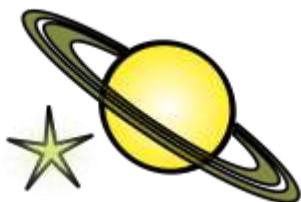




ABBEY WOOD NURSERY SCHOOL

Space Room



Moonlight Room



Star Room



Rainbow Room



PARENTS HANDBOOK

2018/2019



Welcome to Abbey Wood Nursery School

Dear Parents/Carers

The staff and governors welcome you and your child to Abbey Wood Nursery School and Children's Centre. 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 (Acting 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.

CONTENTS

	Page
Admissions	4
Early Years Foundation Stage	5
Outdoor Play	5
Healthy Food Options	6
Forms & Records	7
School Fund	8
Clothing	8
Base Room Staff	9
Attendance	10
Authorised Absence from School	10
Health & Welfare	11 & 12
Behaviour Management	13
School Rules	13
Mobile Phones	14
Anti-Racist Policy	14
Equal Opportunity Statement	14
Parent Involvement	14
Book Borrowing Scheme	15
Home Language	15
Outings	15
Transfer to Primary School	16
Governors	16
Complaints Procedure	17
Staff List	18
Contact details	19

ADMISSIONS

Parents are invited to fill in an application form after their child's second 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 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 School Admissions Department for advice on all matters related to school admissions on 0208 854 8888.

Full Time/Part Time place admissions

In the academic year of 2018/2019 we have a maximum of 36 funded 30 hour places allocated on a first come first served basis. Places occasionally become available during the year as children move away, so it is always worth enquiring.

Children who are in paid full time places in the Two year old part of the school can move into a 30 hour funded place if they are eligible the term after they turn 3.

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 changed based on filling places.

FUNDED – means funded by the government due to the eligibility of the 30 hours programme

PAID – additional hours paid for by the parent/carer where they are not eligible for 30 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 cover 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 well being.

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.

For those children who stay for lunch weekly menus are planned using fresh, seasonal fruit and vegetables and are prepared and cooked on the premises by our fantastic cook.

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

Dinner menus are published weekly, and displayed clearly for the parents. The varied menu includes all food groups such as rice, potatoes, pasta, chicken, meat, fruit and vegetables. We offer daily vegetarian options.

We also have a mid session snack trolley 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.

Birthdays – we enjoy celebrating birthdays at the school. We make it a special occasion by singing Happy Birthday and lighting candles on a ‘cake’. Please DO NOT bring in cakes or food as we are promoting a healthy eating ethos and some children have allergies to certain foods (see additional letter).

FORMS AND RECORDS

Contact Address Form

You will be asked to fill in a Contact Form, because 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.

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.

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 held each term. In your child's final term the teacher will complete a Nursery Transfer Form, this is your child's first school record and will be forwarded to his or her Primary School.

Parents 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 are in the process of developing a GDPR policy.

SCHOOL FUND

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

- The profile book and printing the photos.
- 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 £5 per half term. This would make it easier for us to budget and know what we could afford to buy for that half term. If we do not receive enough funds we may have to cut back on the extras that we offer the children.

CLOTHING

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

Please see costs below:

Sweatshirts £9.00

Book Bags £5.00

(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.

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 Assistant 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, Meal Supervisors, Kitchen Staff and Premises Manager.

ATTENDANCE

School Hours

(3/4 yr olds)	Morning Session	9am – 11.30am
	Afternoon Session	12.45pm – 3.15pm
	Additional Hours	9am – 3.15pm
(2 yr olds)	Morning Session	9am – 12.00am
	Afternoon Session	12.15pm – 3.15pm
	Additional Hours	9am – 3.15pm

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 phone to let us know why they cannot attend on the first day of absence please. If we do not receive a 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 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.

Holidays

Full details of holiday dates are given to each family and spare holiday lists are available in the office. 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: Acting Headteacher Gill Crowley

Assistant Designated Persons: SENCo Yvonne Sharp
 Class Teacher Bonnie Moriarty
 Class Teacher Sophia Scarth

Named Governors are: Clive Mardner

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.

Rules are very few and are based on commonsense. They relate to the physical safety of the children, basic hygiene and cleanliness. We encourage children to show care and consideration for others in all aspects of Centre life.

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 well being 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 Centre 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.

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.

Please only take one book at a time and always put it into a bag.

HOME LANGUAGE

Dual language books and story tapes 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 and we finish the celebration with a day when children dress up in traditional dress or story characters.

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 and in order to ensure children’s safety. (It is essential to have at least 1 adult per 2 children).

TRANSFER TO PRIMARY SCHOOL

From 2010 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 a 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.

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 Valerie Richeux, 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 centre.

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 (January 2019)

Acting Headteacher

Gill Crowley

SENCo

Yvonne Sharp

Office Staff

Clerical Assistant

Michelle Campbell/April Gbasai

Space Room

Teacher

Bonnie Moriarty

Early Years Practitioners

Leah-Marie Willmore/Nicola Fiddler

Moonlight Room

Teacher

Ellie King

Early Years Practitioner

Sally Galloghly

Star Room

Teacher

Sophia Scarth

Early Years Practitioner

Csilla Macbean

Rainbow Room

Early Years Practitioner

Billie-Jean Kent

Teaching Assistants

Anna Zdrodowski De Jesus

Ann Veitch

Ella Thornton

Emma Cleary

Klara Hoxha

Manjit Manku

Roxanne King

Sorcha Crowley

Terri Shepherd

Apprenticeships

Michelle Laken

Louisa Brummitt

Premises Manager

Premises Assistant

Daniel Gbasai

Richard Jackson

Bank Staff

Early Years Practitioners

Caroline Barber

Silifat Abolaji

Teaching Assistants

Denise Black

Julie Rimmer

Cook

Kerry Green

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

headteacher@abbeywood-nur.greenwich.sch.uk

website: <http://www.abbeywoodnurseryschool.co.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 Acting Headteacher is: Gill Crowley