

The Jordans Nursery School

Parents' Handbook

Lower Hall and Vestry
Holy Innocents Church
Paddenswick Road
London
W6 0UB

Dalling Hall and Office
Former Church Hall
Dalling Road
London
W6 0ET

School Office:
Lower Hall:
Vestry:
Dalling Hall:

020 8741 3230
020 8741 8033
020 8746 3144
078 28701642

Welcome to The Jordans Nursery School!

Introduction

We hope that both you and your child/children will enjoy your time with us and that it will not be long before you all feel relaxed and confident in the group. This file will hopefully answer any questions that you may have regarding all aspects of school life. You are welcome to seek further guidance from both the school office and from your child's team leader or key teacher.

Forms

All **coloured forms** must be returned to the school on your child's first day. They will be held by us for the entire time that your child is at The Jordans and are strictly confidential. If at any time your details change, please ensure that you ask a member of staff for new forms.

"All About Me" Booklet.

We have devised this booklet for you to do with your child at home before she/he starts. We hope that this will make your child feel excited about coming to The Jordans and for us to find out a little more about them. Please bring it to school on your child's pre-start day.

Groups and Staffing

Your child will either be in Dalling Hall (Dalling Road), Vestry (Dalling Road) or Lower Hall (Paddenswick Road). The school is structured so that each group has a team leader who is responsible for the day to day management of the routine and staff.

The children in both the morning and afternoon sessions are divided into key groups. Each group will have their own key teacher who is responsible for planning their individual lessons and recording their progress. This person will be your first point of contact should you have any queries. All class teachers will contribute to your child's individual learning programme.

Current Staffing (Spring 2013 - *this is subject to change*)

Principal: Miss Sara Green

Deputy: Miss Shalina Kamal

Vestry (am): Miss Shalina (team leader)
Miss Miss Maria
Miss Katarina
Miss Yvonne (Tuesday and Thursday)

Vestry (pm): Miss Shalina (team leader)
Miss Aki
Miss Yvonne

Lower Hall (am): Miss Rabia (team leader)
Miss Szilvia
Miss Gosia
Miss Fatima

Lower Hall (pm): Miss Rabia (team leader)
Miss Natalia
Miss Szilvia
Miss Yvonne (Monday and Wednesday)

Dalling Hall (Pelicans): Miss Aki (team leader)
Miss Zara
Miss Tori
Mr Michael
Miss Bonny

Dalling Hall (Puffins): Miss Natalia (team leader)
Miss Marlene
Miss Jo
Miss Naudia

Drama: Miss Sheelagh

French: Miss Isabelle, Miss Marion and Miss Helene

Dancing: Miss Stephanie, Miss Dani and Miss Reena

Music: Mr Dali

Lunch Bunch: Miss Fatima and Miss Linda

Café: Miss Linda

Parking

Please be considerate when parking. Do not obscure other people's entrances, even if you think you are going to be quick! **WE ARE NOT PERMITTED TO USE THE PRIVATE PARKING AREA AT THE SIDE OF THE CHURCH.**

Buggies, bikes and scooters

We do not have storage space to house push chairs etc. Lower Hall parents may wish to leave scooters/bicycles on the raised paved area in the side garden (entrance on Dorville Crescent), while Vestry parents may wish to leave them between the gate and the bins in the neighbour's garden (near the Vestry front door). However, this is entirely at your own risk.

School Policies

All school policies are available for parents to read. They are stored in a file by the door. You are welcome to read them and to discuss them with members of staff.

Curriculum

We work within the guidelines for the Foundation Stage which is closely aligned to our Montessori principles and approach. (Please see separate curriculum guidance notes in this file). We plan for, assess, evaluate and record pupil progress. We also operate a system that gives you the opportunity to add your comments and observations to your child's progress. Your child's key worker will explain how this works.

Arrival and Home time

When the children arrive we always have at least one teacher at the door to receive them and two when they leave. We try to encourage the children to shake hands on arrival and departure. Besides from being a courtesy, this action also helps give a positive indication that they are now in our care.

You are welcome to enter the classroom and to help your child in hanging their possessions on their pegs. As time progresses, most children prefer to take on this responsibility themselves. For reasons of safety and to allow the staff to fulfil their duties, we ask that you do not block the entrances to the classrooms.

At home time we would like you to come into the room and collect your child from their chair. Please ensure that the members of staff at the door have seen you enter and that your child shakes hands as they go home. It is important that you do not distract the member of staff on duty at this time.

NB: If someone new is collecting your child you must tell us. It is then written in the children's records (if a permanent arrangement) or in the child collection log by the door. We will not let them go home with anyone unless it has been authorised by you.

Communication and Meetings

When your child starts your key teacher will spend a brief time with you explaining some of the school procedures and answering any questions. We invite all parents of children that are in their first term to make an appointment with their key teacher towards the end of that term to discuss how they have settled in and to review session times.

We also invite all parents to make individual meetings with any of the teachers, the team leaders or headmistresses at any time should they wish to do so. Each classroom has its own telephone number and the teachers can be contacted directly should you have an urgent message. We also schedule parent evenings once a term to allow you to discuss your child with the staff and socialise with other parents.

Clothing

Your child will need a cloth bag with a draw-string top containing spare clothes in case of accidents. You will need to make sure that this is replenished in the event of us having to use them! Please make sure that your child's name is on the outside of the bag. We ask that you do not use rucksacks as they take up too much space on the pegs. Please also ensure you provide a named sun hat and put sunscreen on your child in the summer.

Each child will be given a school sweatshirt. It is not compulsory to wear it every day. Replacement sweatshirts cost £9.99.

NB. All clothing must be named

Lunch

If your child stays for lunch, we ask that they either have a cooked lunch (these can be booked when you book a Lunch Bunch place) or bring a packed lunch with them. Please ensure that this is balanced and nutritious and **does not** include any foods containing nuts. Children will be encouraged to eat as much as they can manage and we promote good hygiene and table manners. Please ensure that lunch boxes are clearly labelled and have a cool pack in warm weather.

NB: We operate a policy of **NO NUTS**. Please check the ingredients of food that is sent into school.

Clubs

There are also a number of optional afternoon clubs. These vary each year but usually include ballet, drama, karate, French and speaking and listening. You will receive a current clubs list with timings and cost. Please call or email to book a place.

The Jordans' Café is situated in our Dalling Hall building. It is open from 8.15am - 2:00pm and serves breakfast and lunch as well as a variety of coffees, teas, cakes etc. Each day at a designated time there is a specific mother (or carer) and toddler activity eg cookery, storytime, coffee morning in the Café and these are run on a drop in basis. A full list of activities will be sent to you.

The Café is open to all parents/carers of Jordans children as well as friends. Everyone using the café must have a Café membership card in order to be admitted.

Nursery Education Grants

The Jordans Nursery School is registered with Ofsted and we are members of the Hammersmith and Fulham Early Years Development Plan. All children can claim the Nursery Education Grant the term after their third birthday. All grant forms are processed by the school office but must be signed by you. Parents are refunded the full grant amount when the school receives the grant money from the Borough. One of the many requirements of the grant is that all staff must attend four training sessions per year. The school will therefore be closed for one day each term in order to fulfil this commitment. The fourth day is staggered and covered for by the existing team.

Child Protection

We have to ensure the safety of the children in our care. It is a requirement that all staff complete a confidential declaration, are deemed medically fit by their GP to work with children and have submitted an Enhanced Disclosure Form to the Criminal Records Bureau for police clearance. We have a policy for safeguarding children (formerly known as Child Protection) which is available for you to read.

Equal Opportunities

It is the policy of the nursery that we recognise the value and contribution of all who are involved with the school in whatever capacity. It is of particular relevance that we are able to draw on the wide cultural experiences that we are lucky to be associated with. Although it is not our intention to exclude, there may be some incidences where we may not be able to provide the necessary care for some children due to the layout of the school.

Code of Practice for Special Needs

In September 2001 the Department for Education and Skills issued a revised Code of Practice for Special Education Needs. Sara Green is the SEN co-ordinator, and will be responsible for staff attendance at relevant training programmes, liaising with parents and outside agencies and the monitoring of individual children's needs.

Independence in the bathroom

Please can you ensure that your child wears clothes that they can manage themselves when going to the loo! If your child is still in nappies, please bring a named bag with a supply of spare clothes, nappies, wipes etc.

Parental Involvement

We value your involvement in all aspects of your child's school life. The following outlines the ways in which ensure that the lines of communication are established and maintained:

- We ask that you come into the classroom to drop off and pick up your child.
- During this time you may discuss any small or pertinent points with a teacher.
- Further appointments can be made with the staff through the school office or directly on the class telephone.
- Parents of children attending morning sessions can book a time with the team leader when they can spend the whole session in school.
- Parents' social evening for pm and am children is in the Spring Term.

- Formal one-to-one meetings for the morning children are held in the Autumn and Summer terms.
- We keep a record of the children's learning through the Individual Learning Programme.
- Newsletters are sent out twice a term outlining projects, dates for the diary, etc.
- Children are welcome to bring something special into school on or around their birthday. Due to the high occurrence of allergies, we do not wish the children to bring cakes in. THIS DOES NOT MEAN THAT WE DO NOT CELEBRATE BIRTHDAYS! Please talk to your child's Team Leader who will give you suggestions of what to bring in instead.
- Notice boards display project work and other correspondence.
- All school policies are available in a file by the front door.

NB. This file also contains our Complaints Procedure.

If you wish to make a complaint, call Ofsted on 0845 6404040 and quote our Ofsted registration number: EY310003 (Vestry and Lower Hall) or EY393077 (Dalling Hall). You can also write to them at: The Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA

ROUTINE FOR THE MORNING GROUP

We do not rule the classroom by the clock and each class has a slightly different schedule and routine. Daily routines may differ, but in general:

9:00 -9.15am Arrival.

Parents will bring the children into the classroom, assist them with their belongings if necessary and settle them at a table with an activity of their choosing. Register is taken and short and relevant discussions take place.

9:30am

A number of Montessori and planned activities will be available to the children, and the teachers will take small group and one to one lessons. The children are free to choose their own activities and will move around the room to areas of their choice.

We also use our outside spaces as an extension of our classrooms and take the children outside in small groups to take part in activities and to play each day.

Snack (fruit, vegetables and juice, water or milk) is available to the children throughout the morning.

11.45am

The children help to clear and tidy the room. They then have a quiet time, listening to music or stories.

At the end of the morning the children come together for circle time, either in a whole class group or in their smaller key groups. During this time further activities such as singing, playing musical instruments, discussing project work are carried out.

Specialist teachers for Dance, Drama, French and Music also visit the classes each week for specialist lessons.

12.15

Home time (Pelicans go home at 12pm)

ROUTINE FOR THE AFTERNOON GROUP

1:30pm

Arrival and settling in.

The children find their names and put them in the basket. They then choose what they would like to do from a variety of different activities and toys. This includes painting, sticking, play dough, role play, puzzles and construction. Montessori activities are displayed on the shelves and tables for the children to access throughout the afternoon.

Once a week a specialist dance teacher visits the school for a dance and movement session with the children.

3:00pm

A variety of Montessori and planned activities will be available to the children and the teachers will take small group and one to one activities. The children are free to choose their own activities and will move around the room to areas of their choice.

We also use our outside spaces as an extension of our classrooms and take the children outside in small groups to take part in activities and to play each day.

Snack (fruit, vegetables and juice, water or milk) is available to the children throughout the afternoon.

3.50pm

The children come together for 'circle time'. They sing songs, play musical instruments and talk about the weather, the day of the week and any other news they might have.

4.00pm

Home time.