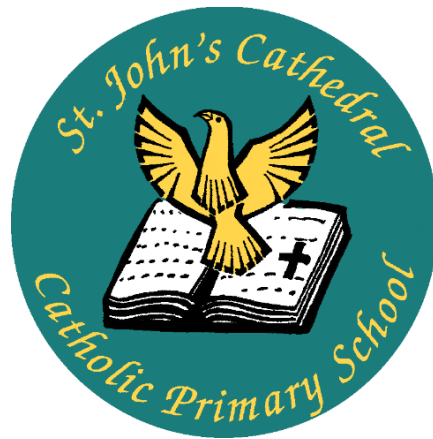


St. John's Cathedral Catholic School



Nursery Handbook

Welcome

We are pleased to warmly welcome you and your child to
St. John's Cathedral Catholic Primary School.

Our aims are to help your child to become
resilient, confident and independent learners.

Young children learn and develop best when they are in a safe and
stimulating environment, encouraged to explore and play and we will support
your child in many different ways to ensure they reach their full potential.

Our Vision at St. John's

**is to ignite a love of learning that enables every child to achieve their
very best.**

The Gospel values of

love, respect, generosity, creativity, responsibility and justice

are at the heart of all we do at St. John's.

This is echoed in our school mission statement

Loving to learn; Learning to love

We aim to make

Children

We are a welcoming and inclusive school where all children are treated as
unique individuals, aiming to nurture their self-confidence, respect, resilience
and independence in all they do.

Parents

We work in partnership with parents, carers and the wider community to enable
all children to achieve their full potential.

Staff

We have high expectations of everyone and work together to support one
another to promote the wellbeing and development of all staff.

Curriculum

We provide an engaging, broad and values-based curriculum which inspires a
love of lifelong learning.

Environment

We provide a safe, stimulating and challenging environment in which all
children thrive and learn.

Contact Details

Main Office: 02392 821055
Email: admin@stjohns.portsmouth.sch.uk

Nursery Times

Morning Sessions	8.40 a.m. – 11.40 a.m.
Afternoon Sessions	12.40 p.m. – 3.40 p.m.
Full Day	8.40a.m. – 2.40p.m.

Starting Nursery

Before each child starts at the Nursery we offer the opportunity of a home visit by the teacher and nursery nurse. The visit is an opportunity for you and your child to get to know us in a setting familiar to you and for us to answer questions you may have. It is also an opportunity for us to offer support and understanding as you prepare your child to join us.

Nursery Staff

Mrs Andrews is our Nursery Teacher. She is supported by our teaching assistants. Our staff are very friendly and are always available at the start and end of each session should you have any queries or concerns. During the session, the staff will engage with your child through a range of activities such as singing, dancing, music and rhyme, stories, early listening skills, maths concepts and games, exploring the world and the creative arts. Your child will also have times where they will have the freedom to lead their own learning within our nursery environment.

Nursery Times

The morning nursery session starts at 8.40am and ends at 11.40am.

The afternoon session starts at 12.40pm and ends at 3.40pm.

Please bring your child to the nursery at the start of their session and line up outside the gates – the staff will invite you inside at the appropriate time.

At the end of the session, please collect your child from this same point.

Punctual arrival at nursery is vitally important to ensure a calm start to the session for your child, to ensure that they don't miss out on any learning time and to instill good practice from a young age.

Communication

We have an 'open door' approach here at St. John's Nursery and welcome parents and carers into our school and nursery.

You can always speak to teachers or teaching assistants briefly at the start or end of each day. We communicate school information via text and email which will go to the first person on the pupil information form. We aim to update our website regularly and a weekly newsletter is also provided.

We will soon get to know you and staff will recognise whoever collects your child at the end of the nursery session. We will never let a child go home with someone that we do not recognise or if you have not informed us of this. Please always contact us if someone different is collecting your child.

There may be occasions where we need to contact you (for example, if your child is ill during the session). Please ensure that your contact details are kept up to date – this can be done through the Arbor app, the school office will provide you with a link to register.

Your Child's First Day

Starting nursery is a big day for you and your child. Lots of children settle in easily once they have visited the nursery but some take a little longer and this is quite normal. If your child is reluctant to leave you when they arrive at nursery, you can help them by being very positive. Don't spend too long trying to settle them in – please hand them over to a member of staff and say goodbye with a smile. Please don't worry – your child will usually be happily playing within a few minutes.

Clothing

We feel that wearing our school sweatshirt helps our children to feel part of our school community, and so would like our Nursery children to wear the sweatshirt where possible. The sweatshirt can be purchased online www.brigade.uk.com . In addition to that please dress your child in clothes that are easy to get out of; clothes like dungarees are very difficult for your child to undo when they

are going to the toilet. Overalls will be provided for painting but please be prepared for the odd splat of paint.

Please ensure everything your child wears to Nursery is labelled clearly to help prevent them getting lost. We also ask you to provide a spare set of clothes clearly named in a carrier bag.

15 and 30 Hour Provision

All children are able to access 15 hours of free nursery sessions from the age of 3. Some families are eligible for 30 hours of free sessions – please visit www.childcarechoices.gov.uk to see if you are eligible.

Early Years Pupil Premium Funding

The Government currently provide additional funding to our school and nursery for each pupil that is eligible for the Early Years Pupil Premium. This funding enables us to provide additional equipment, support and activities for children in our nursery. To ensure that we receive this additional funding for your child, we ask that parents who qualify take up their entitlement to the Early Years Pupil Premium. Eligibility criteria and details on how to apply are below:

Your child's school may qualify for the Early Years Pupil Premium if your child attends a nursery and you receive one of the following benefits:

- income support
- income based jobseeker's allowance
- income related employment support allowance
- support under Part VI of the Immigration and Asylum Act 1999
- child tax credit, provided you are not entitled to working tax credit and have an annual income
- assessed by HM Revenue & Customs) that does not exceed £16,190
- guarantee element of state pension credit

Keeping your child safe at Nursery

All statutory policies and documents regarding safe-guarding are available from the office and also online www.stjohnscathedralschool.org.uk

You can also view the Early Years Policy and Safeguarding Policy on the Parent Board in the main room of the Nursery.

Keeping your child safe is of the greatest importance to us. In order to help us do this, there are a number of ways you can help:

1. Emergencies

When your child enters nursery you will be asked to complete a form giving us details of where to contact you if your child is unwell at Nursery. It is very important you tell us of any changes to your address or telephone number. We also ask for a second contact number in case we are unable to contact you.

2. Illness

If your child is ill please telephone the school and keep them at home. In the case of an upset stomach and/or vomiting we ask that you keep your child at home for 48 hours after symptoms have disappeared. All absences must be followed up by a letter.

3. Headlice

Please check your child's hair regularly, and if you discover that your child has headlice please treat them before they return. If we become aware of a case of headlice we will send a letter out to remind parents to check their child's hair. Nit combs can be purchased from the school office.

4. Jewellery

For health and safety reasons we ask children not to wear jewellery to nursery.

5. Accidents

If your child has an accident at nursery, a member of the nursery staff will inform you, or whoever collects your child at the end of the session. In an emergency we will try to contact you, but if necessary a member of staff will accompany your child to hospital. Please inform us of any changes to your child's medical details e.g. continuous medication, drug allergies, rare blood groups.

6. Meeting your child

Please tell a member of staff if someone different will be collecting your child from The Nursery. Children will not be released to a person who is unknown to us. If you find you are unable to collect your child once your child is at nursery please telephone the office to inform us who will be collecting your child.

7. Appointments

If your child needs to leave the nursery mid-session, or will be arriving late, owing to medical, dental, or other appointments, you will need to collect your child and sign them in/out at the school office.