late?

If you arrive after 8:45 am and the playground gates have been closed, you should take your child to the school office so that they can be signed in. We need to know the exact number of children on site in case of an emergency.



Where do I collect my child at the end of the day?

If children are staying for a full day's session, the school day finishes at 3:15 pm where teachers will release the children from all year groups onto the playground. All children in school are released from the Key Stage One classroom door onto the main school playground. Staff will only release each child once they have



identified the adult who is collecting them. If there are unforeseen circumstances which mean that you are going to be late, please let the school office know. If children are not collected by 3:30 pm, then they will join Wise Owls after school club where the usual fees will apply.

If your child is attending nursery for a morning session, please collect them from the school office at 11:45 am.

What do I do if it's not the usual person collecting my child?

If anyone other than the usual adult is collecting your child, please contact the school office verbally, via email or via the telephone to let us know. We will not hand your child over to anyone without authorisation from a parent/guardian.

What happens if my child is absent from nursery?



Please contact the school office by telephone between the hours of 8:30am and 9:00am to notify us that your child is unwell and unable to attend nursery on that day. Alternatively, please email the office before 9:00 am. Please let us know how your child is unwell as part of your message, so that we are aware of any illnesses that are impacting groups of children across the school.

In the case of sickness and diarrhoea, please keep your child at home until 48 hours after their last incident to minimise the risk of spreading the bug. Our school website has a section that details how long children need to be kept off school, depending on the illness (<http://www.leamingtonhastings.covmat.org/health-advice/>).

If your child becomes unwell at nursery we will contact you to collect them, so please ensure we have a minimum of three emergency contact numbers on file for your child. We will always contact adults in the order that you specify on the data collection form.

What do I do if my child needs medication?

If your child is well enough to attend nursery but needs medication such as antibiotics, you are welcome to come in and administer the medication to your child, or a member of staff can administer it for you. Please obtain a medication form from the school office to detail the times and dosage of the medication. Medication needs to be signed in and out of the school office by an adult, please do not place medication in your child's book bag.



If your child uses an inhaler, please obtain an asthma card from your child's asthma nurse or Asthma UK. This should be completed and returned to the school office as soon as possible to help us to manage your child's condition. Please also obtain an extra inhaler and spacer from your doctor so we can keep them in school at all times. If your child takes any other medication that may need to be regularly administered in school such as antihistamines or an epi-pen, please get in touch and we will arrange a meeting to ensure we understand your child's needs.

What do I do if I need to collect my child to take them to an appointment?



If you need to take your child to a medical appointment during nursery time, please inform the school office as soon as you are able to. Your child will need to be collected from and returned to the school office so that they are signed in and out of the school building.

What happens if I would like my child to be absent from nursery for a holiday or special occasion?

Please inform the school office if your child is going to be absent from nursery for any reason, so that we know that this is a planned absence.



What uniform is worn in school and where do I buy it from?

We encourage all children in nursery to wear the school uniform, building a sense of belonging. School uniform items such as sweatshirts, cardigans and polo shirts that contain the school logo are available to purchase from the Webb Ellis school uniform shop in Rugby, either in person or via their online shop, or can be purchased from Andrew Hyde. <http://www.webb-ellis.co.uk/schools/infant-schools/leamington-hastings-infant-school/>

<https://ahyde.co.uk/collections/leamington-hastings>

The uniform worn every day by the nursery children can be found on the next page.

Children should wear:



- A red cardigan or jumper (school logo available)
- A white or red polo shirt (school logo available)
- Smart, dark grey school trousers, shorts or culottes
- Smart, dark grey school skirt or dress
- White, red or grey socks or tights
- A red, checked summer dress in warmer weather



Black school shoes, with a velcro fastening unless children can independently tie their own laces



Children also need:

- A red book bag with the school logo. Children may choose to attach one key ring to their bag to quickly identify it as their own. Please do not attach more than one small keyring or the bags will not fit into the children's drawers.
- A named water bottle to bring into school daily.
- All children need to bring a coat to school that is suitable for the weather each day. We aim to take the children out at playtimes and lunchtimes in all weathers. Please help to prepare your child for nursery by starting to teach them how to put on their own coats, including starting to teach them how to fasten the zip or buttons. A coat with the school logo is available, should you wish to purchase it.
- Please provide a sunhat for your child to wear during playtime and lunchtime during warmer weather conditions, and apply suncream on your child before the start of the school day. Children can bring named suncream into school to use at lunchtimes if this is required.
- Parents may like to provide named wellingtons for their children to use during school time. These can be sent into school in September in a named bag, and remain in school throughout the year. We have spare wellingtons for anyone who does not have their own pair in school.

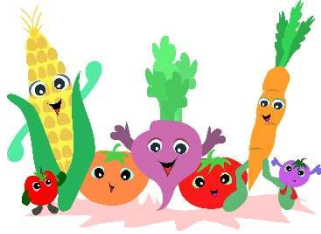


Do I need to provide spare clothes?



Most children are able to use the toilet independently before they start nursery, but it is usual for children to occasionally have a toileting accident. On these occasions, we will change the children into fresh, clean clothing from school and the soiled clothing will be sent home to you in a plastic bag. We ask that you wash the spare clothing and return it to school as soon as you are able to. If you are aware that your child may need some support with toileting, please let us know so that we can put the correct support in place for them. You can help prepare your child by teaching them to use toilets as independently as they can manage, including wiping their own bottoms, flushing the toilet and washing their hands with soap and water.

Will my child need to bring a snack or drink to school?



The children are encouraged to eat a healthy snack every day. The fruit and vegetables are provided by the 'School Fruit and Vegetable' scheme introduced by the Government, which provides a daily piece of fruit or vegetable for each child free of charge. In nursery, children have time built into their school day where they are offered a snack.



Milk is free until the term your child is 5 years old, although this does need to be ordered by the parent/carer. Milk for all children is ordered via 'Cool Milk at School' on 0800 321 3248 or www.coolmilk.com and needs to be ordered each half term in advance. Milk is delivered to school according to the number of parents that have ordered it, so we would appreciate you completing the order so that we have enough milk for the children.

Water is provided throughout the day and children will need to bring a named water bottle to nursery every morning. The children will be supported to fill the bottles when they arrive in the morning, and they will have access to these bottles throughout the day. Most children bring an empty bottle into school but some children bring filled water bottles in with them at the start of the day. If you would like to do this, please ensure your child carries their bottle so that the reading books inside their book bags do not get wet. We also ask that bottles contain no added sugar squash, plain water or flavoured water. We request that the children do not bring sugary squash, other sugary drinks or juice into school please. The water bottles will be sent home at the end of each day to be washed.



What happens at lunchtime?

All children in nursery have the option of a paid for hot meal at lunchtime, and the vast majority of families choose this option. Please contact the school office for the latest meal prices. Meals are cooked daily in our own kitchen by the school cook. A jacket potato is always available as an alternative to the main meal being offered; this must be ordered via the morning register in the morning. Menus are set half termly and usually rotate around a 3 week



cycle. You can help prepare your child for lunchtime by encouraging them to start to use a knife and fork at home.

Some children prefer a packed lunch from home and, if this is your choice, we would ask that you do not provide any bars of chocolate, sweets or fizzy drinks. This supports our teaching of a healthy lifestyle. There is no need to provide a drink as all of our children drink water at lunch time.

Please ensure that no food items containing nuts are bought into school as we are a nut free school due to allergies.

How do you communicate with parents?

We use Class Dojo as our main form of communication with parents, including letters and newsletters. Please see the attached information.

How do I find out about my child's progress?



You are welcome to attend our curriculum evenings held each September to find out what your child will be learning and how you can support them at home. We will also send information home at the start of September.

You will be invited to attend a parents consultation meeting twice a year, held during the Autumn and Spring terms, to discuss your child's progress towards the expectations for their year group. You will also be able to view examples of your child's work at this time. You will receive an annual report updating you on your child's attainment and progress in July. There is an open evening held in July to view your child's work, discuss their school report and meet their new teacher and classroom for the next academic year.

The children will bring home a 'wow moments' book, detailing their important achievements throughout their time in nursery, and you are welcome to contribute to this at home. More information regarding this will be provided once children join the nursery.

Special achievements



We have various rewards within school that are given out weekly, with the vast majority of this also involving nursery children. These are presented in assemblies on a Friday and are included in the weekly newsletter. Children are also welcome to bring in any rewards or certificates from home that they have gained that week such as a swimming certificate or sports trophy. These will then be shared as part of a Friday assembly. If your child brings in an

award, please hand it to the school office who will ensure that it is also placed on the school newsletter.

How can I find out what is happening in nursery or school every week?

You will receive a weekly newsletter each Friday. This will update you on what your child has been learning during the week and provide you with information from the school. The newsletter will be uploaded onto Class Dojo. If you would prefer to receive a paper copy of the newsletter, please let the school office know and they will be happy to arrange this for you each week.



How can I get involved in the life of the nursery or school?

We have an extremely hardworking PTA, the Friends of Leamington Hastings School, who raise money for the school by holding exciting fundraising activities for the children. They also volunteer at school events, for which we are all extremely grateful. If you would like to get involved with the Friends of Leamington Hastings School, please let the school office know. They will pass your details on to the chair. Alternatively, information will be provided in the newsletter prior to each meeting which are usually held online via Microsoft Teams.

If you are interested in volunteering within school, such as volunteering to hear children read, please get in touch. There may be times of the year where we will ask if any parents would like to volunteer to help with special events within school, such as when going on school trips or walking within the village. At these times, we will ask for volunteers via the newsletter or the trip letter.



Where can I park my car?



Like most schools, parking space is limited, but we recognise that due to the location of the school the use of a car or the school bus is necessary. Cars should never, under any circumstances, be parked in the area enclosed by zigzag lines outside the school, nor should this be used as a dropping off zone. Our school car park is very small and this is for staff members only. Cars may be parked in the Parish Hall car park which has a gate directly onto the school playground, or on the road.

How do I pay for trips or visits?

We aim to operate a cashless school system where possible, and you will be provided with a ParentPay username and password so that most payments may be made online. However, on occasions when it may be necessary to send cash into school such as for a sponsored walk, please ensure that you send in the correct money and that it is safely contained in an envelope showing your child's name, class and what the payment is for.



What happens in severe weather or emergency closures?

In the event of severe weather or an emergency closure, we will carry out the following actions:

- Posting of a message on the school Facebook page
- A post on Class Dojo
- A text will be sent to parents



Can my child wear jewellery?

The wearing of any kind of jewellery is discouraged. Children with pierced ears may wear small studs, not sleepers, for safety reasons. The school does not accept any responsibility for the loss of any jewellery, or for any accident caused by wearing jewellery. Children should not come to school wearing bracelets or necklaces unless it is for a religious or medical reason.

Do you offer before and after school provision?

We run our Early Birds before school club and our Wise Owls after school club, which are safe and happy environments for children. The clubs offer a range of activities and are based in the school hall.



Early Birds is open between 7:45 and 8:45 am each morning. Children can attend from 7:45 am or from 8 am. Wise Owls starts at 3:15 pm with two choices of payment until either 4:30 pm or 6pm. If you are interested in making use of our before or after school clubs, please speak to the school office to register your child. The school office can also provide you with current costs and payment details.

And finally.....

If you have any questions at all about your child settling into nursery, please do not hesitate to ask us. We want the transition from home to nursery to be a very happy experience for you and your child. We are always pleased to help and to answer any questions that you may have.

USEFUL INFORMATION:

School telephone number: 01926 632359

School office email address: school.office@leamingtonhastings.covmat.org

Head of School email address: suzanne.marson@covmat.org

Class teacher's email address: liz.wooldridge@leamingtonhastings.covmat.org

School website: <http://www.leamingtonhastings.covmat.org/>



Leamington Hastings Church of England Academy Rugby

Our online school prospectus can be viewed via the QR code below:

