



Version 1.1 Updated July 2022

# Welcome to Nursery

At Robin Hood Primary School



# Welcome to Robin Hood Nursery

At Robin Hood our vision is;

*To be a community of learners – children, staff and parents – aiming high to excel and exceed!*

We are an inclusive school and we promote great learning attitudes and behaviours through our Learning Charter to enable pupils to become happy, lifelong learners who acquire skills and knowledge to become confident adults and responsible citizens.

Our school has 5 core values:

1. *Expect excellence*
2. *Show respect*
3. *Collaborate well*
4. *Embrace challenge with resilience*
5. *Motivate and inspire*

We are a school who wants primarily for your child to be safe and happy at school whilst making great progress in their learning. We believe that learning is a two-way partnership, involving school and home. Where there is a strong relationship between school and home children make much more progress and we passionately believe that parents are a child's key educator. We hope that this partnership will begin today and get stronger over your child's journey through our school.

# How you can get involved

## Hoods Helpers

Hoods Helpers are a group of parents and carers who help fundraise for the school. They do this by running a variety of events for the children and their families, previous events have included second hand uniform sales and subsidising school trips.

## Volunteer

We welcome help from parents/ carers and other volunteers. There are lots of different ways that you can help such as listening to children read, helping to make resources and accompanying classes going swimming or on visits. Please let the school office know if you are interested in volunteering.

# Other information

Head teacher: Mrs. N Bridges

Telephone: 0115 9153982

Address: Beckhampton Road, Nottingham, NG5 5NA

Website: [www.robinhoodprimary.co.uk](http://www.robinhoodprimary.co.uk)

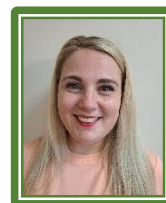
Office email: [admin@robinhood.nottingham.sch.uk](mailto:admin@robinhood.nottingham.sch.uk)

We hope you have found the information in this leaflet useful for more details please visit our website where a full School Prospectus can be found.

# Who's who?

At Nursery, we understand the strength of our provision hinges on the competence and expertise of our staff. We only appoint the best-qualified staff that share and promote our philosophy and love to outstanding Early Years provisions.

We have a dedicated Early Years leader who is a qualified teacher and oversees the quality of provision in the nursery. She leads the team of key people in nursery to ensure this is of the highest quality.



Charlotte Howard, Early Years Teacher



Laura Storey, Early Years Teacher

## Key person

Every child at Nursery will be allocated a key person. The key person role is designed to support both children and families responding to the needs of the child as they settle and grow in our nursery environment.

A key person engages with parents in order to:

- Promote a positive relationship between nursery and home
- Help children settle at nursery, offering reassurance and comfort
- Provide regular feedback to parents

A key person meets children's needs by:

- Ensuring children's next steps and interests are effectively planned for, based on regular observations and assessments
- Being inclusive – aware of each child's needs related to their culture, background, and any learning disabilities, dietary requirements, and sensitivities

# Nursery life!

## Session times

We offer morning, afternoon or all-day sessions (all-day sessions are available if you are entitled to 30 hours free childcare, see below)

- Morning session            8:45am – 11:45am
- Afternoon session        12:30pm - 3:30pm
- All day                        8:45am – 3:30pm

Anyone arriving late for a session needs to report to the school office.

## 30 hours free childcare

In line with the Government's Childcare initiative, we are able to offer 30 hours. To find out if you are eligible to qualify, please visit [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

## Attendance

At our nursery and primary school, we attach great importance to good attendance and we are fully committed to supporting the Government's drive to improve attendance for the benefit of its pupils

Young children learn quickly. We have an intensive curriculum and children miss a lot of valuable learning in just one day, which is difficult to re-visit. Ongoing assessment and monitoring of progress is continual. Although nursery children are of non-statutory school age and not subject to DfE attendance regulation, we believe that good attendance habits need to start in the nursery in preparation for transition to Primary School.

## Absence

Parent's/ carer's should telephone or email school to let us know the reason why a child is absent from school. If we do not receive a message, you may receive a call, text or email from the school.

## Children with additional/ special education needs and disability (SEND)

We are committed to supporting children with additional / special educational needs and disabilities. Children are identified by a set of criteria including progress information as well as through discussion with parents. Provision is differentiated and reasonable adjustments are made in order to meet the needs of the child and ensure accessibility. Parents and external agencies are closely involved.

## Complaints policy

Please refer to our complaints policy, available on the school website. The school endeavours to resolve any concerns parents/ carers may have through information discussion with teachers and senior manager. However, where concerns have not been addressed to parent's satisfaction the complaints procedure should be followed. Formal complaint arrangements should, in the first instance be directed to the Head Teacher.

## GDPR

The General Data Protection Regulations (GDPR) came into effect in 2018, our privacy policy reflects these changes and continues to ensure we keep personal data secure. Our privacy policy is available on the school website, it explains how we use your data and for what purpose.

### Pastoral care – enquiries and concerns

General enquires and concerns regarding your child should be directed in the first instance to your child's key worker, or Early Years leader. We do operate an open-door policy, but please be mindful that the start of session can be a busy time for staff and children and it may be best to ask to see a member of staff at the end of the session. Should you require a longer appointment please ask for a meeting to be arranged.

We also have a SENCo Manager – Miss Helen Crawford, and a Nurture Team, led by Mrs Paulette Carlisle. They both work closely with parents and children, offering advice and support on a range of pastoral matters including medical concerns, dietary and care needs, sleep, behaviour, multi-agency working, anxiety, loss and change, social and emotional engagement, attachment, nurture needs, transitions etc. Please contact the school office to arrange a meeting.

Please keep us up to date of a change in family circumstances, which may affect your child's general well-being and progress e.g. bereavement, separations, family member's ill health so we can support them if necessary.

### Equal opportunities

At Robin Hood Primary School, we believe that all pupils should have equal access to educational experiences regardless of their race, religion, gender, age, social/cultural background and ability. Fairness to the individual is the basic principle of our policy and practice. We want all our pupils to achieve their full potential during their time with us and as such we work to ensure that our expectations, attitudes and practice support this.

### Lunch

School meals **must** be booked via Parent Pay. If they are not booked we cannot guarantee your child will receive a hot meal. You do not have to have school meals every day, you can choose to bring a packed lunch for some days if you would like.

If bringing a packed lunch to school please ensure there are NO NUTS in the food and that the lunchbox is named.

Hot meals are provided by Nottingham City Council and cooked on site by our chef Nicky and her team.

### Milk

Free milk is available to all children under 5 years old in school, funded by the UK Government. We will register your child for their free milk on your behalf by providing your child's name and date of birth.

If you DO NOT want your child to receive free milk please inform the school office.

### Dietary requirements

If your child has dietary requirements following a medical diagnosis we need a letter from your G.P. or Dietician detailing the conditions along with any diet/information received (please provide a copy when you return your admission form).

If we do not receive a letter from G.P. or Dietician we are unable to enforce the requirements with the child if they ask for food they are not allowed.

### Asthma and ongoing medical needs

If your child requires regular medication or has any health or medical needs you feel we need to know about, please speak to the nursery staff or school office who will be able to provide you with the relevant forms to complete. A medical care plan may be required depending on the severity of the allergy or need.

## Behaviour

We always expect high standards of behaviour and have three golden rules.

1. *Do as you are asked first time*
2. *Show respect at all times*
3. *Take care of everyone and everything*

## Clothes and footwear

Uniform is optional in Nursery. The children take part in a wide range of activities, some of which involve using glue, paint, water etc. We do our best to keep them clean and dry with suitable aprons but please do not send them in their 'best' clothes. Please send a spare set of clothes in their bags in case we need to get them changed for any reason.

Please ensure that shoes are suitable for running and that your child is able to get them on/ off easily. We go outside in all weathers so weather appropriate clothing is required, e.g. hat and gloves in winter, sun hat in hot weather. All clothes, particularly coats, hats and gloves/ mittens should be named. If your child can go to the toilet independently please dress them in clothes that they can undo themselves.

Children cannot wear make-up, including nail varnish. Children can only wear small stud earrings. When children can tell the time, they can wear a watch. The school cannot take responsibility for the loss of any personal belongings.

Children often put bits of equipment they like in their pockets, if you find anything that belongs to us – please bring it back!

If you would prefer your child to wear school uniform, it can be ordered via [www.just-schoolwear.co.uk](http://www.just-schoolwear.co.uk) or the school office.

## Toys

Please make sure that your child does not bring any toys to nursery. We cannot ensure that their toys are not lost or broken and this can upset the children. We have plenty for the children to explore and experiment with!

## Intimate care

Your child's comfort and privacy are very important to us. Our Intimate Care Policy is used throughout the school but is used more frequently in our Foundation Unit and particularly in Nursery. Some of our Nursery age children require help with toileting and personal hygiene at some point. Intimate care is defined as any care that involves washing or touching a child. For example, help with eating, drinking and toileting.

When carrying out intimate care, staff will bear in mind the following principles:

- Children have the right to feel safe and secure.
- Children have the right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children should be respected and valued as individuals.
- Children have the right to privacy, dignity and a professional approach from staff when meeting their needs
- Children have the right to express their views and have them heard

Procedures for intimate care can be found in all areas of the school where this might take place, for example toilets and nappy changing stations.

Our Nursery staff will keep a record each time a child receives intimate care. You can ask to see this at any time. Staff will of course notify you if they have any concerns. Please discuss any intimate care issues with staff. Please note we cannot administer any creams/ medicines unless prescribed by a doctor.

# Policies and Procedures

## Safeguarding

To enable us to keep your child safe please let us know if someone different is going to collect them.

## General Illness

It is our policy that children with sickness or diarrhoea do not attend for at least 48 hours after the last episode. This is important to limit the spread of bugs.

## Accidents and illness at nursery

We aim to provide a safe and exciting environment for all our children. However, as we encourage them to become increasingly independent and teach them to manage risks, accidents can happen.

We have paediatric first aid qualified staff on site at all times. We will send home accident forms for minor injuries e.g. scrapes. We will always call you if they bump their head.

If your child is taken ill, or has an accident at Nursery, we will contact you as quickly as possible. We will contact you from the details on the Green Admissions Form. Should these details change, please inform the school office immediately.

## Tapestry

We use Tapestry to keep you informed on your child's activities and achievements. It is a secure online journal to record photos, observations and comments. You will be given a consent form to complete to access this system.

## Parent Pay

All bookings for your child will be done via Parent Pay, e.g. school meals and trips. We also use this system to send you emails and updates about school activities. Once your child is set up on our computer system you will receive a letter with more details.

## Learning Charter

The whole school follows the learning charter for every aspect of school life



## Starting nursery

Before your child starts Nursery they will be invited to a stay and play session with a parent/ carer. This allows your child to meet the Nursery staff and play in our wonderful setting. If you need further information or wish to ask us anything further about the Nursery, please do get in touch.

## Settling in

We hope the transition in to Nursery goes smoothly, however we do recognise that sometimes some children need a little extra support. We have found that often it is easier for a child to settle without the distraction of parents/ carers so ask that you leave once you have dropped your child off.

We are very used to helping children develop strategies to cope with separation and find that directing them towards activities and/ or friends really helps them to settle quickly. If a child really struggles to settle after you have left, please be reassured we would contact you.

## How you can help at home

- Interest your child in everything around you. For example, on the way to nursery, look for different colours or shapes, point out shop signs etc. There are endless possibilities!
- Always take time to listen to your child. Answer questions simply and truthfully
- Have quality interaction without distractions – put your mobile devices away!
- Always look at and appreciate things your child has done or made. For examples, their drawings, paintings, models etc.
- Make time to become involved in your child's games and help them to choose appropriate television programmes and videos
- Make time to talk about shared experiences
- Try to find time each day to read to your child.

- Join the library and visit it regularly
- Encourage your child to:
  - o Share with others and take turns in games
  - o Care for books, toys and possessions
  - o Listen to stories
  - o Draw and paint regularly
  - o Speak clearly
  - o Know their name and age
  - o Recognise own name
  - o Tidy up
  - o Dress himself/ herself
  - o Go to the toilet alone and wash hands
  - o Learn songs and rhymes

## Transfer to reception

Places at the Primary School are administered by the Local Authority. You will be given a letter (around September time in the school year that your child turns 5) explaining how to apply for a place at school.

*Please note that attending Robin Hood Nursery does not guarantee your child a place at Robin Hood Primary School, you must follow the application process outlined on the letter.*