



**Handbook for Parents,
Carers and Families
2023—2024**

**Welcome to
St Werburghs Park Nursery School**

Address and Contact details:

St. Werburghs Park Nursery School
Glenfrome Road
Bristol
BS2 9UX

Telephone: 0117 9030323

Website: www.stwerburghs.com

Email: stwerburghsn@bristol-schools.uk

This handbook contains some key information for you about your child's time at St Werburghs Park Nursery School.

You can also find more information on our website.

If you have any questions please contact us by email or phone, or speak to your child's key person or class teacher.

Our Session Times

- 2.5 days: Monday/Tuesday 8.45am to 3.30pm and Wednesday 8.45 am - 11.45am
or
- 2.5 days: Wednesday 12.30pm-3.30pm and Thursday/Friday 8.45am to 3.30pm

- 30 hrs Monday/Tuesday/Wednesday/Thursday 8.45am –3.30pm and Friday 8.45am–11.45am

- Mornings: 8.45am – 11.45am
- Afternoons: 12.30pm – 3.30pm

Dropping off:

The main entrance is open from 8.40am to 9.00am.

The classroom doors open at 8.45 am – please drop your child of at their classroom door.

The main entrance is closed at 9.00am.

The main entrance is re-opened at 9.15am for latecomers, we do not let children in to classrooms between 9.00am-9.15am so that the class are able to take part in their key group sessions without being disturbed. You will have to wait outside if you arrive between these times.

In the afternoon the entrance is open: 12.30pm to 12.40pm

Picking up:

The main entrance is open at 11.40am for the end of the morning session, and at 3.25pm for the end of the afternoon session.

The classroom doors are open from 3.30 pm – please come in to the classroom to pick up your child from their key group.

Entrances/Exits:

All children enter the nursery school using the main entrance

Children are dropped off at their classroom doors at the beginning of their session and picked up from their key group inside their classrooms at the end of the session.

Clothes and Shoes

We do not have a uniform at St Werburghs, but please dress children in clothes that you don't mind getting dirty and that they can easily manage themselves for toileting and dressing.

Bring in a spare set of clothes in a bag so that your child can change if they need to.

In wet weather please bring a pair of wellies, a waterproof coat and waterproof trousers if you have them.

In the hot weather please bring a sun hat and apply sun protection cream to your child before they come to Nursery. If your child attends Nursery all day you will be asked to bring sun protection cream in and sign a letter giving staff permission to reapply it.

Snacks

The children have a healthy snack during the morning and afternoon session. Children bake their own bread for snack times and we provide fruit, vegetables, cheese, bread sticks or crackers, with milk and water to drink. Children have access to water throughout the session.

Lunch

We are unable to provide hot meals. Please bring in a named packed lunch for your child. Some children have nut allergies so we ask for **NO NUTS** to be provided in your child's lunch bag please. We also ask that you cut grapes and cherry tomatoes in half long ways to reduce the risk of choking.

Health and Well being

Please tell us about any illness, disabilities and allergies and keep us up to date with your child's health and well-being.

We use a tool call medical tracker that allows us to create health care plans for children if required.

We can only administer medicines if prescribed or recommended in writing by a doctor and with the prior signed consent of a parent or legal guardian.

If your child has a bump/fall in school, we will record what happened using medical tracker and hand over a written copy to you at the end of the session. If we are worried about your child or we feel that the accident is more serious we will contact, you immediately.

Your Key Person

At St Werburghs we operate a 'Key Person' system. This means that your child will be linked to a member of staff. This person will build a particularly close relationship with you and your child, especially in the early days. She or he will also:

- Observe how your child plays and learns
- Use this knowledge of your child to help plan interesting learning activities that support their individual learning
- Lead your child's key group times supporting their relationships with other children and sense of being part of the learning community.

Communications

If you need to communicate with your child's teacher or key worker we are available after your child's session, if you have time you can wait to talk to us after pick up time or alternatively please phone the office or email us and we will get back to you as soon as possible.

We will communicate with you using Parent Hub. Parent Hub is an APP that you need to download. When your child starts nursery you will receive an invitation to download the APP. We are available to support you with this so let us know if you have any difficulties. You will receive updates about Inset days, nursery events, news about what is happening in your child's class and other important information such as a sudden school closure. We also use email and text messaging.

Learning and Development

Your child's learning and development will be shared with you during their focus observation week on tapestry our online learning journal. Every child has at least 3 observation weeks a year, during this time you will be able to talk with your child's key person to discuss their learning and development and agree future learning priorities together. We encourage you to contribute to this journal sharing what your child likes to do with you at home. We will inform you when it is your child's focus observation week and parent/key person meeting in advance.

If you have any concerns or questions about your child's development, please speak to your child's key person or your child's class teacher in the first instance. Who will be able to support your child's unique learning journey. Our special educational needs coordinator can also offer support. You can find our special educational needs policy on the nursery website.

Behaviour Management

We use conflict resolution as an approach to supporting and promoting positive behaviour. Conflict resolution is an approach that has a number of stages that help to support children to recognise their feelings and work through challenges and problems with others. For more information, you can find our behaviour management policy on our website.

The Curriculum

We follow The Statutory Framework for the Early Years Foundation Stage Framework (EYFS) You can find this at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

As well as the legal welfare requirements that every registered setting must follow, the 'Development Matters' section of the EYFS also lists the seven areas of learning and development that guide professionals' engagement with play, learning and developmental activities for children aged birth to five years old. You can find this at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005585/6.7534_DfE_Development_Matters_Report_and_illustrations_web.pdf

We use both of these documents to guide and plan for our unique curriculum designed for the children in our community.

Lateness and Non-Attendance

It is really important for your child that they arrive at the start of the session. It is also important for your child's emotional wellbeing that children are collected on time. We monitor lateness and attendance in line with our Attendance policy.

Please ring us on 0117 9030323 if your child is going to be late or absent from Nursery.

Holidays

Holidays need to be authorised. If you are going on holiday, please complete a holiday form that can be found on the nursery website.

Illness

If your child is unwell, please keep them at home or with a member of your family. Should she/he be physically sick or have diarrhoea, please make sure that you keep them at home for 48 hours after the last bout. This is a health and safety requirement to avoid cross infection with other children at the setting. If your child becomes unwell during a session we will, of course, telephone you as soon as possible. Please collect your child as soon as you can.

Notifiable Infections

Certain illnesses have to be reported to Public Health England South West giving the following information: name of child, DOB, family address and contact details. Further information on this is available from reception.

Policies and Procedures

Governors

As a school, we have a governing body made up of parent, community and local authority representatives, as well as staff. The governing body has overall responsibility for the School and Children's Centre. Our governors are listed on our website.

Centre Policies

The Centre's policies and procedures help us to ensure that the service we provide is of a consistently high quality. The Governor and Staff Team work together to develop these policies that are regularly reviewed.

Our Policies are available on our website: <http://www.stwerburghs.com/>

Confidentiality and Information sharing

Our privacy notice can be found on our website.

Complaints

If you have any queries or complaints please speak to the Class teacher or key worker in the first instances as most issues can be quickly resolved this way. If you are still not satisfied with your response, please make an appointment to meet with our head teacher or assistant head teacher.

Our complaints procedure can be found on the nursery website.

Safeguarding

We have a legal duty of care for the children at the nursery school. Our employment practices protect children against the likelihood of abuse at the setting and we have a procedure for managing complaints or allegations against a member of staff. All members of staff are checked with the Disclosure and Barring Service (DBS) on a regular basis.

Our legal duty of care also means that if we are concerned that a child may be being harmed in any way, we have a legal responsibility to report this to Social Care. We will always work very closely with you over any referrals. Our assistant headteacher, Lucy Freeman is our Designated Safeguarding Lead.

Term Dates and Closure Days 2023 to 2024

- Term 1: Friday 1 September 2023 to Friday 20 October 2023
- Term 2: Monday 30 October 2023 to Friday 15 December 2023
- Term 3: Tuesday 2 January 2024 to Friday 9 February 2024
- Term 4: Monday 19 February 2024 to Thursday 28 March 2024
- Term 5: Monday 15 April 2024 to Friday 24 May 2024
- Term 6: Monday 3 June 2024 to Tuesday 23 July 2024

Schools will be closed for the following public holidays:

- Monday 6th May 2024 - May Day Bank Holiday

Inset days

Friday 1st September 2023

Closed for home visits on the 4th and 5th September 2023

Monday 30th October 2023

Tuesday 2nd January 2024

Monday 15th April 2024

Friday 7th June 2024