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GLENBOI

COMMUNITY PRIMARY SCHOOL



Nursery Handbook

GLENBOI COMMUNITY PRIMARY SCHOOL

Dear Parents,

The Governors and staff would like to welcome your child and your family to our Nursery at Glenboi Community Primary School.

Now that your child has been accepted into the Nursery of our school, you will want to prepare them for the time when they start. This booklet is designed to answer some of the questions that we are often asked and also to help with that essential preparation.

The skills that we describe are the very foundations of much learning that comes later, and so until these are grasped, a child is not ready to progress to more complex tasks such as reading, writing and working with numbers. If you can teach your child to do as many of the things as possible in this booklet, they will be ready to learn to read and write. When they come to school, confidence will grow and working habits can quickly become established. It is important to note that not every child develops at the same rate and it is crucial that all children are valued for themselves at their current stage of development.

If you need advice on anything contained in this booklet, please do not hesitate to contact the Nursery staff or myself.

I look forward to meeting all new parents in due course.

Best wishes,

Mrs G Powell
Executive Headteacher

A warm welcome

In Glenboi Community Primary School we strive to provide a welcoming, happy and safe environment where the children feel safe, secure and enjoy their learning experiences.

We realise how precious your child is, so we aim to make the transition from home to school as smooth as possible. We acknowledge the support that parents give to the school and value this partnership. If there is anything worrying you or your child, please do not hesitate to share the concern with us.

Contact us

Our address: Glenboi Community Primary School
Abercwmboi Isaf
Glenboi
Rhondda Cynon Taff
CF45 3DW

Our telephone number: 01443 473747

Our fax number: 01443 473798

E-mail address: admin.glenboiprimary@rctcbc.gov.uk

Nursery Times

9.00am – 3.15pm

Morning Session: 9am – 11.45am

Lunchtime: 11.45 – 1.00pm

Afternoon session: 1.00pm-3.15pm

The nursery doors will open at 8.50am and children will be met by nursery staff. Should you arrive after 9.00am, please use the school's main entrance and register with the secretary.

Personal Password

We realise that there will be times when friends and family pick up your child from school. To safeguard pupils we can use a password system for collecting children. If another adult is picking up your child we would appreciate it if you could inform us of this beforehand. We will ask the adult for your password if you have chosen to use the password system. Please complete the password form found at the back of this booklet.

Induction

Your child will be admitted to the Nursery when he/she becomes 3 years old. A date for your child to start nursery will be given and they will attend for morning sessions initially, to allow children to settle and for parents and staff to get to know each other. Once parents and staff are assured that your child is settling in to Nursery well, then your child will stay in school for the whole day. This will be discussed and a date for full-time school agreed.

School Uniform

All children are expected to wear school uniform:

Girl's Winter Uniform: grey skirt/ pinafore/trousers
yellow polo shirt
blue school jumper/cardigan

Boy's Winter Uniform: grey trousers
yellow polo shirt
blue school jumper

Girl's Summer Uniform: blue gingham dress or as above

Boy's Summer Uniform: grey shorts or as above

P.E kit: No kit required during time in Nursery

Please ensure that all items of clothing are labelled with your child's name. Where trousers are worn, jogging bottoms might be an easier option so that your child can cope with independent toileting.

Due to the nature of the Foundation Phase curriculum, your child is likely to get 'dirty' on occasions. Try not to worry, just be assured that your child has enjoyed themselves. Sometimes the children will be asked to come to school with their wet weather gear and wellies.

School dinners

School meals cost £ 2.50 per day - £12.50 per week.

If you are entitled to free school meals, you must contact the Local council. They will then inform the school. This cannot be back dated.

Dinner money is payable to school on a Monday for the week or via an online payment service, please contact the school, who will give you your child's reference number in order to access online payments

If there is, for example, an inset day, which will affect the weekly total, you will be advised in writing and if your child is ill you will be issued with credits for the following week.

Fruit & Milk

The children are provided with free milk at playtime. As we are part of the Healthy School Initiative we only allow fruit as a snack.

Pupils can pay £1 per week to receive a fruit snack with their milk every day or they can bring their own fruit to eat.

Health and Illness

In the case of absence, please telephone the school secretary by 9.15am, who can then inform the class teacher.

For the health and well-being of children and staff, please keep your child at home if he/she is unwell.

Please note: Children with sickness/ diarrhoea must be well for 48 hrs before they return to school.

If your child becomes unwell at school, we will contact you so that he/she may be collected from school. Please complete emergency contact numbers and ensure they are kept up to date.

Please inform us of any medical conditions (such as asthma or allergies) using the medical form attached.

The Foundation Phase

In 2008, a new framework was put into place called the Foundation Phase. Within The Foundation Phase, the areas of Learning are not discrete subject areas but rather integrated and overlapping areas of experience.

The seven areas of learning are:

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

This curriculum offers children opportunities to be creatively involved in their own learning which must build on what they already know and can do, their interests and what they understand. Active Learning enhances and extends children's development.



How can I help my child?

1. Encourage them to be independent

- Please show your children how to dress and undress themselves, put on their coats and shoes, and fasten them independently - velcro is a wonderful invention!
- Teach them to use the toilet independently, always reminding them of the rules of hygiene.
- Please help them to use a knife and fork correctly.
- Please encourage your children to put away their toys when they have finished with them. This is an integral part of school life and needs to be undertaken by all children.

All this helps to save time and allows staff to maximise on the pupils' learning time.

2. Play with a purpose

All children benefit from play. It is through play that they learn about themselves and the world in which they live. Play is about children learning through perseverance, attention to detail, and concentration - characteristics usually associated with work. Play is not only crucial to how children become self-aware and the way in which they learn the rules of social behaviour; it is also fundamental to intellectual development.

Through play children learn the skills of:

- Listening
- Talking
- Co-operating
- Sharing
- Investigating
- Imagining

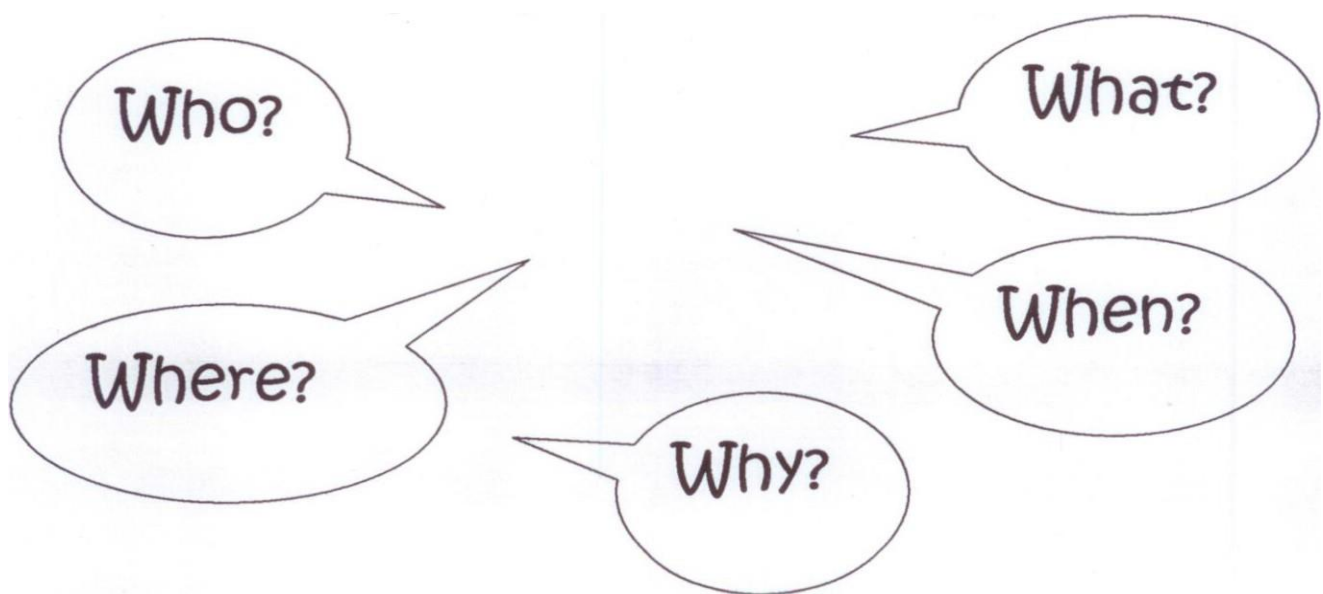


3. Communication skills

It is important that children are immersed in a range of language experiences and activities. This will promote listening, communicating and talking skills.

Talk about different things with your child e.g.

- Relate the events of the day.
- Daily routines - getting up, having breakfast etc.
- What you see when you go out e.g. shops, people, countryside etc.
- Ask them questions to encourage them to think.
- Discuss stories read, programs watched or tapes/stories listened to.
- It is also important that children acquire good listening skills so encourage them to listen carefully asking questions about what they have heard.
- Listen to and carry out simple instructions.
- Learn nursery rhymes off by heart. Nursery rhymes are so valuable, they help children identify rhyming words which are helpful when learning to read, encourage memory skills and develop imagination and vocabulary.
- Help your child to speak in sentences. This will help them to read more fluently and think more clearly.



4. How can I help my child to write?

- Activities involving play dough, clay, plastercine and pastry help little fingers to pull, push, squeeze and grip. Games which use small beads and counters help to develop well trained muscles in the hand which are essential when learning to write.
- Encourage your child to make patterns and shapes using whole hand and fingers in materials such as washing up liquid, foam, sugar or salt. Action songs and rhymes that involve using arm, hand and wrist actions also help children to become fluent comfortable and legible writers.
- Painting with large and small brushes helps to train the eye and hand to work together and, of course, develops creative skills and imagination. Children often prefer to paint/draw standing rather than sitting so allow your child different opportunities to explore painting/drawing seated or stood.
- Colouring, tracing and drawing help a child to make a pencil go where they want it to and as such they will soon develop a comfortable and natural pencil grip.
- If your child shows any interest in writing his/her name, please ensure they do so using a capital letter only for the first letter in the name.
- Help your child to use scissors correctly! Please encourage your child to hold scissors with their thumb on the top.
- Catalogues, newspapers and magazines are ideal for cutting up. Cut outs can be sorted into shapes, colours, similar items etc. and pasted onto a sheet of paper.

5. Reading - How you can help

Share a book with your child whenever you can

- Make it a friendly and enjoyable time for both you and your child.
- Sit in a comfy chair or on the bed.
- Encourage them to handle books with care and respect.
- Let them find the beginning and end of the story so they can learn to handle books correctly.
- Talk about the pictures in the book.
- Tell them the story.
- Point to the words as you read.
- Let them tell you the parts they enjoyed from the story.
- Encourage them to join in with repetitive parts to the story.
- Let them choose their own books.
- Re-read favourite stories.
- Read and learn nursery rhymes and songs together.
- When reading ask them to look for letters that they might recognise in the words or letters that are in their own names.

In the Nursery we develop language skills through a variety of Speaking and Listening activities. We will also introduce the 'Jolly Phonics' scheme by introducing a sound, action and song on a weekly basis.

Other helpful activities

- Games involving looking at shapes can help, so look for shapes around them e.g. shapes of furniture, food, on vehicles etc.
- Games such as jigsaws, matching games, lotto, sorting games, board games all foster good memory skills as well as turn taking, communication and co-operating skills.
- Water and sand play will develop an understanding of materials, capacity, weight etc. Talk about floating, sinking, pouring, filling, emptying, shaping and forming.
- Play memory games with your child, for example - I spy with my little eye – when you play such games remember to use sounds of letters as well as letter names e.g. leg begins with 'l' and not 'ell'
- Help your child to learn their alphabet sounds – In Glenboi Community Primary School, we use the 'Jolly Phonics' scheme to teach letter sounds. Alphablocks and Words and Pictures on the BBC are also helpful and enjoyable programs.
- Children have access to class computers, a plasma board, an interactive whiteboard and I Pads on a daily basis and benefit by using the mouse/ keyboard/touch as well as communicating whilst working together.
- Taking your child for walks and point out natural features of the environment such as trees, rivers, animals and birds.

6. Maths - How you can help

- Help your child by playing games such as sorting objects:
Put the cows, horses, chickens together
Sort the red crayons from the blue crayons
- Recognise and name the different colours.
- Recite and sing number rhymes and songs.
- Help them recall a simple sequence of events in their day.
- Numbers are everywhere around our homes and in the local environment – help your child identify them.
- At home or out and about, look at the surface of shapes and ask your child what shape is this plate, mirror, bath mat, window, door, traffic light etc.
- Other activities such as:

How many letters came through the door today?

Can you put a spoon by each bowl?

How many chairs are in this room?

How many apples are in the bowl?

How many steps do we have to climb?

Can you pass me 4 socks?

Remember to count objects of different types and in different arrangements. It is more important that a child knows that 3 can be 3 cows or 3 apples rather than being able to write it.

Golden Rules to help the teachers

1. Talk to your child positively about school and how much they will enjoy being in school.
2. Please look in your child's bag everyday as it may contain important letters/information.
3. Please ensure your child's coat and bag have a loop for hanging on their peg and are named. It is also important that the children can open their bags independently and that they are large enough for them to carry snack, lunch box, coat, spare clothes, etc.
4. Clothing - please ensure all clothes are labelled including socks, shoes, jumpers etc. If children can put on/take off their own coats and dress/undress themselves with increasing independence this is also a tremendous help to teachers!
5. The nursery will provide a daily mid-morning snack for all children at the cost of 50p per week per child, payable weekly, half termly or termly. We aim to provide variety and nutrition within the snack provision. We also provide regular opportunities for children to take part in cooking activities. Free milk will be provided each day.
6. For those children who will be having school dinners, payment should be made every week on a Monday morning in the school office or using the RCT online payments system. Ask at the office for login details.
7. Outdoor play is an important part of your child's development. Please ensure your child has warm clothes and wellies in the colder months and a hat and sun cream in the summer. Please be aware we are unable to sun cream, but will supervise its application.

Personal Password

We realise that there will be times when friends and family pick up your child from school. To safeguard pupils we use a password system for collecting children. If another adult is picking up your child we would appreciate it if you could inform us of this beforehand.

Please ensure that you give your password to anybody who will be picking up your child from Nursery. We will not allow your child to go home with anybody who does not know this information.

Please fill in the following form and return it to your child's teacher in a sealed envelope. This information will of course be filed away and kept confidential. Many thanks for your cooperation.

Name of child _____

Class/teacher _____

Password _____

Please tell us about your child

1. Describe your child's personality in a few words.
2. What do they like to do most of all?
3. Do they have a favourite toy or activity inside and when playing outside?
4. What is their favourite story?
5. How do they react when they are unhappy?
6. Is your child afraid of anything or nervous around anything?
7. Tell us about your child's sleep patterns; do they sleep well and get a good night's rest?
8. What kind of food do they enjoy? Do they eat a wide range of foods? Do they like fruit and drink water?
9. Would you say that your child has good concentration skills?
10. Have they got a special friend who they play with?

Thank you for taking the time to complete this questionnaire.



GLENBOI PRIMARY SCHOOL

Photographic / Media Consent Form 21.10.19

Glenboi Community Primary School may at times use photographs, audio, and/or video recordings of students for purposes of education and publicity on behalf of the school, via the school's website, social media account/s, print publications and apps. Similarly, the school may wish to share good news stories and associated pictures or video of pupils with media. These occasions arise at various points in the academic year.

In line with The General Data Protection Regulation Glenboi Community Primary School is seeking consent from parents/carers of pupils for them to be photographed or recorded, or have their name used in connection with any such recording.

Completed consent forms will be recorded by the school with consent lasting for 1 year unless notified otherwise by a parent/carer in writing.

Your co-operation in this important matter is very much appreciated.

PHOTOGRAPHIC / MEDIA CONSENT FORM

Name of student

Consent is sought for the following, please tick all boxes that you wish to provide consent for:

I permit Glenboi Community Primary School to produce and store imagery/video of the named individual during the course of the year, October 2019- October 2020, and that all copyright of the imagery/video shall remain with Glenboi Community Primary School.	
I grant Glenboi Community Primary School permission to use the imagery/video for future promotional purposes on the schools website, social media account/s,(e.g. twitter and Facebook) apps (e.g. Seesaw) and print publications.	
I grant Glenboi Community Primary School permission to share the imagery/video with local and/or national media.	

Name of Parent/Carer (Print).....

Signed Dated



Dear parent/ carer,

From time to time, we would like to take the children on local walks to develop their understanding of the local area as part of our topic work.

Please sign the permission slip below to confirm that you give consent for pupils to leave school premises under the supervision of school staff.

We will always make you aware if we intend to take the children on a local walk.

Many thanks

Nursery staff

Name of child _____

I give permission for my child to go on local walks under the supervision of members of school staff.

Name of parent (print) _____

Signed _____ Date _____



In Glenboi Community Primary School we take the wellbeing and safety of all the children in our care very seriously.

In order to ensure that we are meeting the needs of every child, we keep an up-to-date record of any medical conditions or difficulties your children might experience.

Please fill in the form below, giving as much detail as possible to allow us to update our records.

Thank you for your support,



**Glenboi Community Primary School
Medical Information**

Name _____ Class _____

Please tick any conditions that affect your child and give details if possible

	Tick	Details (medication required/ referrals etc.)
Vision- does your child wear glasses?		
Hearing		
Asthma		
Speech and language		
Epilepsy		
Allergies		
Other		

Signed _____ Date _____



SCHOOL DINNER PROVISION

Dear Head Teacher,

I _____ (please print name) parent / guardian of the following child understand and agree that if my child receives a school dinner on school premises that I am required to make payment for the meal provided.

If no payment for meals is received I agree that I need to arrange alternative provision for my child at lunchtime.

Name of child		
Parent /Guardian Full Name		
Address		
Telephone Numbers		
Alternative contact name		
Alternative contact number		

Parent/ Guardian signature		
Date		

For school office only:

Date received	Received by (Print Name)	Signed



**GLENBOI COMMUNITY PRIMARY SCHOOL
PUPIL INFORMATION RECORD**

SURNAME..... DOB.....	
FIRST NAMES.....	
HOME ADDRESS.....	
POSTCODE.....HOME TELEPHONE NUMBER.....	
MOBILE NO (1) MOBILE NO (2).....	
EMERGENCY CONTACT 1 NAME..... ADDRESS..... TEL NO RELATIONSHIP.....	EMERGENCY CONTACT 1 NAME..... ADDRESS..... TEL NO RELATIONSHIP.....
DOCTORS NAME AND ADDRESS.....	
ANY ILLNESSES/ ALLERGIES.....	
ANY MEDICATION.....	
DATE OF LAST TETANUS.....	
HOME LANGUAGE..... NATIONALITY.....	
RELIGION.....	
PREVIOUS SCHOOL/ PLAYGROUP.....	
NAME OF MOTHER	
NAME OF FATHER.....	
DETAILS OF BROTHERS AND SISTERS	
NAME..... DOB.....	
NAME..... DOB.....	
NAME..... DOB.....	
NAME..... DOB.....	
SIGNATURE OF PARENT AND CARER.....	
DATE OF ENTRY INTO SCHOOL.....	