ABBEY WOOD NURSERY SCHOOL

PARENTS HANDBOOK 2025/2026

Welcome to Abbey Wood Nursery School

Dear Parents/Carers,

The staff and governors welcome you and your child to Abbey Wood Nursery School. We hope to work in partnership with you, to help your child become a confident and happy member of our school community.

Starting somewhere new is often very worrying, so we have written this booklet to help reassure you, to answer some of the most common questions and to give you some general information about how the school works.

Please remember that we are always here to help you and your child. Never be afraid to approach any member of staff but please remember we may occasionally have to ask you to make an appointment if the classroom is busy and you need to talk for any length of time.

With best wishes

Gill Crowley (Headteacher) & Staff

SCHOOL AIMS

At Abbey Wood Nursery School we aim to:

- Work in partnership with parents and the community to provide a happy, enjoyable, secure and stimulating learning environment where everyone will be inspired to do their very best.
- We aim to support your child's love of learning and their ability to learn through play.
- Support your child to develop the skills and confidence that will benefit them throughout their life.

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ADMISSIONS

Parents are invited to fill in an application form after their child's 1st birthday. Applications are kept on file and, as vacancies arise, places are allocated in accordance with the schools admissions policy. Children are admitted the term after their 2nd or 3rd birthday if there is a vacancy. Copies of our Admissions Policy are available from the school office and published on our website.

A childminder's address may be taken into account, in certain circumstances.

Parents may contact the RBG School Admissions Department for advice on all matters related to school admissions on 0208 854 8888.

We offer Full Time and Part Time places

In the academic year of 2025/2026 we have children attending 30 hours (9am – 3pm) or 15 hours (9am – 12pm) five morning places. Places occasionally become available during the year as children move away, so it is always worth enquiring and letting the office know if you need to change attendance.

Children whose parents pay for places (15hrs or 30hrs) or topping up their 15hrs to 30 hrs in school, will move into a 30 hour funded place if they are eligible the term after they get the eligibility code. Parents need to supply the eligibility code by the required date - https://www.childcarechoices.gov.uk

If you wish to apply for additional hours paid or funded, an application form must be completed and submitted to the school office so you can be placed on the waiting list.

This is subject to change, based on filling places.

FUNDED – means funded by the government due to the eligibility of the 30 hours programme for working parents or 'Together for twos' funding for low income families - https://www.royalgreenwich.gov.uk/children-young-people-and-families/early-years-and-childcare/funded-early-learning

PAID – additional hours paid for by the parent/carer where they are not eligible for 30 hours or paid hours for a 2 year old not eligible for working parent funding.

The 'Core Hours' of the school day are as follows:

- 9:00 to 11:45/12:00 Monday to Friday for all children, eligible for 15 hour Government funded places **OR**
- 9:00 to 15:00 for all children eligible for 30-hour Government funded places and for those able to pay top-up fees

The school site is open in term-time, from 9:00 to 15:00.

From September 2025 the school site will be open from 8:00 to 18:00 providing 'wrap-around' care for families who need childcare.

Depending on your child's **funded hours start and/or finish time**, the following additional hours will be available to purchase.

- **8:00 to 9:00** - Breakfast

AND

- **15:00 to 16:00** - Mini Tea
- **15:00 to 18:00**- Extended Tea

A FEE IS CHARGED FOR ANY HOURS OUTSIDE OF YOUR CHILD'S FUNDED CORE HOURS.

EARLY YEARS FOUNDATION STAGE (EYFS)

This is a framework for learning, development and care for children from birth to five. It is divided into 3 **Prime** areas of learning and development:

(1) Personal, Social and Emotional, (2) Physical, (3) Communication and Language, and 4 **Specific** areas of learning and development:

(1) Understanding the World, (2) Expressive Arts and Design. (3) Literacy

(4) Mathematics

We use this curriculum framework to help us observe and plan for your child following their own particular needs, interests and passions at school. We plan activities through play to make sure that every child does things they are interested in, which covers all these areas. This helps children to grow and develop into well rounded individuals.

OUTDOOR PLAY

The Early Years Foundation Stage clearly states that children **MUST** have access to outside provision all year round. Children enjoy playing outside in all weathers including rain and benefit in many ways, some of which are listed below:

- Children can learn to take risks and try new activities
- They can explore the natural environment
- Children have room to run around and shout
- It encourages independence
- Increases knowledge of wildlife, plants, the weather, seasons etc.
- Children will develop physically, mentally and spiritually
- The curriculum experience is different outside

Research shows that boys especially, benefit from outdoor play as they tend to learn from hands-on experiences. Children can exercise their gross motor skills by running, climbing, jumping, balancing etc. Fresh air and exercise are proven to be good for the development of the brain and for a general feeling of wellbeing.

We have an on-site Forest School although not all children will be able to participate, there are many opportunities for the children to have similar experiences as both Forest School leaders are also working in class with the children.

HEALTHY FOOD OPTIONS

As part of our commitment to keeping children healthy at Abbey Wood Nursery School we provide nutritionally balanced menus and cater for a range of dietary requirements.

We have hot meals daily, which are supplemented with freshly baked bread and salad.

We offer water to drink with meals and children have access to water and milk throughout the day.

Dinner menus are published Termly, and can be found on our website also. The varied menu includes all food groups such as rice, potatoes, pasta, chicken, meat, fruit and vegetables. We offer daily vegetarian options.
Please talk to office staff if you do not want your child to have school lunches – information about lunch times is available on our website (https://abbeywoodnurseryschool.co.uk/Parents/School-Meals/).

We also have a mid-session snack table with a variety of healthy snacks for the children to choose from including: a selection of raw vegetables, e.g. carrots, cucumber, celery etc.; a selection of fruits, e.g. orange, apple, melon etc.; breadsticks, low fat yoghurts and fromage frais, rice cakes and crackers. We ask for half termly donations of £10 to help towards the cost of this. We would prefer this to be paid through an online payment system ParentPay – but cash can be given to the office.

SWEETS AND TREATS

If you have sweets or other treats to give your child at home time, we would like you to give them **when you have left the Nursery.** This is so that other parents don't feel under pressure to bring sweets with them each day. As you know, children aren't allowed to bring sweets, crisps or chewing gum or nuts to eat in the Nursery.

BIRTHDAYS AND OTHER CELEBRATIONS

We sing "Happy Birthday" and light candles for each child's birthday, unless parents ask us not to. Please **DO NOT** bring in cakes or food as we are promoting a healthy eating ethos and some children have allergies to certain foods.

Parents often like to bring some food to share when it's their child's birthday or on other special occasions. As part of our Healthy Schools initiative, we are currently reviewing ways to celebrate these occasions which encourage healthy eating. If you decide to bring something, we suggest a variety of fruit to be cut up to share with the children. We ask parents not to bring chewy sweets, lollies, cakes or biscuits or things that contain food colourings or nuts, as many children are not allowed to eat them.

We are keen for the children to learn about food that is eaten as part of special celebrations such as Chinese New Year, Christmas, Diwali, Eid or Passover. If you would like to be a part of this please let the office know. You could bring food in for the children to taste (with clear ingredients list).

HEALTHY TEETH

Recent dental health checks showed that we have an increase in children with tooth decay. **Please help to stop the rot!**

One cause may be sweetened drinks that bathe teeth in a sugary solution. This is why we only allow milk and water in the nursery for the children, except on a few special occasions. Please make sure your child sees a dentist at least once a year.

Presently all children who stay for lunch will clean their teeth after they have eaten. We provide the toothbrushes and toothpaste. Please ask your class team for any further information.

FORMS AND RECORDS

Contact Address Form

You will be asked to fill in a Contact Form, if your child should be taken ill or has an accident at school, it is important that we know how and where to contact you immediately. Please inform the office of any change in address or phone number immediately. Only adults named on the Contact Form will be allowed to collect children, so please let us know of people you want to add to the form. Clearly state the order of who you want us to contact.

School Records

The nursery staff are trained to keep records on all the children's learning and achievements, through careful observation and assessment. These records help staff to plan future learning opportunities for the children.

Your Child's Profile – each child has a folder which records your child's progress through taking photos and keeping samples of their work.

Tapestry – learning log of photos and descriptions accessible through the internet. We upload photos and some observations - parents/carers are also able to add to the log.

You will be invited to discuss your child's progress and comment on your child's record with staff during their first and final term. There will be further opportunities to discuss your child's progress at the Parents meetings. In your child's final term the teacher will complete a Report, which will be forwarded to his or her Primary School and will be also given to the parents/carers.

Parents/carers may ask to see their child's records at any time, but are asked to make an appointment with the class teacher, so s/he can arrange time to see you.

We adhere to a GDPR policies and Privacy Notices that can be found on our website and a paper copy can be requested at the school office.

SCHOOL FUND

We have a voluntary fund which, helps to pay for some of the extras that the children enjoy in school for example:

- Your child's profile book and printing of photos included.
- Buying ingredients for cooking and making dough.
- Healthy snacks which consist of fruit, cereal, yoghurt and a variety of bread and spreads.

We ask for a voluntary donation of £10 per half term (£60 for school year). Prompt payments make it easier for us to budget and enable us to know what we could afford to buy for that half term. If we do not receive enough donations we may have to cut back on the extras that we are able to offer the children.

CLOTHING

Clothing for sale reflects the school's colours.

There is an option to buy T-shirts, sweatshirts and hats with our school logo.

Please see costs below:

Sweatshirts	£9.00
Book Bags	£6.00

(These prices relate to current stock – these price are likely to change in the near future.)

If you are interested please come to the office where they can be purchased.

School uniform is not compulsory, however if you wish your child to have more formal clothes we ask that you ensure your child can go to the toilet by themselves in the clothes they are wearing e.g. jogging trousers or leggings. Do not dress your child in clothes that you do not want them to get paint, glue or dirt on and they may get them on themselves at any point.

BASE ROOM STAFF

Children are admitted on to the register of one of the three Base Rooms, although they are encouraged to move freely throughout the school in order to benefit from the whole curriculum and from the skills and support of all the staff. Each Base Room has a balance of girls and boys, younger and older children and children who may have Special Educational Needs and Disabilities (SEND).

Each Base Room has a team consisting of a Teacher, Early Years Practitioner and Teaching Assistants who liaise closely with the teams in the other two rooms. They collect and record information about the progress of the children on their register and keep in good contact with parents about the children's development and general well-being. The base room will be your child's "key team" and they should always be your first contact with any questions or concerns.

All of the teachers have a special interest in the education of children in the early years and are also qualified to teach throughout the Primary age range.

All four EYP's are qualified to work with children aged 0-7 years and have also completed other training courses.

The Base Room teams often have the benefit of additional support from students and parent helpers. Children with Special Educational Needs sometimes have the benefit of a Learning Support Assistant working with them, under the direction of the class teacher.

The children also benefit greatly from the warm relationships they develop with our valued support staff that include the Administrative Staff, Kitchen Staff and Premises Manager.

ATTENDANCE

School hours; 15 hours are offered as a morning place 9-11.45

30 hours are offered via five full days and attendance is 9-3pm

AUTHORISED ABSENCE FROM SCHOOL

The school has a clear policy on attendance, which is intended to promote good patterns of attendance and punctuality. Copies are available in the Office. School registers are inspected regularly and it is important that staff know the reason for any absence. You must report it via Studybugs (https://studybugs.com) or call 020 8311 0619 to let us know on the first day of absence why they cannot attend. If we do not receive a message or phone call, we will contact you to find out why your child is absent.

Acceptable reasons for absence include:

- Illness or attendance at a clinic or treatment centre

Reasons which are not considered acceptable include:

- Going shopping.
- Visiting friends or relatives.
- The headteacher cannot give authorised absence for holidays in school time.

Late arrivals must be recorded. A child will be counted as late 15 minutes after the start of a session.

If your child has sickness or diarrhoea then they must stay off school for 48 hours after the last episode as directed by the Health Protection Agency.

Holidays

Full details of holiday dates are given to each family and spare holiday lists are available in the office and on the website. All schools are required to hold five Staff Training days (INSET).

HEALTH AND WELFARE

Illness

Please keep your child at home if she/he is unwell. The school needs to know the reason for your child's absence, particularly if an infectious illness is involved. After sickness or diarrhoea, there must be a clear **48 hours** before the child returns to school.

Medicines

We do not administer any medication for illness unless it is for a permanent medical condition such as asthma, eczema, anaphylactic shock reactions, epilepsy etc. Only prescribed medicines in the original, named containers are acceptable. In this instance we will arrange for specialist staff training for administering the medication and will need written permission from you. If you have any queries please see the office.

If your child receives antibiotics from the doctor they need to remain at home for a period of at least 48 hours and you will then need to make arrangements for the course to be completed that does not involve nursery staff. Hopefully, a couple of days away from nursery will help speed up the child's recovery

Health and Other Services

Speech and Language Therapists, Educational Psychologists and Educational Social Workers sometimes visit the school by appointment. They are able to offer help and advice to both staff and parents about the children's welfare. If the staff have any concerns about a child, these will always be discussed with the Headteacher and the child's parent(s). Similarly, if you have any queries or problems regarding your child, please do not hesitate to contact the Headteacher or Class Teacher.

Children with Special Needs (SEND)

It is the aim of the school to meet the individual needs of children and all children are encouraged to become as independent as circumstances will allow. Where a child has specifically identified educational needs the school will endeavour to make appropriate provision. Close links are maintained with the Educational Psychologist and Speech Therapists and the school will assist parents who wish to make use of these services.

Child Protection Policy

Every member of staff has a responsibility for the safety and welfare of the children who attend the school.

Staff have a duty to refer to the Designated Child Protection Officer if they have concerns about signs which may indicate that a child is suffering, or is likely to suffer, "significant harm" from neglect, physical injury, sexual abuse or emotional abuse.

Designated Person is:	Headteacher	Gill Crowley
Assistant Designated Persons:	Assistant Head SENDCo	Sophia Osborne Bonnie Moriarty
Named Governors are:	Jo Rawlings – Chair of Governors	

BEHAVIOUR MANAGEMENT

We believe that children should develop respect for themselves, their peers and adults.

We build children's self-confidence and self-esteem and value individuality.

Staff have developed strategies for reinforcing acceptable behaviour, for example by encouraging and supporting children in setting limits for themselves and praising good behaviour. It is important to lead by example and our staff will demonstrate good manners and courtesy at all times. Our experienced staff will deal with instances of unacceptable or inappropriate behaviour promptly and professionally.

If there is any real concern about a child's behaviour we will always discuss it fully with you and agree the way forward together.

SCHOOL RULES

These are few and are based on common sense and relate to the general safety, health and cleanliness of the children. We encourage children to show care and respect for each other as well as the wellbeing of other living creatures.

Adults who come into school are expected to act as good models of behaviour for the children. Smacking, shouting and use of abusive language are not acceptable within the school.

Please do not bring dogs into the school grounds. We also ask that dogs are not tied up at the barrier outside the school entrance, or near to the gate.

MOBILE PHONES/CAMERAS

Mobile phones/cameras **must not be used** while on the school premises. This is for the protection of your child and is a safeguarding precaution.

ANTI-RACIST POLICY & EQUAL OPPORTUNITIES STATEMENT

We believe that every child should have the same opportunities, regardless of their sex, class, race, religion or physical ability. To ensure this equality, we continually challenge the traditional roles and expectations of both boys and girls. In all areas of learning we

ensure that the school reflects and values the cultural diversity of the children and we encourage mutual respect and understanding of differences.

We believe it is essential to combat racism firmly and consistently, and will never ignore any racist incident. We will always speak to the child or adult concerned to establish the facts and make it clear that racism, in any form, will not be tolerated. We are required to record all incidents of racism in accordance with Local Authority policy.

PARENTAL INVOLVEMENT

We see nursery education as a partnership, and welcome the involvement of parents within the school. There are many different ways of becoming involved and we would be pleased to know about your particular skills and interests. We are happy to suggest where help would be appreciated in the school and also things you could help us with at your home. Please tell us about your child's learning at home so that we can support this at nursery too, this is a great way forward for your child.

If you would like to volunteer in school please talk to Gill or the class team. We are always looking for Parent Governors and the children love it if someone is able to come and share books with them. We also love to have parent volunteers in Forest School. There are opportunities to volunteer in other areas if you do not want to be with the children. We are always looking for people interested in gardening and grounds maintenance.

BOOK BORROWING SCHEME

Children are invited to borrow one book at a time from the school and there is a system for recording which books have been taken home and returned. When your child is admitted, you will be given the opportunity to buy a red "book bag" to keep any books you borrow clean and safe. Recent research shows that young children really benefit from reading the same books at home and at school, helped by an interested parent,

member of staff or perhaps an older brother or sister. Children become good readers through having lots of opportunities to read books and talk about them both at home and at school. Please only take one book at a time and always put it into a bag.

We hope you will enjoy borrowing books from the nursery and reading them at home with your child.

- Help your child to choose a book that she or he will ENJOY.
- Have a look at the cover together. Talk about the picture and title.
- Let your child hold the book and turn the pages.
- Talk about pictures – they help children understand what the book is about.
- Read the book again and again if your child wants it. This helps children to remember the story. It also helps them to recognize some of the words. Point out important words and familiar letters.
- Let your child "read" the book to you by talking about each picture.
- Encourage your child to join in the familiar bits of the story. Children like adding the end of sentences.
- Read exciting books. Your child will want to know what happens next.
- We will be very soon opening a library – we hope to have a grand opening in 2026.

HOME LANGUAGE

Dual language books are available within the school and are used to support children who are learning English as an additional language. We also recognise that all children benefit from hearing and knowing about languages other than their own. Each year to coincide with Black History Month we have a celebration of the children's heritage. We encourage parents to come in and tell stories in their home language.

OUTINGS

Outings are an important part of the nursery curriculum in broadening the children's experiences. Some outings are local, but others may require the hire of a coach and the payment of an entrance fee. In such circumstances, the trip would not be possible without a voluntary contribution from parents to cover the cost. We also welcome and need parents to accompany us on outings in order to ensure children's safety. (It is essential to have at least 1 adult per 2 children).

TRANSFER TO PRIMARY SCHOOL

All schools in Greenwich have one point of entry year in September. You are advised to read the booklet on choosing a Primary School in Greenwich – section "Quality Education in Greenwich". We have very good links with Alexander McLeod Primary School and the majority of the children from this nursery school go on to that school.

You cannot assume that your child will automatically get a place at Alexander McLeod Primary.

You must make an application for Primary school through school admissions. Please find information at the following web address

http://www.royalgreenwich.gov.uk/schooladmissions

See Gill Crowley for further information.

We always hold a Stay and Play in the Autumn term to help parents who may be finding applying for a place difficult or need additional support.

GOVERNORS

We have a Governing Body comprising of parents, staff, representatives from the Local Authority and representatives from other organisations involved in the school. A list of Governors can be found on the school website.

The Governing Body meets regularly and is involved in all aspects of school life such as finances, the curriculum, building and personnel issues.

Our Chair is Joanne Rawlings, a former parent. You may contact her in complete confidence at any time by leaving a note at the office.

COMPLAINTS PROCEDURE

The school aims to provide the highest quality education and care for all our children. We do however acknowledge that on occasions issues may arise and want you to know what steps you can take resolve the matter.

Making concerns known:

- Talk with the teacher within base rooms about worries or concerns about provision
  OR
  Meet with a member of the Leadership Team.
- If you are unsatisfied with the outcome within two weeks then put your complaint or concern in writing and request a meeting with the Headteacher. (Both parties can have a friend /partner with them and written record of the discussion should be made).

Most complaints are usually resolved at this stage.

All complaints are taken seriously and dealt with fairly and confidentially.

In the unlikely event of the matter not being resolved to your satisfaction you may:

- Contact Greenwich Family Information Service
- Contact Ofsted putting your complaint either by telephone (03001231231) or in writing to: The National Business Unit, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

Ofsted regulations require providers to investigate all complaints and inform them if a complaint is made.

All complaints are recorded and kept in the main school office of the School.

Inappropriate Behaviour by Adults - We expect all adults in the school to model good behaviour for the children, including parents or visitors. On those rare occasions where visiting adults are rude, abusive or threatening to staff or pupils, they will be escorted from the premises and may be banned in line with Royal Greenwich policy.

If you believe another child has upset or hurt your child, please inform a member of staff. Under no circumstances should parents take matters into their own hands. Use of bad language by adults on or around the premises is not tolerated. The Headteacher and all adults in the school have a responsibility for safeguarding all our children. If we have concerns about the welfare of a child or suspect any kind of abuse, we have a duty to follow procedures as outlined in our Child Protection Policy. This policy is available on request.

STAFF (April 2026)

Headteacher	Gill Crowley
Assistant Head	Sophia Osborn
SENDCo	Bonnie Moriarty
Office Staff	
School Business Manager	Michelle Campbell
Administrative Assistant	Barbara Pancsics
Space Room	
Teacher	Buki Awolowo
Early Years Practitioners	Sally Galloghly/Leah-Marie Willmore
Moonlight Room	
Teacher	Csilla Macbean
Early Years Practitioner	Klara Hoxha
Star Room	
Teacher	Sophia Osborn
Early Years Practitioner	Sophie Campbell
Teaching Assistants	Ann Veitch Jane Byron Jackie Richards Pat Barnard Roxanne King (on maternity leave)
Premises Manager	Daniel Gbasai
Casual – Employed by School	
Teaching Assistants	Amy Simmons Anna Hollingsworth Caroline Talbot-Saker Chra Namiq Danielle Caton Danielle De Baeza Hananeel Ampofo-Darko Kristina Doda Racheal Eriagbor

	Sandra Turner
	Susana Francisco
Cook	Tracey Edington
Cleaners	Leslie Chapman/Debbie Barns-Thosett

Contact Details

The following information will be of use to you:

School Contact Details:

Abbey Wood Nursery School
Dahlia Road
Abbey Wood
London
SE2 0SX
Tel: 0208 311 0619
admin@abbeywood-nur.greenwich.sch.uk
website: http://www.abbeywoodnurseryschool.co.uk/
School business manager's email: mcampbell@abbeywood-nur.greenwich.sch.uk

The school is administered by the London Borough of Greenwich.

The address of the local Education Office is:

Greenwich Education Office
The Woolwich Centre
Wellington Street
Woolwich
SE18 6HQ
Tel: 0208 854 8888

The name of the Headteacher is: Gill Crowley

Frequently Asked Questions

1. What about collecting my child?

When your child is settling your class team will tell you when to collect your child. Every child's settling in is individual to your child, we want them to leave happy. Once your child is settled then you can collect them anytime during the last 15 minutes of the session – 11.45am-12pm or 3pm-3.15pm. Only the people on your contact form will be allowed to collect your child from school. Only children over 16 will be allowed to collect your child if they are on your contact form.

2. What should I do if my child is absent from school?

Absences can be reported through Studybugs (https://studybugs.com) or call on 02083110619 to let us know the reason for the absence. It is important that you bring your child on time and every day to set up good patterns of attendance and to ensure your child gets the full benefit from having a nursery place.

3. What clothing is best for my child at school?

Comfortable and easy for your child to manage. Joggers, trousers with elastic waists, shorts, skirts and dresses are practical for going to the toilet and for climbing. Long coats and trailing cords are dangerous when climbing, shoes need to be sensible for climbing and running. Do not send your child in their best clothing, they will be using paint and glue and although we provide aprons their clothes may accidentally get paint on them.

4. Do I have to have school uniform, hats or book bags?

School uniform is optional, but we do request that your child brings a named hat for the summer to wear in the garden. You will need a book bag in order to

borrow books with your child to share at home. They can be paid for through ParentPay and collected from the school office after payment.

5. What happens if my child does not get to the toilet on time?

We would find it really helpful if your child is as independent as possible in going to the toilet but the staff will give reminders to children if necessary. We do have a limited stock of spare clothes if needed. Please supply a named bag with a supply of extra clothes for accidents. Please remember to return nursery clothing washed as soon as possible.

6. What if my child has an accident?

Each room has an accident book in which they record any "bumps, scrapes, falls or bruises" your child may have at school. You will be asked to sign this book if your child has had an accident. In return we ask that you tell us if your child has had an accident at home, or if they have not told a member of staff about an accident in school. **Staff have to be aware of their Child Safeguarding responsibilities. The designated teachers for Child Safeguarding are Gillian Crowley, Sophia Osborn and Bonnie Moriarty.**

7. Can my child have sweets or toys in school?

Some children may have need of a "comforter" for a few days when they start but we prefer that when they are settled toys are taken home by parents. We do offer healthy snacks on a daily basis during the nursery session such as fresh fruit, vegetables, cereal, yoghurt, bread and honey. **Children are not allowed to have sweets in school**. Please do not give sweets to your child at home time until you have left the nursery.

8. What if my child does not like milk?

Every child is entitled to a carton of free milk, but for those who do not drink milk we always provide water for all the children.

9. Can my child wear jewellery to school?

For safety we request that children do not wear jewellery to school. If your child has pierced ears then stud earrings are permitted, hoops could get caught and injure earlobes. We cannot be responsible for children swapping, lending or losing their possessions.

10. Do you celebrate birthdays at school?

Yes, we do. It's usually at story time. We have a pretend cake, light the candles and sing Happy Birthday. You are welcome to bring in birthday fruit for your child to share with their friends. Please let us know if you do not celebrate birthdays at home.

Please do not bring toys or party bags for the other children.

We feel it is important to learn about religious and traditional customs that our children celebrate such as Divali, Chinese New Year, Eid, Holi and Christmas. We really appreciate the help and guidance of parents to ensure we give the correct information so we can share together the traditions of other cultures – please speak to a member of staff.

11. How can I find out more about how you teach the children?

We have our registration and stay and play day for new children and their parents and you are able to ask questions on the Home Visit day. We hold meetings for our new parents during their child's first term, you will be invited to meet with

your child's teacher to discuss their settling in. Staff are always available for informal chats and will arrange meetings at convenient times.

Please don't try to communicate with staff during drop off and collection times. Asking the office team to make an appointment would enable us to safeguard your child at busy times.

12. How can I help in the school?

Parents and carers are always welcome in the school but it may be better to wait until your child is settled before volunteering to stay. Chat to the staff in your child's room about what you would enjoy doing – reading stories, playing board games, computer, cooking. It is up to you but we are happy to make suggestions.