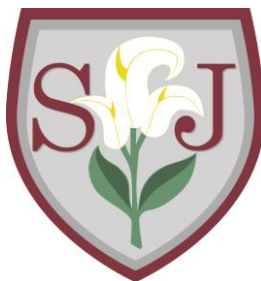


Nursery Booklet

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Mission Statement

St Joseph was a worker.

The community of St Joseph's works hard together.

We respect and care for each other.

We are open to and for each other.

We make wise choices and always do our best.

We learn to live life to the full.

Jesus said: I have come that they may have life, and have it to the full.

John 10:10

Welcome to St Joseph's Nursery Class

Children join St. Joseph's Nursery at the beginning of the academic year in which they are 4 years old. There is one point of entry into the Nursery each year in September. We offer full and part time places and dates of entry are staggered so that staff can get to know each child in a smaller group and help them to settle in.

Children are entitled to 15 hours free childcare per week. The top up fees, which mean your child will stay until 3:15pm are £120.00 per week. This amount includes a fresh, hot school lunch. Please refer to your Nursery contract (pink form) for ways to pay this.

Settling In

Beginning Nursery can be a very bewildering time for you and your child. Some children and parents will find it easier to say goodbye than others, but we do encourage all parents to try to say goodbye at the door and thus allow the children to develop independent skills from the very start. Leaving your child can be sad, but the majority only take moments to recover so we urge you to be brave!

Always say Goodbye – it can be tempting to slip away without them realising, but in the long run it is better that they know that you have gone than to suddenly realise you have departed and worry about it. If your child becomes unduly distressed at any time we will, of course, contact you.

The children soon love to wave you off, hang their own coats, register their names and generally show you how they have matured so please support these good habits and rejoice in their achievements.

The Curriculum

The Foundation Stage is the period of education from age three to five. The last year of the Foundation Stage is called Reception Class.

This period is a distinct stage with its own 'Early Learning Goals', which work towards during their time in Nursery and Reception Class.

This stage is called the Foundation Stage because it gives children secure foundations for later learning. Childhood is important in itself and we want all children to have enjoyable and satisfying childhood experiences. Early experiences also affect children's attitudes to learning. They create the basis for later learning, in school and beyond. This prepares them for work on the National Curriculum at Key Stage 1.

What are the areas of learning for young children?

The goals are a series of aims within the seven areas young children's development and learning.

Personal, Social & Emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

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.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, space and measure.

Understanding the World involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Physical Development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement.

Expressive Arts and Design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

During the Foundation Stage, these areas of learning will be introduced in ways that are suitable for young children, often through play. We build on children's existing skills and interests and on their play activities, in order to help them.

How will my child learn?

All children learn best from experiences that are suitable for their stage of development. Play is key to the way young children learn. Through play your child can develop for example: the social skills

needed for personal development; and the skills needed for writing. In that way your child will become more independent and will be able to tackle simple problems.

In addition we follow the 'Come and See' Religious Education Programme for Primary Schools, as laid down by the Diocese of Westminster. The curriculum has specific and age appropriate teaching and learning objectives for young children.

Record keeping and Assessment

The Foundation Stage Profile is a way of summing up the progress and learning needs of children at the end of the Foundation Stage. It is based on continuous observation and assessment and on all areas of the early year's curriculum. Each child has a learning journey which celebrates their achievements. Parents are invited to add elements from home and to share in their child's special moments. We take photographs for these special books. There is a separate form for parental consent for photographs.

Times

The Nursery Day runs from 9:00 am – 3:15 pm for full time children and from 8:45 am – 11:45 am for part time children.

The Nursery doors open at 8:45 am and all children should be in school by 9:00 am

Children arriving after 9:00 am will be marked late in the register.

Part time children are collected at 11:45 am and at 3:15 pm for full time children. Please try to be prompt as the day is already very long and tiring for young children.

Small children can become very upset if they are left after the other children have gone so if you are unavoidably delayed, please

contact the school office on **020-7286-3518** so that we can reassure your child.

Even if you have older siblings to collect, we ask that you collect your Nursery child first at 3:15 pm and take them round to collect their brothers and sisters. We know your time is precious and it may seem inconvenient, but it will give you and your child an opportunity to have a few minutes alone together to talk about their day before the older children are dismissed.

Please ensure we know who will be collecting your child. If your child is going home with someone other than their usual carer (even if it is a friend from the Nursery) on a regular or occasional basis, please notify a member of Staff and complete a Consent Form.

Similarly, please ensure we are notified if your child is NOT allowed to be picked up by a specific person.

Structure of the Nursery

Throughout the day, the children have opportunities inside and out to participate in a variety of directed and independent activities. We have weekly music sessions with our Music teacher, P.E. on the junior children's play ground and use the school hall for dance sessions. Periodically, we are also visited by the librarians from Maida Vale library. Other trips have included London Zoo and Paddington Recreation Ground.

Snack Time

Fresh milk and snacks of fruit and vegetables are provided for children. Drinking water is freely available throughout the day.

School Lunches

School lunches are prepared freshly at school and are very popular! The menu is always on the website and is displayed at the front of the entrance. Children are encouraged to try the food and we will, of

course let you know if there is anything they are not eating. Lunchtime is a social time where the children eat together. Children eat their lunch in their classroom with their teacher and assistants.

Keeping You Informed

There is a notice board at the Nursery Entrance where general notices and letters are displayed. We will also send you information regularly to keep you up to date with forthcoming events, topics and any other relevant information.

There will be parental consultations during the year to discuss your child's progress.

Nursery Uniform

The Nursery children are expected to wear their St Joseph's school uniform at all times.

This consists of green tracksuit bottoms/shorts, a green sweatshirt and yellow t-shirt or polo neck jumper.

The sweatshirt and t-shirt has the St. Joseph's logo. These can be purchased from Ace clothing – contact details are available from the school office.

School shoes should be sensible, please, with Velcro fastenings, no jelly shoes or open-toed sandals.

Socks should be worn at all times.

Long hair should always be tied back, please ensure that your daughter's hair accessories are green.

ALL ITEMS OF SCHOOL UNIFORM SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

Toileting

All children should be '**toilet trained**' before they start school but we know that accidents do happen so we have changes of clothing available in the Nursery.

Please wash and return any borrowed items as soon as possible

Messy Play

Children are encouraged to wear aprons for messy/wet activities, but mishaps do occur. All Nursery paints and felt tips should be washable but we advise soaking stains in a solution of washing up liquid to ease laundering.

Items from Home

Please discourage your child from bringing toys etc. to school. We cannot guarantee their safekeeping and treasures from home often cause disputes amongst the children.

Wearing jewellery in the Nursery is not allowed except for small ear studs.

Positive Behaviour Management

At St. Joseph's Nursery, we work hard to support the children's personal, social and emotional development. When there are disputes or upsets between children, we always encourage them to reflect on and talk about what happened and suggest a better choice for next time.

We would appreciate your support with this policy.

Birthdays

Birthdays are very important days!

Birthday children may like to bring small treats to share with their classmates. **As a healthy school, we only allow fruit or other small items, such as stickers.**

We only distribute birthday invitations in the class if all the children have been invited as it can be very upsetting for those who have not been included.

Sleep and Illness

Please ensure that your child gets plenty of sleep! Nursery can be very tiring and your child will benefit more if they are alert.

If your child is sick, please make sure that they are kept at home until they are well enough to cope with Nursery. Please do not send your child into school if they have vomited in the night – children are often too tired or unwell to cope with the busy schedule and can become very distraught if they return too soon. Current guidelines recommend that children should stay at home for 48 hours from the last incidence of diarrhoea, sickness or vomiting. Please inform us of any infectious conditions (especially German measles, Chicken Pox and head lice).

Every family is asked to please donate a box of value, supermarket paper handkerchiefs to help us cope with colds and sniffles!

Parent Helpers

Once the children have settled, we always welcome offers of parental help in the Nursery. Sharing books with the children, playing board games and helping with creative activities benefits the children greatly and gives you an opportunity to see how the Nursery works!

We also welcome help with our weekly cooking sessions.

We regret that younger siblings cannot accompany you when you are helping in the Nursery.

Holidays during term time

The Governing Body does not allow holidays to be taken during the school term as the school year is carefully planned to ensure continuity and progression in all subjects. When children are absent from school they miss the opportunities offered by the curriculum and fall behind in their studies, therefore holidays in term time will not be authorized except in extenuating

circumstances where proof will be required. An appointment must be made with Dr Viana to discuss any absence.

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Transition to Reception

In the Nursery we understand that the move to Reception can be quite daunting and bewildering.

At the end of the term prior to their departure, we will spend some time preparing your child for the 'next step' so that it will be a smooth and happy transition. Applications for Reception class are managed by Westminster City Council education Department.

Don't forget, we need to know

- Of any changes of address or telephone numbers
- Who will be coming if you are unable to collect your child
- If you will be late collecting your child
- If your child has any infectious conditions
e.g. Chickenpox, German Measles, head lice
- If your child is absent - please phone and send in a letter on their return
- Of any changes at home which may affect your child
- Of any medical conditions

Our aim is for the Nursery to be a place where your child feels happy and secure and where you, the parents, feel able to discuss concerns, share in the education of your child, make friends and become part of the school. If, at any time, you or your child is unhappy about anything, no matter how trivial it may seem, please do come and talk it over with us.

We hope you have found this booklet useful and we look forward to working with you.