



Nursery Handbook 2024-2025



Welcome to St. Aidan's! For some of you this will be the first time that your child will have left your care. We appreciate what a big step this is and we want you and your child to feel happy and secure with us.

This handbook is intended to be a brief outline of what you and your child can expect at St. Aidan's. We hope that it will provide you with much of the information you will need. If it doesn't, please feel free to ask us.

Nursery times

Morning session: 8.30am-11.30am

Afternoon session: 12.30pm-3.30pm

Full-time: 9.30-3.30pm

Bolt On: 8:30am- 9:30pm

We also offer Flexi time - 15 hours spread across two and a half days.

Contact Us

St. Aidan's VC Primary School

Albany Road

London

N4 4RR

Main School: 0208 340 2352

Nursery: 0208 341 6703

Email: admin@staidansprimaryschool.org.uk

Headteacher: Kate Stevens

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and [X \(formerly twitter\)](#)



How we support your child's transition

One of the ways we get to know children and parents who are new to St Aidan's is to visit you and your child in your home. This is a brilliant opportunity for us to get to know your child in the place in which they are most secure and comfortable. If you do not want a home visit you may have a drop in meeting which takes place at Nursery.

It is very important that your child has a positive start to school and a gradual introduction has been found to be best. A staggered start enables the staff to familiarise and settle the children into daily routines and take time with each child when they first come in. Full-time children will initially only stay for a morning session until they are settled and able to stay for lunch and then a full day.

When your child starts, the class teacher and Nursery Nurse will conduct home visits, or arrange transition meetings at the school if you prefer, in order to build a strong partnership with new parents and children.

You are welcome to stay with your child for all or part of the session. Your child may be used to playgroup or another setting and might be happy for you to leave fairly quickly. The Nursery is a new environment with new adults and a new group of children. Each child responds differently - it is best to stay with your child initially and help them explore the activities available to them. It is important to use this time to engage with your child in play. Please refrain from using your mobile phone during your child's settling in period.

To help your child to settle it is best if you try to arrive on time for the start of the session. If there have been problems which may be influencing your child's behaviour, please speak in confidence with a member of staff so that they can help to reassure your child. Please arrive promptly at sessions so as not to disturb the class.

If your child cries and clings to you don't worry. Children settle at different times. Discuss any concerns with your Key Person. Always say goodbye to your child rather than slipping out when they are busy playing.

Dropping off and picking up

Nursery staff are always available for short discussions at the start of the session. However, if you need a longer meeting, please arrange an appointment.

Please also inform us if your child is **going to arrive late in the morning due to a medical appointment or other circumstances so that we can amend the register. Thank you.**

It is very important to arrive on time for the end of each session. Even a few minutes late can result in a tearful child who has anxiously watched every other child leave the room. Please phone to let us know if you are going to be late collecting your child (0208 341 6703). If we know you are going to be late then we can prepare your child and the whole process will be calmer.

Our first priority is the safety of your child. We will only let your child be collected by someone you have told us about at your home visit or drop in meeting. If someone else is to pick up your child, please tell us in advance and write it on the area provided on the Nursery door. If you are going to be unavoidably late to collect your child, please phone the Nursery to let us know. If we know you are going to be late then we can prepare your child and the whole process will be calmer.

Outside the Nursery entrance there is a selection of books for you and your child to have access to. You are encouraged to take home one book at a time but you are welcome to change the book as often as you like. This book is for you to read to your child in the comfort of your own home and begin the love of reading.



Key Person

Your child will be assigned a 'Key Person'. The role of the Key Person is to build strong links with you as a family and to take specific responsibility for first settling your child and then promoting their learning. They will also be your first point of contact about anything that you wish to discuss about your child, however, we do work closely together as a team. Please feel free to approach any member of the team and they will pass on any information to your child's Key Person.

The Key Person observational cycle consists of observation, assessment and planning for a particular child that week. Children's development and learning is best supported by starting from the child, and then matching interactions and experiences to meet the child's needs.



Curriculum

Our curriculum combines carefully chosen topics that we believe will interest the children and widen their knowledge. Each week we observe a small number of children to enable us to then plan activities that will support their learning.

The EYFS curriculum is split into 7 'Areas of Learning.' These are:

Prime Areas

Personal, Social and Emotional Development

This relates to developing confidence and independence, building positive relationships with others and developing good social skills.

Physical Development

This relates to improving control and co-ordination in gross motor and fine motor skills. This will be through using bikes and scooters and climbing apparatus outside as well as ball games, running games, building with large wooden bricks, using playdough, threading and pouring with sand and water. We will also help your child to become independent in managing their personal hygiene, i.e. going to the toilet, washing and drying their hands, using a tissue and putting on their own coat.

Communication and Language

This covers communication with one another and developing skills in speaking and listening and understanding in a range of situations.



Specific Areas

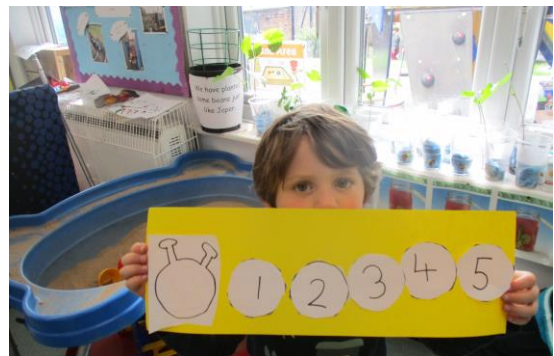
Literacy

This covers reading and writing. Children will have opportunities to share stories, poems and information books, enjoy role play and use puppets and masks. We encourage their emergent writing and provide lots of opportunities for writing as part of our planned play activities.

During the Summer Term if your child is ready they will engage in short and playful phonic sessions. For this we follow the Read Write Inc scheme. These short five minute lessons will focus on the set 1 sounds using a picture card.

Mathematics

This involves using ideas about number, simple calculations, quantities, measurements, shape and space. Activities are fun, meaningful and practical.



Understanding the World

This covers investigating and beginning to understand the things, people and places around us. Activities are always fun and practical and cover science, history, geography, RE and ICT.

Expressive Arts and Design

This area covers all creative activities such as dance, role play and drama, art, craft, music and singing.



Play

Play underpins every aspect of the EYFS curriculum. When children are most engaged in an activity this is when they learn most. Throughout the day your child will be able to choose which activities they wish to take part in.

In order to promote independent learning, both the inside and outside classrooms are organised to allow your child to freely access a wide range of stimulating activities.

Your child will have access to the inside and outside areas of the classroom, and for much of the day your child will be able to decide where they would like their learning to take place; we call this free- flow.

During the winter months please ensure your child has a warm coat that is clearly labelled with their name. If your child has gloves, attaching them with ribbon is often the most successful way of preventing them from being mislaid.

In the summer months, please make sure you have applied sun cream to your child before attending Nursery. Please do not put your child in flip flops as these can be treacherous when playing outside.

Please ensure your child has a spare set of clothing to keep on their peg at Nursery. This should be placed in a cloth bag (no plastic bags please) clearly labelled with their name.



Communication between home and school

We appreciate that parents are a child's first and most important teachers. We know that they have already learnt many things from you. At St. Aidan's we try to work with you to build on this foundation to help your child to flourish. We are always available for a quick chat at the beginning or end of the day but if you want more time please ask to make an appointment.

Every Friday you will receive a communication letter which will inform you of some of the activities that your child has completed during the week, as well as planned learning for the following week. It will also include forthcoming events and dates. This letter will also inform you which children will be observed the following week.

Parent consultations will take place twice a year. This will give you the opportunity to discuss your child's progress with their Key Person.

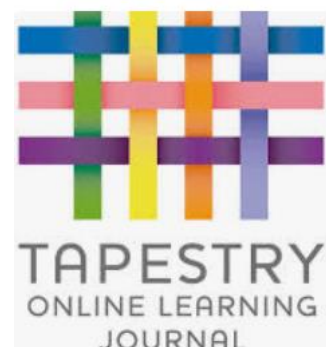
Tapestry

Tapestry is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years Foundation Stage curriculum, to build up a record of your child's experiences during their time with us.

This system allows us to work with parents and carers to share information and record the children's play and learning in and outside of the classroom. 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.

Tapestry provides each individual child with their own Learning Journal held online. Parents and carers are given their own log-in using their email and password (which is pre-set by us but can be changed by you to make it more secure). All our staff are given a secure log-in. They can then upload observations, photos or videos; recording children's achievements and assessing their learning in reference to the EYFS curriculum.

We encourage parents to upload photos and videos celebrating their child's achievements out of school, as well as comment on observations added from school.



Helping Your Child at Home

We feel that the most important way to help your child learn and develop is to try and make some time everyday to play with them at something they have chosen. If you are already doing this well done!

Reading to your child is crucial if they are to develop a love of books and to become successful readers themselves. We encourage you to read stories in your home language. If you can read to them every night as part of their bed time routine, you will be laying the foundations for a successful school life.

Absences, Illness and Medicines

If your child is ill, please phone the Nursery on 0208 341 6703 to let us know. If your child vomits or has diarrhea, then you must wait 48 hours from the last episode before sending them to school.

If your child is taking medication you will need to come and meet with the medical officer to complete a medication form that authorises staff to administer medicine. All medicines have to be prescribed by your doctor.

Young children regularly bump and graze themselves. When this does happen we will administer first aid. On those occasions when a child bumps their head we will make a courtesy phone call to inform you. This is why it is essential that you complete our welfare form with contact numbers so that you can be reached. Please remember to keep us up to date with changes to phone numbers or address.

Toileting

We encourage your child to use the toilet independently. It is very important to inform us if your child has any difficulties with this at your home visit or drop in meeting. If necessary, we may need to set up a care plan as part of our continence policy.

Nursery Meals and Snacks

Every day we will provide your child with a piece of fruit and a cup of milk at our snack area - there is no charge for this. Every child must bring in a water bottle clearly labelled with their name.

Nursery children who stay for lunch will eat their meal in the main school hall. All our meals are cooked on site by our in-house chef and team. We are passionate about fresh, hearty food that tastes great. The right nutrients can affect everyone's mood, behaviour, health, growth and even their ability to concentrate. Encouraging a well-balanced diet establishes healthy eating now and for the future.

Birthday Celebrations

We like to celebrate children's birthdays in the Nursery and we encourage your child to bring in their favourite story book.



Funding for Early Years Education

All three and four-year-old children are entitled to 15 hours of free nursery education from the term after their third birthday: for admission in September 2024 this will be children with birth dates between 1st September 2020 and 31st August 2021.

We aim to provide flexibility with respect to our admissions. Whilst our main admissions intake is in September, we will accept children at other times during the year once they have turned 3 years old, for example at the start of the spring and summer terms or even mid-term if a place is available. In all cases places will be filled in accordance with the admissions criteria.

We offer daily places in the Nursery during term-time only (38 weeks a year). Parents can choose to take the 15 hours free entitlement either every morning (8.30am to 11.30am) or afternoon (12.30pm to 3.30pm).

From September 2017, eligible parents have been able to claim the Government's 30 hours Free Early Education Entitlement at the school. To be eligible, both parents (or the sole parent in a single parent family) must be working and each earning:

- a. a minimum of the equivalent of 16 hours per week at the national minimum wage;
- b. a maximum of £100,000 per year.

For full details please [click here](#).

This covers daily places from 9.30am to 3.30pm. If required, the extra hour between 8.30 and 9.30am can be added at a cost of £30.00 per week.

For those not eligible for the Government funded 30 hour scheme, we offer daily full-time places from 8.30am to 3.30pm at a cost of £140 per week (this cost takes into account the weekly 15 hours free entitlement).

Please contact Nicole Murphy in the main school office if you have any questions tel 020 8340 2352 or email: admin@staidansprimaryschool.org.uk