



**WELCOME TO  
PHOENIX NURSERY SCHOOL**



## Welcome to Phoenix Nursery School

Dear parents/carers

Welcome to Phoenix Nursery school. We hope that your child will be happy here and that you will meet and make new friends too.

We hope that this booklet will provide you with all the information that you may need to enable you and your child to be happy, welcomed and feel part of the family of Phoenix Nursery school.

We aim for all learning to be joyous and have at it's heart a value of listening to children and their ideas and theories about the world.

We look forward to discovering new things together

**The Nursery team**

**Please mark all clothing, coats and wellingtons clearly with the child's name, as this does help to prevent the child coming home in the wrong article of clothing. Certain brands of coats can be very popular and staff find it difficult for example, to sort five aged 3 denim jackets from Asda, so your help will be very much appreciated!!!**

We do have spare items of clothing in nursery. If your child does come home in articles of clothing belonging to nursery, please make sure they are washed and returned to school as soon as possible.

## Clothing

Please make sure that your child has a bag in school containing a spare change of clothes. A simple carrier bag will do but it must have your child's name clearly written on the bag. If you bring a back pack , then please put this on the floor underneath the bench below you child's peg. We encourage the children to be as independent as possible and it is quite difficult to hang your coat on the peg with a bulky bag already there!

As we have said, we encourage the children to be as independent as possible. Therefore, please ensure they wear clothing that they can manage themselves e.g. when going to the toilet. Onesies or dressing up clothes are not really suitable for wearing to school. Sensible shoes should be worn for school. Some sandals/mules/flip-flops or other fashion footwear are **not very practical or safe** in nursery, so even in Summer make sure the child has shoes/sandals that allow them to run or climb with ease.

For safety reasons, please do not let the children wear jewellery to school. If earrings are to be worn then please ensure that they are studs or small sleepers. Children very often take jewellery off and we cannot be responsible for any items of jewellery that may be lost or broken.

## Beginning our journey together at Nursery

### Induction Time

Parents and children are invited into nursery , usually at the beginning of a School term, to complete all the necessary paperwork needed for your child to start nursery and to meet the staff who will be working with your child.

Following this meeting you and your child will be invited to a series of short induction visits. These visits are extremely important for your child as they allow them to become familiar with the school and the teachers allowing them to feel happy and confident to be left at nursery.

### Preparing for Nursery School

Being enthusiastic about the new experience of going to Nursery School is really important. You can help by talking cheerfully about Nursery School, the new friends she/he will meet and the exciting learning opportunities they will have.

You can help in encouraging your child to become more independent and confident to spend time away from you by letting her/him spend short periods of time away with

a friend or relative she/he knows and likes. In this way they understand that you will come back and can feel relaxed when you are not there.

You can also help them with their growing independence and confidence by teaching them how to take off and put clothes on, by hanging their coats on a peg and encouraging them to use the toilet properly, washing and drying their hands afterwards.

Young children are naturally curious and eager to learn. This is an excellent time for you to do things together such as

- ◆ Talking with and listening to your child about the things they enjoy.
- ◆ Reading to your child everyday , if possible.
- ◆ Singing songs and nursery rhymes together.
- ◆ Letting your child help you around the house, for example sorting washing and tidying away toys.

Parents of children who are known asthma sufferers are requested to fill in an asthma card that contains all the details of the prescribed medication and frequency of attacks. They are also asked to bring in a "spare" nebulizer that can be kept in school to be used in emergency situations. Full written instructions must also be supplied so that staff know exactly what to do for individual children.

**Please note that other medication will not normally be dispensed by school staff and medicines should not be on the school premises. If you need to bring medicine into school for any reason, e.g. to pass on to a relative or child minder, then please hand it in to the school office. Arrangements can then be made for it to be stored safely and securely.**

**If medication is to be kept on site for any reasons, e.g. an epi pen, then individual arrangements will be made between the parents and the headteacher.**

## Medical Needs

All staff have been trained in Paediatric First Aid and deal with any minor accidents, which may occur during school hours and you will be notified on collecting your child. If the staff have any concerns about an injury that may or may not require any further treatment, then we would contact you to seek your opinion, or ask you to collect your child and seek further advice. Anything more serious would be referred to the hospital. Every effort would be made to contact you in an emergency; otherwise staff will accompany the child. It is vital, therefore, that the school has your most up to date contact number.

If your child is ill **please keep them at home** until they are fully recovered especially with illnesses such as **sickness and diarrhoea, and conjunctivitis** all of which can be very contagious.

Sickness/diarrhoea - Please keep your child at home for 48 hours from the last bout of sickness

Conjunctivitis - Please keep your child at home until treated and eyes are no longer sticky"

If your child suffers from any known illness it is important that the staff are notified about this during the admission procedures/consultations.

## Attending and Learning at Nursery

Regular attendance at Nursery is essential for your child to progress in their learning and development. Children build upon their day to day experiences, their learning becoming more complex over time.

Therefore regular attendance is very important for both you and your child.

Your child's absence is monitored carefully by the staff. We all aim for full attendance but we know there are times when your child will not be in school for various reasons. However if your child is not in school, we need to know the reason why.

If your child is not coming to school then please ring **01902 558126** and let us know why. If you have not contacted school within half an hour of the start of the session your child attends, then we will contact you to ask why your child is absent from school.

If you are going on holiday, then please complete a leave of absence form in advance of your holiday and this will account for your child's absence. Please be aware that any prolonged or unexplained absences may result in the loss of your child's place at nursery.

## **Keeping Your Child Safe**

### **School Security/Nursery Procedures**

Either yourself or another responsible adult must bring and collect your child. If another adult is to collect them please let the staff and your child know beforehand. It is our policy not to hand over to anyone under the age of 16.

Please accompany your child into Nursery at the beginning of the session . It is at this point that you can hand over responsibility of your child to a member of staff. Children must not be left in Nursery without this hand over of responsibility. At the end of the session , the staff call the children one by one and hand over the responsibility back to you or their carer.

The care and responsibility for your child during school hours rests with the Head teacher and staff. However, in the case of emergencies, illness or accidents we need to know where you may be contacted during school hours.

Please notify the school of any changes of address, work place or telephone numbers and ensure that the Nursery number is accepted by any blocked phones. Contact numbers are checked at the beginning of each term , but please remember to inform the Nursery as soon as possible of any changes.

### **Parent Partnership**

Parents are invited to share their child's experience by:-

- \* Talking informally with staff at the beginning or end of the session
- \* Actively contributing to your child's learning through their "Learning Together books"
- \* Attending parent/child events
- \* Informing staff of any significant changes in home circumstances which may affect your child in Nursery
- \* Keeping yourself informed of Nursery activities through reading the newsletter and notice board.

### **School Fund**

We ask for a donation of just 50 pence per week from each child/Family. This helps purchase extra resources for the children and helps to pay for Christmas/ Easter gifts and parties and "unusual resources" to support learning. We hope you will be able to support us with these donations.

## **Child Protection/Safeguarding Procedures**

It is a statutory duty on all educational establishments to protect pupils from harm and act on concerns.

Indications of any form of abuse or non-accidental injury will be treated seriously and official authority guidelines will be followed

There is a policy document which can be inspected by anyone who wishes to do so. It can also be found on the school website.

If you are going to be late in collecting your child for any reason, please let us know. We can then reassure your child that you are on your way. If your child has not been collected by 15 minutes after the end of the session then there will be a childcare charge as staff are directed to attend meetings as soon as session ends and this means someone has to be released from their duties to care for your child.

You will be given a password to use if any other person who is not on your contact list comes to collect your child.

## **Use of mobile phones**

Safeguarding the welfare of the children in our school is of paramount importance to us as it is for you as parents.

There is a risk when mobile phones are used in school that the camera facility could be used and images taken of children without the permission of parents and also we have no control over what these images could be used for in the future.

Therefore, in order to safeguard your children and reduce the risk, the use of mobile phones is not allowed whilst you are on the school site.

## **School Session Times**

Morning Session 8:30-11:30

Afternoon session 12:30 –3:30

Current term times are available on Wolverhampton City Council's website. We also have staff training days throughout the year when the school will be closed and other events when the session times may be changed e.g Christmas celebration days. We will always give you plenty of notice to any changes to the usual session dates and times.