

Keston Primary School

Nursery Handbook





KESTON PRIMARY SCHOOL

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Dear Parents and Carers,

I am delighted to welcome you to Keston Primary School. We are committed to providing a caring and stimulating environment where every child can thrive. We aim to do the best we can to make you and your child feel welcome and to make the transition into our Nursery classes as easy as possible.

At Keston, we recognise that parents play an important role in their child's education and we therefore hope to establish a strong working partnership with you. This handbook is one of the first steps towards this.

We realise that you will have many questions and we hope this handbook will give you some of the information you need.

We look forward to working with both you and your child. We hope that this is the start of a long and happy journey in your child's education.

With best wishes,

Helen Green
Head of School



Keston Nursery is part of the primary school and consists of two large bright classrooms with integral toilets and a large outdoor space, including a sheltered area, mud kitchen and digging area, allotment area, and sand pit. Our school site has an extensive range of outstanding facilities that really enhance our learning environment. The fields and playgrounds are generously sized and therefore allow us to offer a range of sporting activities, including the famous weekly Keston Kilometre.

We have a pond which is abundant with aquatic life and is used regularly by classes, including the nursery during the spring and summer months. Our computer suite has 30 computers and is accessed weekly by children from Year 1 upwards. All classes also have access to other electronic devices such as chrome books. We have a dedicated music studio and 2 halls which allows us to maximise learning opportunities across the school, including, sports events, extracurricular clubs and performances.

The Nursery provides spaces for 52 children. Children enter the Nursery in the September of the academic year in which they are 4 years of age. The children attend five days each week



during school term time and are based in classes of 26, each with a full time teacher and a teaching assistant. All children attend every morning session with an option to stay all day in sessional care, paying fees for the extended session. The Sessional Care provision, which is managed by the Early Years Leader, is staffed by nursery nurses and teaching assistants – with an overall ratio of 1:8 (children with Special Educational Needs may be allocated additional adult support).

A separate application must be made to the Primary School of your choice for entry into Reception classes, as children do not transfer automatically to Keston Primary School.

SESSION TIMES

Session	Funding	Timings
Mornings (5 x weekly)	15 Hour Funded for all	9 am – 12 pm
Sessional Care Optional session patterns booked in advance	Self-Funded or FEE Funded	12 pm – 3 pm

Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) applies to children from birth to the end of the Reception year.

Teaching in Nursery is delivered in accordance with the government's document, 'The Statutory Framework for the Early Years Foundation Stage'. It is an approach which brings together children's welfare, developing relationships and learning and development. The curriculum is centred on seven areas of learning, the prime and specific areas:

Prime Areas of learning:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

And Four Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



None of these areas can be delivered in isolation from the others. They are equally important and depend on each other. All areas are delivered through a balance of adult led and child initiated activities. In each area there are Early Learning Goals (ELG's) that define the expectations for most children to reach by the end of EYFS/Reception.

These are underpinned by the 'Characteristics of Effective Learning', which show the learning styles of individual children.

- **Playing and Exploring** – Children investigate and experience things, and 'have a go'
- **Active Learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **Creating and Thinking Critically** – Children have and develop their own ideas, make links between ideas, and develop strategies for doing things



Learning and Development



At Keston we believe that 'Play' is how children learn best. Play can be seen as;

Purposeful
Learning
Activities for the
Young

'Children's play reflects their wide ranging and varied interests and preoccupations. In their play children learn at their highest level. Play with peers is important for children's development.'

Through play our children explore and develop learning experiences, which help them make sense of the world. They have the opportunity to practise skills, develop ideas and think creatively alongside other children as well as individually. The children communicate with others as they investigate and solve problems.

'When children have opportunities to play with ideas in different situations and with a variety of resources, they discover connections and come to new and better understandings and ways of doing things. Adult support in this process enhances their ability to think critically and ask questions.'

Children at Keston are given opportunity to be creative through all areas of learning, not just through the arts. Adults support the children's thinking and help them to make connections by showing genuine interest, offering encouragement, clarifying ideas and asking open questions. Children in our Early Years classrooms can access resources freely and are allowed to move them around the classroom to extend their learning.



Our staff regularly observe the children in their play, working closely with individuals and with groups of children. We keep individual records for each child in every area of learning and share our assessments with parents/carers. These records are passed on to the next school/class and a summary of the children's achievements is provided for parents at the end of the Nursery and subsequently their Reception year.

Sessional Care

A maximum of 32 children may attend Sessional Care from 12 noon until 3pm. Parents/carers are required to sign a contract agreeing to pay in advance for their chosen days and half a terms notice is required for changes to the arrangements.

Sessional Care is staffed by a professional and experienced Early Years team. It is managed by the Early Years Leader, organised day to day by a nursery nurse and supported by teaching assistants to provide a ratio of 1:8.

The children eat lunch together in the infant school hall and may bring in a packed lunch or request school dinners (at an additional cost).

Lunch Boxes: the school promotes 'Healthy Eating' and we request that you provide a sensible amount of food that might include a small pot of prepared fruit; some chopped raw vegetables, a small sandwich and perhaps a small yoghurt (please remember to pack a spoon). The children will drink water, which is provided. Please do not send crisps or chocolate or drinks. We put all uneaten food back in their lunch box so that you can assess how much they have eaten. The Nursery does not have access to a fridge – so please provide small ice packs and be wary of sending meat etc. in the warmer weather. You are asked not to send any nuts or knowingly include any foods containing nuts into Nursery.

When children are collected from Sessional Care before 3pm on any day, parents/carers need to access the Nursery via the school office. Should your child be absent from contracted afternoon sessions, payment will still be required.

On occasions when we will not provide *Sessional Care* (e.g. school trips) you will not be charged. We endeavour to give you plenty of notice. We usually offer a 'workshop' session for an entire morning each term where we ask that each child has an adult to work alongside them. On workshop days, Sessional Care can be provided during the afternoon.

Useful Information for New Parents

Daily Routines

Doors open at 9.00am; please aim to arrive in the playground at 8.55am to ensure a prompt start to the day.

The children will be welcomed into the classroom by a member of staff. They will independently hang up their coats, change their reading books and self-register themselves.

The children will then have time to explore the classroom activities before being brought together for registration and carpet time.

At the end of each day, parents/carers will wait outside the entrance doors and the children will be handed over one by one. During this time, we may pass on any necessary messages about your child's session.

See below for a rough timetable of a typical day in nursery.

9.00 – 9.20	Nursery begins, self-registration and child-initiated activities	
9.20 – 9.30	Whole class carpet time	
9.30 – 11.30	Child-initiated activities/teacher led activity	
11.30 -11.40	Tidy up time	
11.40 – 11.50	Whole class carpet time	
11.50 – 12.00	Mornings Only Children	Sessional Care
	Getting ready for home and home time	Getting ready for lunch
12.00-1.00		Lunchtime
1.00 – 1.10		Whole group carpet time and registration
1.10 – 2.30		Child-initiated activities/Nursery Nurse led activity
2.30 – 2.40		Tidy Up time
2.40 – 2.50		Whole group carpet time: story/singing
2.50 – 3.00		Getting ready for home and home time

Uniform

Please name all clothes and shoes which your child wears to nursery.

Girls and Boys:

- White or blue cellular collared sports shirts or T-shirt with school badge
- Royal blue sweatshirt with school badge
- Winter - navy blue track suit bottoms/leggings
- Summer – royal blue shorts

Hair:

Patterns shaved into the hair are not permitted, hair falling below the shoulders must be tied up with blue, yellow or white ties. Hairbands should be plain blue, yellow or white – no flowers. Gel may be used to neaten the hair but not for styling.

Shoes:

Trainers or closed in shoes - with velcro fastening only so they are easy for them to remove with a rubber sole to prevent accidents, especially in the outside area. If children wear boots to school please send another pair of shoes for them to change into. Trainers, boots and open-toe sandals are not acceptable.

Coats:

Coats should be school jackets, or any navy, royal blue or black coat

Hats/caps:

School cap or royal blue or white hat or cap – no logos

Any uniform items (outlined above) with the school's logo must be purchased from:
Cladish (9am-5.30pm)
29-31 Woodcote Road
Wallington
SM6 0LH
020 8669 9992
www.cladishsports.co.uk

Things for the Start of Term

- **Draw String Bag:** When the children start Nursery they will need a small, clearly named draw-string bag to leave at Nursery, containing a complete set of spare clothes (including socks). We find children are much happier to change into their own clothes when/if necessary. Please also provide a small pack of wipes. Keston school bags are available for purchase if you wish.
- **Book Bags:** Children are encouraged to choose a book and take it home to share with parents/carers each evening. To protect the books, we ask you to provide a bag for this purpose. Keston book bags are available to purchase from Cladish in Wallington.
- **Tissues:** Each child is asked to bring a box of tissues at the beginning of each term.

Emergency Contact with Parents

It is essential that we are able to contact you in the event of an emergency. All parents are required to complete a Pupils Information Form, providing an emergency number as well as other daytime contact numbers. You are requested to ensure that you inform the school office of any updates in this information.

Collections

Please follow the pick-up routine on the previous page. If a different arrangement has been organised or if your child is being picked up by someone else, please inform staff at the beginning of a day. If the situation changes during the day, please phone the school office to confirm.

*If you bring or collect your child at any other time during the school day you must enter via the school office.

Absences

If your child is going to be absent from school, please advise the school office by telephone or in person before 9.30 am. Children may not attend school if they have been sick or had diarrhoea during the previous 48 hours. Parents will be contacted if their child is thought to be unwell during the school day.

Health and Safety - Access to School and Parking

Access to the school for parents and children is through the entrance in Court Avenue. The gates will be unlocked from 8.30 until 9.10, 11.50 and 12.15 and for sessional care from 2.45 until 3.30. For entry outside these times, you will need to contact the school office via the intercom. Parking is available on Court Avenue and surrounding roads but as you will appreciate these roads become very busy. We would ask you to take care if parking in surrounding roads so as not to obstruct local residents' driveways. Never park, drop off or pick up on the yellow lines outside the school.

We encourage the children to walk to school where possible; we have a number of scooter pods and parking for bikes and would encourage you to use these.

Dogs are not permitted on the school site at any time.

Medical Information

Allergies and medical conditions need to be communicated to the school before the first day. Along with school dinners, cooking and tasting different foods is a part of our curriculum so it is important that we know of any food allergies.

If your child requires regular medication or has been prescribed a course of antibiotics, a medical form must be filled out in order for staff to administer this.

Asthma pumps need to be sent in on the first day labelled clearly with your child's name, along with a completed medical form.

Medical forms are available from the school office.

Food and Drink

We have a policy of only allowing water in school. Your child should bring in a clearly named water bottle every day. Water is readily available on site too.

Children are not permitted to bring snacks, sweets or toys to school.

The school is however part of the national 'free fruit' scheme and your child will therefore be provided with a piece of fruit each day.

If your child is under 5 they will (if registered by you on the Cool Milk website) be given free milk; once your child reaches 5 years of age you will be able to purchase milk via the same website.

Educational Visits

Our school provides a range of educational visits and school workshops for the children in each year group. Our ability to provide these opportunities depends upon contributions received from parents to offset the costs involved.

Letters giving information about each trip, together with details of the contribution required, will be sent out as necessary. No child will be excluded on financial grounds but it may be necessary to adjust the programme according to the level of contributions received.

Parent Helpers

Parents are welcomed to help in the classroom, and on school trips. Should you wish to be involved you must apply for a DBS check via the school office. Parent helpers are reminded that confidentiality is essential when taking part in school activities; all regular helpers will be asked to sign an agreement to this effect.

School Fund

School fund is used to provide for Christmas activities, gifts, cooking, playdough ingredients etc. A voluntary contribution is requested at the start of the autumn term. (£10 per year and £5 for additional children – payments are made through Parent Pay)

Parent Teacher Association

Keston Primary School has an active PTA to which all parents automatically belong. It is lively and well supported and the school owes much to the efforts of past and present members, in the amount of furnishings and equipment which has been provided for the children. Their cooperation and interest has greatly enriched the life of the school. An AGM is held in the Autumn Term and a warm welcome is extended to all new parents. Each class has a representative and meetings are held regularly.

For additional information about our school, please refer to the School Brochure available on our website at www.kestonprimary.org.uk