



Welcome to Nursery



Dear Parents/Carers,

First of all, thank you for choosing St Cuthbert's for your child's Nursery year. We hope your child will be very happy at our school.

This 'Welcome Pack' has been designed to provide you with some useful pointers and information to help both you and your child settle as quickly and smoothly into St Cuthbert's Nursery as possible.

Our school website is also full of useful information about St Cuthbert's. You can visit our website using the link below:

<https://www.stcuthbertsk.newcastle.sch.uk/website>

If there is anything further you require, please do not hesitate to contact our school via the main office telephone number 0191 2860129.

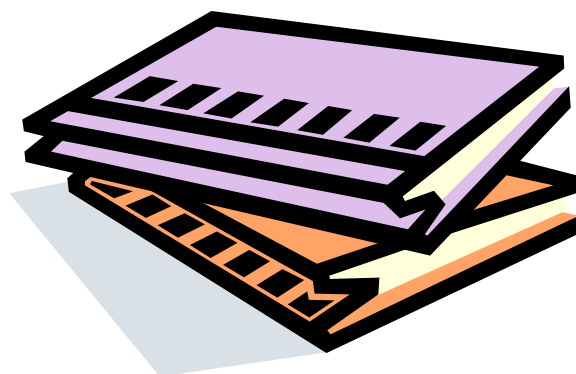
We look forward to working in partnership with you and your child to ensure they have the very best start to their school life.

Best wishes,

**Mrs Bullerwell
Headteacher**

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Welcome to St Cuthbert's Nursery

Your Nursery teacher will be Miss Graham

Nursery Days

The Nursery day starts at 8:50 am and finishes at 3:00pm. This year some children have a **full time** Nursery place where they will attend Nursery for **five days** a week. Our **part time** children will come to Nursery either on a:

Monday & Thursday 8:50 -3:00 pm and Wednesday 12:15-3:00 pm

or

Tuesday & Friday 8:50-3:00 pm and Wednesday 8:50 -11:30 am

The children will be organised into three coloured mixed ability groups-red (part timers), yellow (part timers), blue (full timers). They will start Nursery in these groups. The children's labels will be in their corresponding group colour to help them recognise their name/picture easily.

Children will need to enter the school grounds with one parent/carers using the main electronic gates on Balmain Road and make your way to The Rainbow Garden. Please arrive between 8:50 and 9:00am to enable a staggered drop off and to prevent any group 'gatherings' of parents/carers either at the school gate or in The Rainbow Garden. If your child has siblings in the school, please drop their older brothers and sisters off at their respective classrooms before bringing your child into Nursery so that we don't have pupils from other year groups entering the Nursery environment. Please travel to and from school by foot where possible or park away from the school gates to cut down on congestion to help keep our children and families safe.

Every morning when your child comes to Nursery, they will need to put their coat and bag on their name tag on the shelf under the shelter. Then they will need to put their water bottle in the tray. After they have done all these tasks, they can go and have some fun! When your child seems settled with an activity, don't forget to let them know that you are going and will be back to pick them up later. To begin with, some children may become a little anxious when they are left at Nursery but they soon become used to it.

Children must be collected at home time by a responsible adult. Nursery staff need to be informed about who the adult will be. We have asked you to provide a password which we can use if an adult who is unknown to us is picking up your child. Please inform the School Office straight away when any emergency contact details

Ways we help your child settle happily into Nursery

- Provide photographs & a video showing them the Nursery environment
- The children start Nursery in groups often for shorter sessions. This helps them get used to being in a new Nursery environment and helps us build up strong relationships with each child.
- If you feel that your child would benefit from a greater staggered start please see the Nursery staff and we can arrange Nursery session lengths to suit the needs of your child.

Ways you can help your child settle happily into Nursery

It would be helpful if over the summer you could:

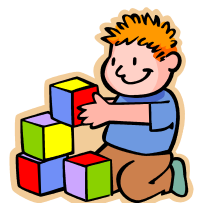
- Talk positively to them about starting Nursery, e.g, "Won't it be great when you get to meet new friends, ride the bikes, play in the Rainbow Garden?" etc.
- Get your child to put on and take off their Nursery shoes themselves and put on their Nursery wellies.
- Encourage your child to put on and take off their coat themselves.
- Ensure they are toilet trained and can go to the toilet and wash their hands independently.
- Get your child used to socialising and having other children around them e.g. toddler groups, soft plays, parks etc.
- Provide the Nursery staff with all the essential information they need about your child to ensure they can support them in Nursery.

Communicating with Parents

We pride ourselves on our successful partnership with parents. In order to maintain the two-way flow of information there is:

1. A phone call or visit with parents to discuss child's needs, personality & answer any queries or concerns.
2. A parents' evening in the first and second term.
3. A meeting to explain the curriculum in more detail.
4. A phonics meeting in January.
5. A written report in the third term.
6. An Electronic Learning Journey that is sent to the parents at the end of each half term.

The staff are also available first thing in the morning and at the end of the school day to listen to any immediate concerns that you may have. It is also possible to make an appointment to see the staff for more sensitive concerns.



School Uniform

Your child needs:

Winter

A pale blue polo shirt
A royal blue jumper or cardigan
Grey trousers or grey jogging bottoms
Grey skirt/Pinafore dress

Summer

A pale blue polo shirt
Grey trousers or shorts
A blue gingham dress

Uniform order forms are sent out termly by the Nursery office where polo shirts, jumpers, cardigans, coats and hats can be ordered with the school logo on. We also have a stock of pre-loved second hand uniform that parents are welcome to look at to see if there is anything suitable for their child.

Footwear

Black shoes or **black trainers** can be worn to Nursery that have a **velcro** fastening so children can take them on and off independently.

Wellington Boots to be kept at school for outdoor play

Your child will need a **bag** to be brought to school everyday.

Inside the bag, please keep a **change of clothes** for your child. If they need to get changed at Nursery then they are much more comfortable in their own clothes than spare Nursery clothes.

Water bottles can be brought into school. Your child will attach a name label from their drawer to the bottle & will take it home everyday to be washed.

PLEASE ENSURE THAT EVERY PIECE OF CLOTHING IS CLEARLY MARKED WITH YOUR CHILD'S NAME ON.



General Information

Hairstyles and Jewellery

On health and safety grounds children are not allowed to wear jewellery in the Nursery class. Children's haircuts/hairstyles should be smart and appropriate for school. The school does not permit children to have 'extreme' haircuts such as hair which is too short (where the child's scalp is visible or less than a Grade 2) or has designs shaved into it with a shaver. We define extreme hairstyles as excessive spiking and gelling of hair, colouring of hair or having false extensions. Elaborate hairbands and slides are also discouraged. Long hair (both boys and girls) should be tied back, away from the face, at all times. Children are not allowed to wear nail varnish for school.

Holidays and Illnesses

Please avoid taking your child out of school for a holiday in term time. In the event that you intend to take a holiday during term time you will need to fill out a 'Leave of Absence' form available from the school office. If your child has a medical appointment during the school day please inform the office and provide them with a copy of your confirmation of the medical appointment.

In the event that your child is ill, please inform the school by ringing the main office and leaving a message on the answer machine. If your child has had diarrhoea and/or been vomiting school policy advises parents not to send their child to school until 48hrs after the last time they experienced these symptoms. This is to prevent stomach viruses being passed to other children.

Parking

Please ensure that if you are parking in the streets around school that you consider the health and safety of the children and residents in the local area. Road markings clearly show that there is no dropping off anywhere along the double yellow lines or Keep Clear signs at all of the entrances to school. Please take into account the residents who live next to the school and park considerately, keeping driveways accessible for the residents at all times. The school car park is for staff parking only.

Medicines

We can only give medication to a child if it is prescribed by the doctor with the child's name on it. If a child needs medicine during the school day a medicine form would need to be completed, signed and passed to the Nursery staff.

Early Years Foundation Stage

The EYFS Framework explains how and what your child will be learning to support their healthy development. Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Prime Areas

Children should mostly develop the 3 prime areas first. These are:

- **Communication and language:** Listening & Attention, Understanding, Speaking
- **Physical Development:** Moving & Handling, Health & Self-Care
- **Personal, Social and Emotional Development:** Self-confidence & Self-Awareness, Managing Feelings & Behaviour, Making Relationships

These prime areas are those most essential for your child's healthy development and future learning. As children grow, the prime areas will help them to develop skills in the four specific areas.

Specific Areas

These are:

- **Literacy:** Reading & Writing
- **Mathematics:** Numbers, Shape, Space & Measure
- **Understanding the World:** People & Communities, The World, Technology
- **Expressive Arts and Design:** Exploring using Media & Materials, Being imaginative

These seven areas are used to plan your child's learning and activities that are suited to your child's unique needs & interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.



Daily Timetable

8:50am	School gates open
8:50am	Classroom doors open. <i>Parents accompany Nursery children into the Rainbow Garden</i>
9:00am	Classroom doors & gates are closed & locked
9:00-9:30am	Registration & Child Initiated Play
9:30 -9:50 am	Welcome Song & Whole Class Phonics
9:50-11:15am	Child initiated learning & group work inside & outside
11:15-11:45am	RE Whole Class Teaching & Song Time
11:45-12:15am	Lunch Time
12:15-1:00	Nursery outdoor play in the Butterfly Garden
1:00-1:15pm	Whole Class Maths
1:15-2:30pm	Child-initiated learning & group work inside & outside
2:30-2:45pm	Story Time, Collective Worship & Prayer Time
2:45-2:50pm	Getting ready for Home Time
2:50pm	Home Time

From January onwards, children will participate in a PE lesson each week. They will take off their socks and shoes but do not need to change into a PE kit. Every week, children can choose a book from the Nursery library to borrow and read at home. If they return it the following week then they will be able to borrow a new book.

One day a week, children are encouraged to bring in an object, picture, photograph or toy from home to share with their friends during '**Show and Tell**'. This helps to develop the child's confidence with their personal, social and communication skills. (**This will be confirmed at a later date**)

Nursery Lunches

Children can bring a packed lunch or have a hot school meal. We find that when Nursery children have school meals, it encourages them to try different foods, especially when they see their friends eating the meals. If children are having a school meal, they can choose from a choice of three meals which their parents can help them select in advance.

School meals cost £2.10 per day and are payable on a Monday/Tuesday. If you wish to pay for the whole half term, the school office will be able to inform you how much this would cost. If you are entitled to Free School Meals, please let the school office know.

If you are providing your child with a packed lunch, it won't need to contain a drink as we will provide that at school. The children will not be able to bring sweets, chocolate bars or crisps as we are encouraging healthy eating. Please read the leaflet 'Ideas for a Healthy Lunchbox' that explains in more detail some ideas of food to provide for your child. The packed lunches will be kept in Nursery and there are no facilities to chill or heat up any food that your child will be eating. Please take this into account when deciding what healthy food you will prepare for your child's packed lunch. We are a nut free school.

If you wish to change from school meals to packed lunches or vice versa, the school office will need to be given a week's notice to allow us to adjust orders for the Kitchen.

We have a snack of milk or water and fruit that is available throughout the day. Please ensure your child brings their own water bottle to Nursery. We will send it home after every Nursery session so that it can be washed and filled with fresh water.



Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus.

All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. The policy is available on our website. Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Person(s) are:

Anne Bullerwell (Headteacher)

David Hastie (Chair of Governors)

Lucy Clarke (Deputy Headteacher)

Carolyn Ferguson (Assistant Headteacher)

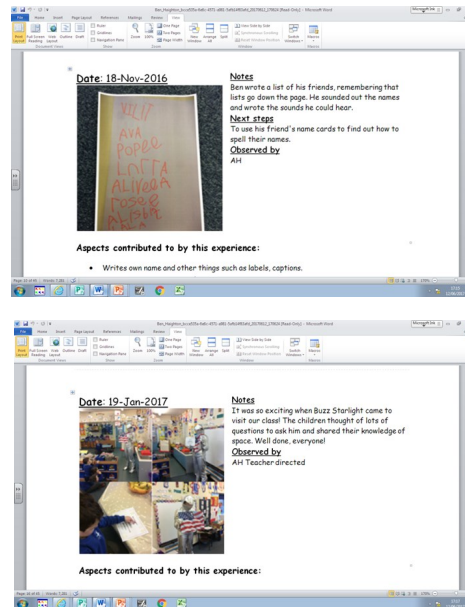
Lucy Marley (Early Years Leader)

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the Designated Persons as soon as possible the same day. Do NOT conduct your own investigation. Please treat any concerns as confidential. If your concerns relate to the actions or behaviour of a member of staff (which could suggest that she/he is unsuitable to work with children) then you should report this to one of the Designated Persons in confidence. They will refer the matter to the Head Teacher (or the Chair of Governors if the concern relates to the Head Teacher) who will consider what action to take.

St Cuthbert's staff record all safeguarding and child protection information on an electronic system: Child Protection Online Management System (CPOMs)

Learning Journeys

Learning Journeys are emailed to parents on a half termly basis. They help parents to understand teaching points & activities children have been participating in. Some observations are written about a group, class or individual activity. They include 'Next Steps' which explain what the teacher would be focusing on next with their child. The Early Years Outcomes statements show what the children have achieved. Parents are encouraged to add to their child's learning journey by sharing photographs and activities that they have participated in at home.



School Website

www.stcuthbertsk.newcastle.sch.uk

The school website gives lots of information. The EYFS Section shows photographs split into terms & topics covered. It also has topic overviews that explain the activities & Early Years Outcomes statements Nursery Class plan to achieve. Newsletters, phonic guidance, policies and the EYFS Curriculum are all displayed for parents to read.

School Facebook Group

Parents are invited to join the St Cuthbert's Catholic Primary School Facebook group where photographs and descriptions of the children's activities are posted. It is a closed Facebook group so only families that are connected to the school can view the posts.

School also have a Twitter page that parents can access. Parents need to give permission for their child's photographs to be used online by completing the 'St Cuthbert's Photograph Consent Form'.

How to contact us

Headteacher - Mrs Bullerwell
Deputy Headteacher - Mrs Clarke
Nursery Teacher - Miss Graham
Teaching Assistant: Miss Martin

School Address:
St Cuthbert's Catholic Primary School
Balmain Road.
Newcastle upon Tyne
NE3 3QR
Telephone number - 0191 2860129
Website Address - www.stcuthbertsk.newcastle.sch.uk/

Local Education Authority:
Newcastle-upon-Tyne Education Authority
Civic Centre
Barras Bridge
Newcastle Upon Tyne
NE1 8PU
Telephone number - 0191 2328520

Admission into the Reception Class at St Cuthbert's

Please note that a place in St Cuthbert's Nursery does not guarantee a place for your child in St Cuthbert's Reception Class. Parents of children wishing to enter Reception must complete a separate application form through the Civic Centre by January 2022. Places are allocated according to the Admissions Policy, a copy of which is displayed in the Nursery Entrance and can be obtained from the school office or viewed on our school website.