Nursery Information Booklet
2018/19

Sacred Heart
Catholic Primary School

Herlwyn Avenue
Ruislip
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Headteacher: Ms. T. McManus
www.sacredheart.hillingdon.school.uk
Welcome to Sacred Heart School

"Let it be known to all who enter here
that Christ is the reason for this school,
the unseen but ever present teacher in its classes,
the model for its children,
the inspiration for its staff"

Your child will soon be joining Nursery at our school. Starting school is a major event in the life of a three year old. There will be lots of new things to learn and of course you will want to ensure your child is well prepared for this important event. We hope that this booklet will provide some useful information that will help them, and you, settle into life at Sacred Heart School.

The overall aims of the School are to develop the whole child in all aspects, religious, academic, social, aesthetic, emotional and physical; to build confidence and a good self-image, be caring and considerate towards others and to practise the two great Commandments: "To Love God and to Love our Neighbour". All children work by the motto:

‘Love and Learn with Jesus’

The Nursery Department

Our Nursery has 30 places for children, in the morning and afternoon, making a total of 60 children using the nursery on any one day.

Our nursery is regarded as an important part of the whole school community.

The nursery has two teachers, Mrs Bolger and Mrs Sagan, a nursery nurse and a classroom assistant looking after your child. In our Nursery, we have introduced a key worker system. Your child will be assigned a key worker with whom you share relevant information with. They will pass on this information to the other members of staff where necessary.
Which nursery session will my child be joining?
Children entering the nursery will join either the morning or afternoon session and will stay in that session for the whole of their time in the nursery.

Do all new children start on the same day?
No. You will have a short home visit from your child’s keyworker to give your child the chance to meet them in their own surroundings initially. It will also give you the chance to chat with the keyworker about your child.
You and your child will then have a visit morning or afternoon when you can both come for the session along with the other new children and parents. Your child will then start on a given date after then. You will be informed, in advance, of the home visit, visit to Nursery and start date.

Personnel
There are about 100 adults working in our school. Here are a few names you may find useful:

Headteacher          Ms. T. McManus
Deputy Headteacher   Miss. S. Morahan
Assistant Headteachers
                        Mrs. C. Stockwell
                        Mrs. J. Donohue (Inclusion)
Foundation Stage Manager  Mrs. J. Rodrigues
Business Manager       Mrs. J. O’Sullivan
Nursery Staff          Mrs. S. Bolger
                        Mrs. S. Sagan
                        Mrs. L. Reilly
                        Mrs. L. Coburn
                        Mrs. J. Atkins
P.T.A. Chairman        Mrs. J. Cunningham
Chair of Governors     Mr. D. Kennedy
**Who do I go to if I have a problem?**

Your first and most important contact is your child’s key worker. They will be able to deal with most matters relating to your child.

If you find that you are still concerned after talking with them, please see the Nursery teacher.

If you remain concerned, you may see Mrs Rodrigues, the phase leader or then make an appointment to see Miss Morahan, the Deputy Head teacher.

**Life at Sacred Heart School**

**Session Times**

Morning Session: 8.30am - 11.30am  
Afternoon Session: 12.30pm - 3.30pm

We operate a ‘soft start’ approach in the morning. By this, we mean you may drop your child at Nursery within the first 20 minutes of the session in the morning, in line with the rest of the school.

We operate a ‘soft finish’ approach in the afternoon. By this, we mean you may collect your child from Nursery within the last 10 minutes of the session in the afternoon (to be collected by 3.30pm at the latest).

**What happens when I bring children to school?**

We encourage all adults to **walk** to school with their children.

If this is not possible, please park a short distance away from school and **walk**.

You can park in the car park at Ruislip Rugby Club and **walk** into school through the path leading to the front of the school. Alternatively, you can park in the roads around Grosvenor Vale or Shenley Avenue and **walk** into the school along the Rugby Club pathway.

The school drive is not to be used at all to access the school.

If you choose to drive into Herlwyn Avenue, there is a voluntary one-way system in operation. From West End Road, turning into the lower entrance to Herlwyn Avenue (the end nearest to Ruislip Gardens), proceed up the Avenue in a clockwise direction.

For the sake of good relations and common courtesy, please find a parking space that does not block the driveways of any residents. Parking spaces are limited, so whenever possible it is a good idea to leave the car at home, or at least a short distance away and to walk the remainder.
Please try wherever possible to take the opportunity to train children to walk on paths, to have regard for their own safety (especially on driveways used by cars), to have consideration for others and to respect their surroundings.

The shortest route into reception is at the back of the school.

**Am I allowed into school with my child?**

Yes, please. In the foundation stage parents are welcome to bring their children straight into the nursery at 8.30am for the morning session and at 12.30pm for the afternoon session. **Please wait outside the Foundation Stage Area until 8:30 or 12:30 when the gate shall be opened and you can proceed to the Nursery.** You are welcome to stay and play or read with your child until 08:50am for the morning session and 12.40pm for the afternoon session. Please use this opportunity to talk to your key worker about any concerns you may have. We hope this will ease the children into nursery gently, and create a working partnership between the parents and teachers.

The back gate to the school is locked between 9.00am and 3.05pm for security reasons. It is opened for access before school, for 10 minutes at 11.30 am and 12.30 pm for Nursery parents to collect and drop off their children, and at 3.05 pm at the end of the day. If you collect or deliver children at other times, always use the main school entrance. Please try wherever possible to take the opportunity to train children to walk on paths, to have regard for their own safety (especially on driveways used by cars), to have consideration for others and to respect their surroundings.

*Before nursery starts, please keep children, especially toddlers, off the climbing frames, tricycles and sandpit cover in the playground, for their own safety and the safety of others.*

**Where do bags and coats go?**

The Nursery has its own area for coats and bags. It is very important that all your child's belongings are marked with his or her name. The children will also have a tray where any work to be taken home will be left. It is important you check this tray before you leave each day.

**Can they bring toys to play with?**

No toys are allowed in school.

**Do the children have snack time?**

The children have snack time in each session where they can have water or milk and a piece of fruit provided through the government’s healthy eating initiative. This is provided throughout the session. If your child is allergic to fruit, milk or any other foods please inform the nursery staff on the home visit. There will be a form to fill in regarding allergies and medical issues.
What happens during a session in the Nursery?

There is no rigid timetable in the nursery, but activities and opportunities are planned by the nursery staff, taking into account the educational and developmental needs of each individual child.

Each term the nursery has a theme around which much of the activities and work are based. Colourful displays of the children's work are used to highlight this theme. A letter will be posted on the school website, under the Class Pages tab, Foundation 1, each term explaining the **termly curriculum information**, themes being covered and the Interest Tables, which the children can contribute to.

There are usually a number of different activities laid out at the start of a session e.g. puzzles, construction equipment, fine motor activities, sand or water play materials. There is also a home corner for fantasy play, lots of number activities, pre-writing and pre-reading activities take place; many art and craft activities are organised to practise the skills of drawing, painting, cutting and sticking.

A quiet time takes place each session to share news and stories and there is a time for prayer. The children are also encouraged to look at books, and are read to daily.

Do the children play outside?

Yes, every session. They go outside to our carefully constructed Foundation Stage outdoor area and are always supervised by a member of staff. They will lead and encourage activities such as; fantasy play, construction toys, ball games, playing with water, chalk drawing on the playground and rhyming and singing games. Please make sure your child has appropriate clothing for the cold and wet weather and that a hat and also sun cream is applied before Nursery in the warmer weather.

What about going to the toilet?

There are toilets in the nursery. We do expect each child to know how to use the toilet independently, to be able to dress and undress themselves in accordance with toilet use, and to wash their hands afterwards.

Please run through the toilet routine with your child before they start in the nursery, as children are often worried about coping with this activity in a new environment.

Please see our Intimate Care and Toileting Policy, available on our website for more information.

Do they need to bring anything to use in Nursery?

We ask each child to bring in a school book bag (available from Beat School Uniforms) and a box of tissues.
They don’t need to bring anything else, unless the teacher asks for something for a display table - something "blue" or "green" or "soft" for example. The children are welcome to bring in books for the teachers to read during story time.

**How do I collect my child at the end of the day?**

Please make your way to the Nursery door. The teacher will let your child go when they can see you, or whoever is picking them up that day. If you make alternative arrangements for collection, please let the class teacher know at the beginning of the session, or telephone the office in event of last minute arrangements. **We will not release your child to someone we do not know without prior notification.** Ensure that whoever is picking up your child is aware of the "one-way" system for car drivers and where to wait to pick them up.

**When do holidays occur?**

Please see our website for term dates. Please also note that at the end of each term the school closes at 1.30pm so this will affect Nursery afternoon session times on these dates.

**Acts of Collective Worship**

Each day starts with prayers in the classroom, and there are frequent occasions during the rest of the day and term when the children come together to worship God. They are also given the opportunities to visit our chapel at various times during the term.

Throughout the year, the priests from our local parishes will come into school to talk to the children about relevant aspects of the liturgical year. This allows our younger children to get to know the priests and enjoy a meaningful experience at their own level of understanding.

**General Information**

**Uniform**

School Uniform will be worn by the Nursery children.

This consists of:

- A plain white polo shirt
- Sweatshirt with a logo
- Navy tracksuit bottoms/ plain navy shorts (both with elastic waistbands)
- Sensible footwear
- All hair must be plaited
- No Jewellery

**All** items of clothing, and personal belongings, should be clearly labelled with the child’s name.
The School Uniform supplier for the Nursery jumper and school book bag is

**Beat School Uniforms, Unit 1, Paramount Industrial Estate, Sandown Road, Watford, WD24 7XA.**

You can also purchase online at www.beatschooluniform.co.uk

All other items may be purchased elsewhere.

**Useful Tips**

- Velcro fastenings on shoes are easier for the children to take on and off.
- No open toed sandals please
- Sunhats and the application of sun cream at home is needed in summer.

**Parent/ Teacher Links**

It is essential that close contact is kept between school and parents so that we can work in partnership for your child. This can be achieved in a number of ways:

1. **Speaking to the key worker:** You are very welcome to speak to your child’s key worker as often as you wish, but if you have a concern or your discussion is likely to last more than a few minutes then please arrange an appointment by telephoning or calling in at the office.

2. **Letters:** The main letter for parents is the newsletter which is produced every Friday and is found on our school website. Please read it each week as it contains important information and dates for your diary. Other school letters will be e-mailed to you. We may also send texts when necessary so please ensure we have your updated email and mobile numbers.

3. **Formal Consultations:** For Nursery this takes place twice a year: a formal appointment in the Spring Term and an informal open afternoon at the end of the year. These are a chance for you to see your child’s key worker/nursery teacher and discuss their progress and achievements in nursery.

4. **Reports:** You will receive a written report on your child’s progress at the end of each year.

5. **Early Essence:** We have a new electronic system for gathering evidence about your child’s learning and development in the Foundation Stage. At the beginning of the year, you will receive login details for a secure web page, Early Essence. This will provide you with ongoing observations, photos and written evidence about your child’s progress in Nursery. There is also a section where you can upload information too about learning your child has done at home.
Illness/Health

If your child has been sick at home or school, he or she should stay off school for at least 48 hours. We would be grateful for you letting us know of any infectious diseases, such as chickenpox, that are contracted.

Is it possible for my child to take medicine at school?

Yes. We have a strict medicine policy in school which is available on our website. You will be asked to fill out a form by our Welfare staff if medicine needs to be taken during school hours. The welfare staff are the only adults allowed to administer the medicine.

What if my child has asthma?

Your child’s inhaler must be kept in the nursery. Please come in to discuss the situation if your child is affected by asthma, however mild this may be.

Headllice

We insist all long hair is plaited, or at least tied back or in bunches if it is slightly too short for plaiting. This policy lessens the chance of hair to hair contact that head lice rely on to multiply.

Please let us know if this unfortunate occurrence does happen to your child, so that we can send a non-attributable letter to the class asking parents to check their children’s hair. Parents are asked to make a weekly check as a matter of routine.

What if my child is ill during the school day?

If your child falls ill during the school day, we will try to contact you by telephone as soon as possible and ask you to collect him or her from the office. Therefore, it is most important that we have up-to-date home and work contact numbers at all times (“land” lines as well as mobile numbers please).

In the case of accidents, the school seeks to act as a reasonable parent. First Aid is administered by Mrs Butler in the main or by other qualified First Aiders.

At present all of our teachers and classroom assistants are qualified in basic first aid. We have had updated training on asthma and anaphylaxis.

If an accident requires a visit to the hospital for treatment, we will try to contact you as quickly as possible. Failing that, we will take your child to the hospital, while continually trying to get a message to you.

All accidents requiring medical attention are recorded on Accident Forms for the parents/carers to view and sign at the end of the day.
Please make Doctor/Dentist/Hospital appointments outside school time. If this is not possible, please collect your child from (and return them to) the school office. Please send in a note in advance if possible.

**Supporting Pupils with Special Educational Needs and /or Disabilities [SEND]**

At The Sacred Heart Catholic Primary School, we have a graduated response to the additional needs of our pupils. Underlying this is the belief and practice, based on strong evidence and guidance, that early identification and intervention is key, so as to ensure pupil progress and well-being. If class teachers have a concern about your child, they will raise this with you at the earliest opportunity and discuss a short –term, targeted plan to address this concern. They will also inform Mrs. Donohue, Assistant Headteacher, who has responsibility for ‘Inclusion’. This record of concern will be monitored and in many cases, the early, targeted support will address the concern, resolving the issue and no further intervention will be required. Sometimes however, despite high quality, appropriate intervention, the concern is still present and may have become more significant. At this point, an Individual Education Plan may be written for a child, in collaboration with parents.

We work very closely with a range of professionals from education, health and social care, to meet the needs of our pupils and families. If you yourself have a concern and /or if your child has received intervention and support from other agencies in the past (E.g. speech therapy, audiology etc), please do inform us as this helps us to provide the best possible support for your child from the start.

**The Foundation Stage Curriculum**

Each child between the ages of 3-5 will be taught the Statutory Framework for the Early Years Foundation Stage (2012).

The Early Years Foundation Stage Framework is organised into seven areas of learning and development. Three areas are crucial for igniting children’s curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These are called the **prime areas**:

1) **Personal, Social and Emotional Development**, which is critical for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning. Each class will aim to provide the experiences and support to enable children to develop a positive sense of themselves and others, to form positive relationships and to understand appropriate behaviour.

2) **Communication and Language** development involves giving children opportunities to experience a rich language environment, to develop their confidence and skills in expressing themselves, and to speak and listen in a range of situations.
3) **Physical Development** - this is about improving skills of co-ordination, control, manipulation and movement. It has two other very important aspects. It helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. Effective physical development helps children develop a positive sense of wellbeing.

There are also four **specific areas** of learning, through which the three prime areas are strengthened and applied. These specific areas are:

4) **Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of books and texts to ignite their interest. Literacy depends on learning and being competent in a number of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them.

5) **Mathematics** depends on becoming confident and competent in learning and using key skills. It includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes and spaces and measures. It should be developed through stories, songs, games and imaginative play, so that children enjoy using and experimenting with numbers, including numbers larger than 10.

6) **Understanding the World** - in this area, children are developing the crucial knowledge, skills and understanding that help them make sense of the world. This forms the foundation for later work in science, design and technology, history, geography and information communication technology (ICT).

7) **Expressive arts and design** - this is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another as well as providing opportunities for children to share thoughts, ideas and feelings through a variety of activities and materials. This area of learning includes art, music, dance, role-play and imaginative play.

**Religious Education**

Religious Education is a key learning area at Sacred Heart. We aim to develop prayer life by means of learning some traditional prayers, by reflection and silent thought, and by encouraging the children to offer prayers or prayer intentions spontaneously.

Early Religious Education concentrates on helping the children to increase their knowledge of the Bible, in particular the life of Jesus, but a variety of saints are also introduced. They are taught about the sacraments and about the Church's liturgical year. They are encouraged to think about themselves, and their relationships with others. At every opportunity, religious teaching is closely linked to everyday life and actions.
Supporting your Child

Your child's learning will flourish best in an atmosphere of partnership between home and school. It helps the child if he or she finds consistency between expectations at home and in school, and shared values and beliefs.

**How can I help at home?**

- By sharing your faith: praying with your child often and regular attendance at church, teaching your child the value you place in a personal relationship with God.
- Talking and listening: encourage your child to share his or her thoughts with you, and value what is said by listening carefully. In the same way, encourage your child to see the value in listening to others. Encourage good speech habits.
- Having a routine: children thrive on knowing where they stand and what is expected of them. Try to breed good habits of personal organisation - give children responsibility for looking after their own things and gradually increase this responsibility. Have a set time for bedtime, especially before school days.
- Helping them to enjoy learning by sharing books with them, praising their reading, encouraging their interest, counting and playing number games with them, helping their sense of "wonder in learning" to grow.

**How can I help in School?**

- Supporting PTA events. They bring the community of the school closer together and help to generate much needed income that can be spent for the benefit of the children.
- Offering your services. Parents currently help with reading, technology, art, cookery, netball, cricket, swimming and administering the book club. If you'd like to help, please speak to the school office. We ask all visitors (during school hours) to report to the office where they will need to sign in and collect a visitor’s badge, so that no unauthorised adults are allowed in school.

**Please note: Regular visitors are subject to a DBS check.**
July 2018

Dear Parent/Carer

**Your Child Is Entitled To Receive Milk at School**

If your child is joining school in September they will be entitled to free or subsidised milk, depending on their age.

Whilst your child is under the age of 5, they are entitled to receive milk completely **free of charge** under the UK Government’s Nursery Milk Scheme.

When your child turns 5 or if they are already over 5, you have the option to pay for their milk. We have made arrangements with the UK’s leading school milk supplier, Cool Milk, to supply milk at a **subsidised** cost of 22p per day.

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**What you need to do:**

As your child is **under the age of 5** at the start of term, we will register your child for free milk automatically. We will provide Cool Milk with your child’s name and date of birth as part of the registration process.

*Should you wish to opt out of this automatic registration or your child has a milk allergy, please contact the school office as soon as possible.*

When your child turns 5, or if they are already **over the age of 5**, you have the option to pay for their milk directly through Cool Milk.

Please follow the registration process below to continue milk provision after your child’s 5th birthday.

- Visit [www.coolmilk.com](http://www.coolmilk.com) as soon as possible and select "Register your child for milk here", then follow the on-screen instructions to register and pay

*If your child is over 5 and entitled to **free school meals**, we will fund the cost of their milk on your behalf. Please contact the school office if you think you may be eligible.*

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A portion of fresh, chilled milk provides protein, calcium and other vital nutrients, important for your child’s growth and development. It’s also a great way to re-hydrate your child and helping them to concentrate in class.

Should you have any queries regarding your child’s registration or milk supply, please do not hesitate to contact Cool Milk directly at customerservices@coolmilk.com or call 0844 854 2913.

Mrs O’Sullivan  
Business Manager