



Saint Edmund's and Saint Thomas' Nursery

*'Love, Learn and Live Like Jesus'*



## Welcome to our Nursery.

Welcome to St Edmund's and St Thomas' Nursery class. We understand that this is an exciting and nervous time for you and your child as they take their first steps into school. As your child's primary educator, we want you and your child to have the best experience possible by providing a warm, nurturing and dynamic learning environment. Starting nursery is different for every child and we want to support you every step of the way by building a good working relationship with you and your family. You probably have lots of questions about our nursery and hope that this booklet will answer some of them. Please get in touch if you have any questions or concerns, our staff are always happy to speak to you.

### St Edmund's and St Thomas' Early Years Vision Statement

We are a happy, experienced and dynamic team, passionate about every child achieving their full potential by providing an exciting child centered curriculum which is accessible by all.

We design learning experiences that embrace the children's wide range of interests.

We provide an exemplary, high quality indoor and outdoor learning environment that enables children to take risks, problem solve and develop independence in a safe, stimulating, fun environment.

### School/Home Communication

School telephone number: 0151 928 5586

School website: [www.stedmundsprimary.co.uk](http://www.stedmundsprimary.co.uk)

Email: [admin.stedmundsandstthomas@schools.sefton.gov.uk](mailto:admin.stedmundsandstthomas@schools.sefton.gov.uk)

You will receive both school newsletters and letters about school activities etc or initiatives which are pertinent to your child's class, (please check the school website for newsletter and information).

If we need to contact you, we will ring you at home or work so please make sure you complete the contact forms. Current mobile numbers are essential as from time to time we use a 'Text 2 Parents' system to text you regarding, for example, changes to after school club arrangements or forthcoming school closures. You can also contact your class teacher or child's key worker through Tapestry if you wish.

**Should you ever change your mobile number, please inform the school immediately.**

When you need to go to the school office you will meet Ms Fleming our school business manager or Mrs Hoban our school administrative officer. They will be able to assist you with most of your queries regarding your child's first weeks in Saint Edmund's and Saint Thomas' nursery. Also, please visit our school website at [www.stedmundsprimary.co.uk](http://www.stedmundsprimary.co.uk) for updates on the curriculum, trips and news.

### **Our School Staff**

Head Teacher: Mr Kieran Loftus

Deputy Head Teacher: Ms Alison Pritchard

School Administrator: Mrs Annie Hoban

School Business manager: Ms Fleming

Chair of Governors: Mrs Carmel Howard

EYFS Governor: Mrs Anna Sweeney

EYFS Manager Mrs Lynn Smith

R.E. Coordinator Mrs Angela Claro

SEN Coordinator Mrs Pauline Clayton

Designated Safeguarding Lead Professionals : Mr Kieran Loftus and Ms Alison Pritchard

### **Foundation Stage Leader - Mrs L Smith TLR**

Mrs Smith has responsibility for the effective management of the nursery (Foundation stage 1) and Reception (Foundation Stage 2) curriculum. She will also be available to discuss any concerns you may have regarding your child starting school. She has a wealth of experience of working with children at this crucial stage of development and will be able to advise you appropriately should you require additional information.

## **Who are the staff who will look after my child?**

The Nursery has a full time teacher, Mrs Lynn Smith and fulltime Nursery Nurse, Mrs Elizabeth McCombs.

Please feel free to make an appointment to meet with these teachers should you have any concerns about your child starting school.

Mrs Clayton is our member of staff responsible for Special Educational needs and disability, if you would like to arrange a meeting prior to your child starting nursery please contact the office.

### **Key worker**

Every child is assigned a member of staff as their key worker. This means that a named person will help your child to settle into nursery, keep an extra special eye on them to ensure that they are happy and engaged in their learning. You will find out who your child's key worker is soon after they start school. You are welcome to talk to your child's key worker or any member of staff at any time about any concerns that you have or if you just would like to see how your child is progressing.

### **Transition to Nursery**

Normally, for any new children starting nursery, we would arrange a visit or stay and play sessions during the half term before your child is due to start.

If you think it necessary that your child would benefit from a phased start to help them settle into nursery, then let us know prior to your child starting nursery in September and we are more than happy to arrange this, as our priority is your child's wellbeing and settling in process.

### **Admissions**

Nursery sessions:

Three and four-year olds are entitled to attend 15 hours of free nursery sessions per week. This entitlement can be taken either across mornings or afternoons.

If you are eligible to claim the 30hr free nursery sessions, your child will need to bring a packed lunch. We charge £2 a day to cover the 45 minute lunchtime session. This can be paid weekly or termly through Pay 360... more details to follow in September.

The children who bring packed lunches are expected to follow the school's healthy eating standard. No fizzy drinks allowed and chocolate/ sweet products are discouraged.

Please be aware that we are a Healthy School and children should have healthy food in their lunch box. We also ask that any grapes are cut in half and the lunch is free from nuts due to children with severe allergies within the school.

### **Suggestions for Lunch boxes**

*Do provide healthy things such as:* \* Sandwiches \* Pasta \* Wraps \* vegetable sticks \* Fruit \* Yoghurts \* Raisins \* Cheese \* A drink e.g. a carton of juice (or water is always available)

*You may wish to provide 1 small treat such as:* \* A packet of crisps \* A small chocolate bar \* A small cake

*Please do not send your child with a lunchbox that contains:* \* Any form of sweets \* Fizzy drinks \* Nuts or nut based products i.e. some cereal bars and chocolate spreads \* Lots of chocolate based products.

### **What are the session times?**

Our nursery has two sessions.

A morning session, 8:45 am - 12.00pm and an afternoon session- 12.30pm - 3.15pm. In each session we are able to accommodate 26 children.

Morning session: The school gate on the playing field at the back of the school (next to St John's School), is opened just before 8:40am and children and parents wait outside the nursery door in the Year 3 and 4 playground. Doors open at 8:45am.

End of the morning session collection: Mrs Smith/Mrs McCombs will bring your child to the school foyer entrance at 12.00pm.

Afternoon session: Children will be met by their teachers in the school foyer entrance at 12:30pm.

End of the afternoon session collection: Please collect your child from outside the nursery door in the Year 3 and 4 playground at 3:10pm.

N.B. It is very important for children to develop habits of arriving on time at an early age, beginning from the time they start Nursery for the following reasons.

1. Helps your child to learn about routines and commitment.



2. Gives your child time to greet their friends before class, which can increase their wellbeing and settling in process.
3. Reduces the possibility of disruptions in the classroom.

The table below shows how lateness can add up over the school year

<b>5 minutes late each day</b>	<b>3 days lost!</b>
<b>10 minutes late each day</b>	<b>6.5 days lost!</b>
<b>15 minutes late each day</b>	<b>10 days lost!</b>
<b>20 minutes late each day</b>	<b>13 days lost!</b>
<b>30 minutes late each day</b>	<b>19 days lost!</b>

If there is a particular reason why you are finding it difficult to arrive in Nursery on time or pick your child up from Nursery, please discuss this with Mrs Smith or Mrs McCombs.

Please let the nursery staff know if a different person is picking up your child or you are going to be late. For your child's safety we operate a password system. Parents are required to give the class teacher or office staff (who will inform the class teacher) a password if their child is to be picked up by a person unknown to staff. Your child will only to be handed over on presentation of the agreed password.

You can either, let the staff know at the start of the session or ring the office who will pass the message on.

### **How we assess your child in Nursery**

Ongoing assessment (also known as formative assessment) is an important part of the learning and development process. Our experienced teachers and teaching assistants have a wealth of knowledge and understanding of how young children develop and learn which helps them when observing your child, to understand their level of achievement, interests and learning styles and to then shape learning experiences for each child reflecting those observations.

We encourage all our parents to be actively involved in their child's assessment by uploading onto Tapestry any comments, photographs and stories from home that show something new that your child has learned or can do.

This special record is for you to keep when they leave nursery and we hope you treasure it for years to come.

### **How will my child learn?**

At St Edmunds and St Thomas', we assess how our children learn using 'The Characteristics of Effective Learning.' These characteristics support your child to be an effective and motivated learner.

The characteristics of effective learning are the ways in which children engage with other people and their environment. They underpin the learning and development across all areas and support children to become and remain an effective and motivated learner.

The different ways this can happen are:

**Playing and exploring - engagement-** This focuses on the way your child investigates and experiences things, as well as their willingness to 'have a go'

**Active learning - motivation-** This characteristic is about whether your child concentrates and keeps trying if they encounter difficulties and if they enjoy their achievements.

**Creating and thinking critically - thinking-** This looks at whether your child has, and can develop their own ideas, make links between ideas and develop strategies for doing things. We encourage the children to think about the ways they learn and to identify with the different characteristics.

### **What will my child learn at nursery?**

All the children follow the Early Years Foundation Stage curriculum. This is a play-based curriculum that has seven areas of learning: Personal, Social And Emotional Development, Communication And Language, Physical Development Literacy, Numeracy, Knowledge Of The World and Expressive Art And Design .

Your child will take part in lots of different activities to support these areas planned by the staff based on the interests of the children. In nursery we ensure that the children are socially and emotionally ready to enter school. We ensure they are able to listen well, are independent in their toileting and are

becoming independent learners. We encourage all our children to access and tidy the resources themselves and to engage in the activities that are on offer even when an adult is not present.

We have a long term plan that gives the children a wide variety of experiences through topics that are familiar to them. The long term plan can be found on our school website.

## Support at home for fun learning ideas

We are often asked how you can help to support your child's learning at home before they start school and during the time that they are with us.

*Oxford Owl for Home* includes expert advice, top tips, activity ideas and eBooks - all for free.

We think you would find the dedicated parent/carer pages really useful.

If you would like to take a look, simply go to [www.oxfordowl.co.uk](http://www.oxfordowl.co.uk) and click on 'For Home'.

You might also like to take a look at, 'Tiny Happy People' It is a site that helps you develop your child's communication skills, through simple activities and play ideas and find out about their amazing early development. Just go to

<https://www.bbc.co.uk/tiny-happy-people>

## R.E.

We follow the Catholic Religious education programme *Come and See* which teaches children about the Catholic Faith and the teachings of Jesus through stories and activities. We often visit the Church of St. Edmund's to look inside and Father Dominic visits Reception regularly to see the children. The children enjoy taking part in our class collective worship sessions, and when they feel confident enough, they take turns to lead the sessions with the class teacher.

Our school RE Coordinator is Mrs Angela Claro who is only too happy to talk to you should you have any questions.





## School Levy

Liverpool Archdiocese Department of Schools will make a request to all families to make a voluntary contribution of £10 per year to support it in its work, development and administration of all Catholic schools in the archdiocese. Details to follow in September.

## What our children say about us.

Annie says she loves playing with the Lego and building tall towers, " bigger than my friends!!!

Alfie: "I liked finding out about volcanoes and singing the, 'Floor is Lava song'.

Tobi: "I like the bikes"

Grace: I like painting and I made a bag, it was an egg box and I cut paper for a handle."

## What our parents say about us

The nursery is a wonderful, supportive safe learning environment. The teachers have developed a fantastic relationship with my son and all the children. They are so attuned to the children's needs. The team go above and beyond to help the children grow in confidence, independence and to reach their learning goals. The whole nursery team are so approachable and supportive which is exactly what you want/need when your little ones are taking that next big step. Mrs Smith, McCombs and the whole team are so creative in their teaching approach and make nursery such a fun and happy place to be. Particular highlights include, The Tiger Who Came To Tea and Chinese New year!

Mrs M Hughes

Mrs Smith and Mrs McCombs are both unbelievable teachers and my daughter Sienna loves them both. She thoroughly enjoys going to nursery everyday and has come on so much over the past several months and this is due to her teachers guidance, patience and constant support. Not only are they supportive to the children, but also to us parents. No question or issue is ever a problem, their guidance and communication to myself has been fantastic and extremely grateful. Thank you so much for everything you have done and do.

Mrs A Long

Staff are very supportive both with the children's needs and reassuring parent's. They are both friendly and approachable and really care about the children in their care. I really hope the children get to see you both before starting reception. Thank you for all your hard work.

Mrs P Lamb

Mrs Smith & Mrs McCombs (and all the other nursery staff) put children and parents at ease as soon as you meet them. It's such an emotional time when your child starts nursery for the first time but they both took my little girl under their wing, made her feel safe, encouraged her, gave her confidence & made her love making new friends & learning. Nursery is one of the favourite parts of her day.

Mrs L Stewart

Nursery is a warm welcoming environment created by the wonderful staff. From the home corner, reading garden, creative station to the outside space the children can learn through free play. Staff are imaginative with themed weeks to meet all the needs of our children. Nursery provides a solid foundation for the transition to Reception.

Mrs A Sweeney

### What happens each day in nursery?

Every day is exciting and different in nursery, but we do have set routines that each session follows.

A typical day would be...

8:45/11:45- doors open and the children are greeted by a member of staff, hang up their coats, self- register by finding their name cards to post into the class post box and then go into the main room to greet their friends and choose an activity.

We like all our children to be as independent as possible and would ask that you encourage them to hang their coats up on their named coat peg. This also helps them to be able to find their own coats if they need it to play outside.

**Morning children 9.00am/ Afternoon children 12.30pm**- the children sit together on the carpet for the class register and our start of session prayer. A whole class teaching session takes place - this may take the form of a discussion, a number/literacy game, nursery rhymes/songs or a story.

**Morning children 9.10/ Afternoon children 12.40pm**- children choose their own activities. The adult's role is to support the children in their play and to take their learning forward through careful questioning and intervention. There is usually an adult - led activity where the children are supported by an adult to do a specific task, but the majority of the children's learning is through their interests and their own play ideas.

Snack is open throughout the morning and afternoon sessions. Children can then come when they are ready, leaving time to finish an activity without disturbing their concentration. Water is available for the children to drink throughout the day

The children are taught to serve themselves and tidy after themselves so that the area is clean and ready for the next child. Milk, water and fruit are available every day. We also provide other healthy snacks such as cheese, breadsticks, toast, cereal and vegetables with dips.

Snack is a time to socialise with other children, encourage independence and self-confidence. The teachers also sit with the children to have their snacks too and share their news!

### Snack/Craft/Baking

We also have a weekly **voluntary** snack/baking/craft and science donation of £1 which enables us to provide a range of enhancement activities to support your child's curriculum.

This can be paid weekly, half termly, termly or annually to your child's teacher.

**9am/1pm** - Story/song time - the children listen to a story read by a member of staff and then enjoy joining in with some familiar songs and rhymes.

**11.20/2.30** - Tidy up time- all the children are taught to help to put all the equipment away.

**11.30/2.50** - Story/song time - the children listen to a story read by a member of staff and then enjoy joining in with some familiar songs and rhymes.

**11.50/3.05** -The children get their coats ready to go home. Again we like the children to be as independent as possible and encourage them to get and put on their own coats. We open the doors and dismiss the children into the care of the adult that is collecting them.

It is important that you are **on time** picking up your child as this can be a distressing time if lots of children are being collected and your child cannot see you.

## What should my child wear?

We have lots of fun in nursery indoors and out and it can get a little mucky! Your child needs to wear comfortable clothes that will enable them to manage their own toileting. Children can wear school uniform, if you wish, which is available to order and purchase through Monkhouse in Crosby.

Uniform consists of a yellow polo shirt and maroon sweatshirt/cardigan. It is advisable for children to wear jogging bottoms as this makes it easier for them to manage their own toileting, please try to avoid buttons and belts. The children take part in a PE session three times a week and will need a pair of black pumps to wear for this activity.

School shoes: Velcro straps rather than lace ups are quicker and easier for the children and teachers!

We have a small supply of spare clothes in nursery in case of accidents, but it is a good idea to bring a spare set of your child's clothes (including spare socks), they can be brought in a bag, labelled with their name, that can be taken home each day or left on their peg in nursery. Please remember to label all your child's clothes. We don't encourage children to bring toys to school as they can get broken or lost and this can cause unnecessary distress.

## Home School links

A co-operative partnership can support your child to become confident and curious, supporting their developing mental health and feelings of security. To help you to do this, Nursery and Reception use an online system of recording your child's learning called Tapestry.

Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smart phone. All we need is your email and we can then send you a link so you can log on and view what your child has been up to.

A massive advantage of this system is that you can see photos and videos of what your child gets up to in Nursery and instantly add your own comments to your child's profile entries made by their teacher. Another advantage is you can also show your child's online book to members of the family who would not usually be able to attend parent drop-in sessions at school or message your child's teacher directly if you should have any questions or worries.

Parental involvement is important to us because you have an in-depth knowledge of your child and the help that you give to your children at home has a very significant impact on their learning and we know that you will be keen to support your child throughout their time in nursery. As a way of enhancing our parent/teacher partnership, we invite you to upload any news your child may have onto Tapestry, as well as including any photographs, videos you may take. Eg - days out, special birthdays, events, riding their bike, reading a book, any 'Wow!' moments you would like to add to your child's profile etc. The children love to share their news and photographs with the rest of the class and is a great way to develop their understanding of the world and their communication and language skills.

Please make sure you check your pack so that you can fill in the form and return it to your child's teacher at the start of term. If your child is already at our nursery, then you will not need this form as you will already have a Tapestry account.

We hold parents' evenings twice a year where you can come discuss their progress with the staff. You can book your appointments on the school website.

We operate an open door policy, which means that we are always available to discuss your child's progress or address any concerns you may have at any time. Staff are always available at the beginning and end of the sessions to chat, or you are welcome to phone at any time and we will always try to speak to you as soon as possible.

### **Special Educational Needs**

All children are welcome at St Edmund's and St Thomas' Nursery School and our experienced staff are able to offer a curriculum to meet the needs of each child.

Policies and our SEND local offer are in place and available on our website or on request. If you need any more information please speak to Mrs Pauline Clayton who is our SEND coordinator.

### **What do I do if my child is going to be absent from Nursery?**

If your child is going to be absent for any reason we ask that you telephone the office (928 5586) and leave a message. If your child is absent due to sickness or diarrhoea we ask that they do not return for 48 hours after the last bout of sickness.



## What can I do to help my child settle into nursery?

There are lots of little things that you can do to help your child to make a smooth transition to nursery here a few that will help them to settle into nursery quickly.

It is great if they are toilet trained and know how to manage their own pants- we will always help but encourage independence.

Encourage them to put their own shoes on.

Encourage them to put their coat on by themselves.

Talk to them about nursery and the exciting things that they will be able to do. Please try to explain that you can't stay with them but you will be back to pick them up.

## What happens when it's time for my child to go to Reception?

### You will always need to apply for a school place through the local authority

Your child will be in nursery between 3 and 6 terms. In the autumn term before they are four years old, you need to apply for a school place. Sefton Local authority recommends that this is done online on the Sefton school admissions website which is [sefton.gov.uk/schools-learning/school-admissions](http://sefton.gov.uk/schools-learning/school-admissions).

Applications must be made by January 2023 for a child to start school in September 2023. It is your responsibility to apply for a school place. Please note that you will be subject to the same admission criteria in the school policy published on the school website. Nursery attendance does not guarantee you a school place.

## Transition from Nursery to St Edmund's and St Thomas' Reception classes.

Being part of the whole school means that children who continue their learning journey at St Edmund's and St Thomas' Catholic Primary School are familiar and confident with routines. The term before they enter Reception, the children have regular sessions with their new Reception teachers who will spend various days with the children in the Nursery class getting to know your child.

The children will also be given the opportunity to spend time with their Reception teachers in their new Reception classes.

This gradual transition helps the children feel settled in their new classroom environment and ready to move on, as well as ensure they see a familiar face on their first day in Reception.

### **PTA**

We have a very active PTA who raise lots of money so that we can continue to give your child great learning opportunities in school. They hold several events each year including a Fire work display, this is amazing! Christmas fair, Bingo nights, quiz nights and Summer Fair. All are very welcome. They are always looking for new volunteers to help in any way they can.

### **Working with Edge Hill University and Hope University Partnership of Schools Hugh Baird and Southport College**

Our school is committed to developing opportunities for initial teacher training placements. There are many benefits to involving training teachers in the life of the school and new ideas and initiatives can be developed when student teachers contribute to our children's learning. We will inform you when formal teaching placements are taking place in your children's class.

### **Important information:**

We have included a number of information sheets which we require you to return to us by 15<sup>th</sup> July.

- Emergency contact sheet (1) - please return to school as soon as possible.
- Intimate care policy
- Tapestry letter

### **Finally:**

We would like to take this opportunity to welcome your family to ours and to thank you for choosing our school for your child's early childhood education needs. Whether you are a first time parent or one with a few years of experience behind you, we are aware that choosing a preschool can be a very

difficult decision. For this reason, we strive to do all we can to help make this choice as easy as possible. Our goal is to provide the very best Pre-School experience for your family so that you may leave with the peace of mind knowing your child is receiving an unsurpassed education and care.