

# John Ruskin Primary School and Language Classes

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Headteacher: Clare Tayton

## Brandon Nursery Class Information for Parents



**Child's Name:**  
**Start Date/Session:**

*"Be Responsible, be fair, stay positive and care"*

Celebrating 10 years as an Ofsted Outstanding school

**Booklet for Academic Year September 2023– July 2024**

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## **Staff**

Class Teachers:	Louise Tsergas and Karen Jackson
Teaching Assistant:	Diane McCooley
Nursery Nurse:	Emma Allen

## **Starting Nursery is a very exciting time for both children and parents!**

Children are introduced to a stimulating but unfamiliar environment. To ensure a successful 'settling in' experience we expect a parent/carer be available to stay with their child. This gives a child a sense of security so that with the encouragement and assurance of a familiar adult s/he is able to choose to get involved in nursery activities. The nursery staff will liaise with parents individually to let them know when this support is no longer needed. **On those occasions where a child may take longer to settle, we will ask the parent/carer to continue to stay until the child is fully settled.**

We encourage families to become a part of nursery life so that all children can see this first step into a school environment as an adventure. Once these family links have been formed, we hope they will then strengthen and flourish throughout your child's time at Brandon Nursery.

## **Part Time & Full Time Places**

All children are offered a free part time nursery place. Once a child has settled (minimum of 3 weeks part time), you may be offered a full time place. Funding is available for working parents or you can pay a 'top-up free'. Please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) for information on how to register for a free full time place or talk to the school office for more details on the 'top-up' fee. The top up fee is £65 per week and is payable in half term blocks.

## **Nursery Full-time policy and procedure.**

Children are able to stay full-time in the Nursery if they meet all of the following criteria;

- They have completed the minimum of 2 weeks part-time and 1 week part-time + lunch.

- They are able to stay for the whole part-time session happily and without support from a familiar adult.
- They are working within the 30-50 age band for PSED
- They are able to demonstrate appropriate listening skills, unsupported in group sessions.
- They can manage their toileting needs independently.
- They are able to eat their lunch independently, feeding themselves and eating the majority of their food provided by their parent/carers
- They qualify for the government scheme for 30 free hours of childcare, or their parents/carers have agreed to pay the top-up fee to school.
- There is a space.

**\*A NURSERY PLACE DOES NOT GUARANTEE A RECEPTION PLACE. YOU MUST REGISTER YOUR CHILD WITH YOUR LOCAL EDUCATION DEPARTMENT TO BE CONSIDERED FOR A SCHOOL PLACE. WE DO NOT ALLOCATE RECEPTION PLACES**

### **Home Visits**

Before your child starts Nursery we would like to visit them at home. This really helps your child feel more at ease and ready for their first day at nursery and gives you the opportunity to tell us more about your child. You will be offered a home visit at the beginning of the term when your child will start nursery. Parents have told us that they find these visits very helpful for their child.

### **Classroom Organisation**

The nursery has 26 part time places available per session.

#### **Times**

Morning session starts at	08.45am
Morning session ends	11.45am
Afternoon session starts at	12.15pm
Afternoon sessions ends at	3.15pm

It is **essential** that your child arrives on time and is collected on time every day. Doors are opened 5 minutes before the end of the session to give parents opportunities to speak to staff and greet their children. Children must be collected by an adult who is known to us. Please let us

know if someone we would not recognise is coming to collect your child – this is for their safety.

**Timekeeping is monitored for all children and late arrivals and collections are recorded on your child's attendance file.**

Parents who repeatedly bring their children late or fail to arrive at the correct collection time will be contacted by our Headteacher who may consider removing your child from the school roll.

### **The Early Years Foundation Stage**

We offer your child a broad based, varied and stimulating curriculum which encourages learning through social play and awareness, language development, independence and co-operation.

Each term we work to a different topic. Our planning is flexible and allows us to follow through on areas of learning in which the children have demonstrated a particular interest.

We value and respect the work that our children do.

Each child in Nursery and Reception has a Learning Record. Nursery staff use this to assess, through general observation, each child's development. Each child has a key worker who closely tracks your child's progress and development.

The profile will stay with your child throughout the Nursery and then be transferred to their Reception Class.

### **Contributions**

We ask parents to contribute 50p per week to the Nursery fund. Please pop it in the collection tin.

Resources such as play-dough, pasta, cornflower, snacks etc. are not provided out of school funds.

### **Uniform / Clothing**

**Do NOT send your child to Nursery in their 'best' clothes.** Children are learning to control materials they are working with and sometimes have accidents with paint/glue/water etc.

All John Ruskin School uniform can be purchased at <https://www.earthuniform.com/collections/john-ruskin-primary-school>  
Secondhand/Used school uniform items can be purchased at <https://uniformerly.co.uk/search-listings/?q=&c=17273>

Book bags and ties are also available to purchase from the school office.  
**Blue logo sweatshirt (not compulsory)**

### **Reception to Y6 - Compulsory Uniform**

- Blue school v-neck jumper or cardigan with school badge,
- White long or short sleeved shirt worn tucked in to trousers/shirt or
- White polo shirt worn tucked into trousers/skirt
- Navy blue long trousers, knee length shorts (summer only) or skirts.
- Tie (elasticated for infants if required)
- Navy and white checked school dresses in the summer months.
- Plain white, grey or navy tights or socks (below the knee) for girls.
- Plain white, navy or grey socks for boys
- Headbands and headscarves worn for religious reasons must be navy or white.
- Sensible black school shoes (no boots or open toed shoes, no sandals, no heels)
- No elaborate hair ornaments, hair bands & slides should be dark blue, white or black

No hooded jumpers or zip up tops, no hooded fleecy jackets/cardigans

Fashion led and elaborate hair styles and visibly 'gelled' hair or spiked hair/shark-fin styles, shaved styles & designs are not allowed. Long hair should be tied back.

As young children constantly work with sand, water, paint, glue etc. they should wear short-sleeved shirts or T-shirts under their sweatshirts.

Children are expected to use the toilets without assistance so it is easier if you dress your child in elasticated clothing, rather than buttons, zips and difficult fastenings.

**ALL** clothing must be labelled with your child's name.

Sensible shoes must always be worn. If it is raining or snowy and your child wears boots or wellingtons, please ensure they have a pair of shoes to change in to when they are inside. Open-toed sandals are dangerous and therefore not permitted.

In the interest of your child's safety, **only small stud earrings may be worn in school**. Please remove all other items of jewellery from your child before sending him/her to school each day.

### **Educational Visits**

Sometimes the children go out on Educational Visits. These visits are chosen to focus on a particular area of the curriculum.

It is very helpful if you can accompany the class on such visits, please let your child's teacher know if you are able to help in any way.

Such visits can only take place if we have enough adults to help with supervising children.

### **Books**

Your child is given the opportunity to choose a book once a week. Books are chosen by the children themselves and sometimes supplemented with books or resources to stimulate your child's development further. Please share and enjoy the books with your child and teach him/her to **respect books**. Please provide a suitable book bag for your child to use. Please return books so we can provide a new selection each week.

The school has to make a charge for all lost or damaged resources so please take care of them at home.

### **Food and Drink**

Free milk is provided for every Nursery child. Please let us know if your child does not drink milk. Drinking water is available as an alternative.

The children also have a snack (apple, tomato, etc) with their milk. Please do not allow your child to bring any food or drink from home unless requested by the nursery team due to allergies in the class.

Please discourage your child from bringing items from home unless requested by the nursery team as these occasionally get lost.

### **Healthy Nursery snack and lunch**

As part of the Southwark Healthy Food initiative we are pleased to be able to offer all Nursery children a free healthy snack, for part time pupils, or free healthy lunch for full time pupils. These have been very popular and the children have really enjoyed them.

### **Packed Lunches (Full Time pupils only)**

If sending a packed lunch instead of a free healthy school lunch, please do not send in drinks as all children are provided with water and milk. NO sweets/chocolate to be sent in the packed lunch, healthy options must be included daily, please ensure that your child is provided with fruit or vegetables as this is a school rule.

### **Absence from School**

If your child is going to be absent from school you **MUST** contact the nursery (before 09.30am for Morning Session children, and before 1.00pm for Afternoon Session children), to provide a reason for the absence.

Any child who is absent without us receiving a reason, will be treated as an unauthorised absence from school, and recorded accordingly onto your child's attendance record.

Wherever possible, please book appointments for your child outside of school hours. Most opticians, non-urgent medical appointments etc. can be booked after school hours, at weekends or during the 13 weeks school holidays.

### **Holidays during Term Time**

Family holidays should be taken during the official school holidays. If you require **exceptional leave** (e.g. death/serious illness of a relative) you **MUST** complete a request form available from the school office and submit it to the Head Teacher and supply supporting evidence.



**Children who are taken on long extended holidays during term time, without the written permission of the Head Teacher, will be removed from the Nursery list and the place will be offered to the next child on the list.**

### **General Staffing Information**

Headteacher - Clare Tayton

Deputy Headteachers –Donna Brooks and Hamilton Nwokolo

Assistant Headteacher – Liz Corbyn

Business Manager –Jonathan Verity

Premises Assistant –Tony Hill

If you have any general queries, please do come to see us in the main school office and we will be happy to advise you, or make appointments for you to see the appropriate person.

**Office Hours are 8.00am to 5pm daily.**

## Term dates for next academic year – 2023/24

### Autumn Term

**INSET days: Monday 4 and Tuesday 5 September  
(school closed to pupils)**

Wednesday 6 September – Friday 20 October

*Half Term Monday 23 October – Friday 27 October*

Monday 30 October – Wednesday 20 December (school  
closes at 2pm)

### Spring Term

Monday 8 January – Friday 9 February

*Half Term Monday 12 February – Friday 16 February*

Monday 19 February – Thursday 28 March (school closes  
at 2pm)

### Summer Term

**INSET day: Monday 15 April (school closed to pupils)**

Tuesday 16 April – Friday 24 May

(May Day Bank Holiday will be taken on 6 May)

*Half Term Monday 27 May – Friday 31 May*

Monday 3 June – Tuesday 23 July (school closes at 2pm)

**INSET days: Wednesday 24 and Thursday 25 July  
(school closed to pupils)**