

# Nursery Brochure 2023



Wellington  
Primary

# Welcome to Wellington Nursery



Starting school is a memorable occasion for both you and your child, especially if it's the first time you have left them with someone else for long periods of time. Your child will have new routines to get used to and new information to take in, to enable them to have a successful experience, which will allow them to flourish into lifelong learners.

This brochure is here to help you and your child settle in to this new stage in their life. It explains what your child will be doing at school and gives you tips so you can help them get the most out of their time at Wellington.

We can offer support and guidance for you as a parent. Your child's teachers and school staff will play an important role in your child's life.

They will always be happy to talk to you about how your child is getting on, answer queries and listen to any concerns you have.



## Members of staff

Although your child will have most contact with their class teacher and nursery nurse, there are plenty of other staff who you and they will come into contact with. Here is an over-view to help you get to know who does what.

### Leadership Team

The head teacher runs the school, supported by the senior leadership team.

Head teacher: Mrs D. Norton

Deputy Head teacher: Mrs K. Kahlon and Mrs L. Gleeson

Assistant Head teachers: Miss C. Strange and Miss H. Koundu

Early Years assistant Head teacher: Mrs. G Murphy

### Class Teacher

Each class at primary school, from Nursery to Year 6, has its own teacher who they see each day in class.

### Early Years Professional (EYP)

In Nursery and Reception, we have an EYP full-time in each class who works alongside the class teacher to support your child's learning.

### School office

The administrative staff are in the school office, and they are parents' first port of call if there is anything you need to ask.

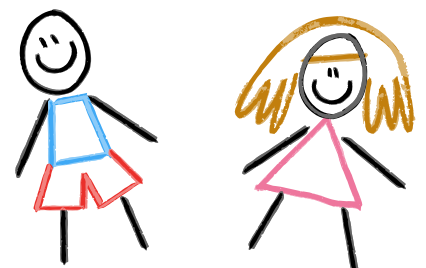
Administrative Officers: Mrs R. Koundu and Miss F. Hussain

### Special Education Needs Coordinator (SENCo)

SENCOs are responsible for making sure children with special educational needs receive the help they need at school. Mrs L. Gleeson is our SENCo and Miss H. Koundu is our Assistant SENCo.

### Educational Welfare Officer (EWO)

Educational welfare officers work with families and school staff if poor attendance or punctuality is affecting a child's learning. Mrs Sheikh is our Education Welfare Office. She may visit you at home if your child is unwell or has a lot of time off school.







# About our school

## Our Vision:

At Wellington we are truly committed to providing your children with the very best and exciting academic experience. We focus specifically on the individual needs, strengths and talents of each pupil. We ensure that our curricular provision, including thinking skills, team building, sports, arts, music and clubs, all add up to a rich holistic education.

## What is the Foundation Stage?

This is the time your child spends in the Nursery and Reception. Nursery children are aged 3-4 years and attend a half-day session or a full day, for those children eligible for the 30 hour offer. Reception children are aged 4-5 years and attend the full day. Statutory education does not begin until a child reaches 5 years of age.

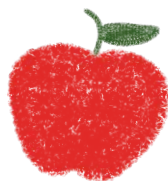


## Milk:

Milk is available for your child. Please visit the [www.coolmilk.com](http://www.coolmilk.com) website or call 0800 321 3248 to register your child. It is free until your child is 5 years old, however you must register online, as not all children like having milk.

## Fruit/Veg:

The children receive a different piece of free fruit or vegetable each day.



# Top tips for settling in

There are certain things you can start doing now to help your child feel confident at school and manage their new routine.

## Use the toilet by themselves:

The toilets are open access within the nursery, therefore children are able to go to the toilet, wash and dry their hands independently. Please get your children into this routine before their start date.

## Get dressed on their own:

Your child may need to remove their jumper to put on dressing up clothes or shoes to change into wellington boots for outdoor learning. Some shoes are easier for them to manage than others, such as those with Velcro straps.

## The first day



## Take your child to school yourself:

This is especially helpful on their first day. Remind them who will pick them up at the end of the day too. If they are upset when it's time for you to go, stay calm and explain that you have to go, but will see them later. If you are worried, you can always phone the school later to check how they are.

## During the first few weeks:

Some children settle in straight away, but others will take a while to get used to being at school. Expect tiredness, ups and downs for some time after they have started. Here are some ways that you can help your child settle in at school as smoothly as possible.

- Stay calm
- Establish a regular routine, starting with bedtime
- Ensure your child has enough sleep (at least 10 hours)
- Give them a healthy breakfast
- Allow plenty of time to get ready



# The School Day

## Make sure you know which entrance to use:

The entrance for children in Nursery and Reception is on Wesley Avenue.

It is important for the children to start every session together.

You must not leave your child until the class teacher has opened the door and your child is in the classroom.



## School Times

Nursery AM: 8:45-9am - 11:45am

Nursery PM: 12:30pm - 3:30pm

Nursery 30 hours: 8:45-9am - 3:30pm  
or 9.30am drop off.

## Home Time

### Collecting your children:

Please collect your child on time. If there is no one to collect them, children can become very distressed, even though we are there to reassure them. If you are delayed for any reason, please telephone (020 8570 6130 option 1) to inform us.

### The Safety of your Child:

You will be required to complete a 'Collection Form', which is a list of adults (16yrs+) whom you authorise to collect your child. This is kept by the class teacher and must be kept up to date. If someone arrives at school who is not on this list, we will not let your child go with them until we have contacted you and checked that this person has your authorisation.



# Stay in touch and get involved

Even when your child has settled, it is essential that you stay in regular contact with the school. Here is an overview of some of the ways you can keep in touch and get more involved.

## Keeping up to date:

The school has a duty to keep you informed about your child, therefore we send you a written report at the end of the year.

Throughout the year, we contact parents for various reasons through Parent mail or by email. Please ensure you register your account and keep your mobile number up to date.



There is also a weekly school newsletter which is sent out via Parent mail email and is also on our website: [www.wellington.hounslow.sch.uk](http://www.wellington.hounslow.sch.uk)

## Parent meetings:

There are meetings with parents once a term when the teacher will talk to you about your child's progress and how you can help them at home, as well as raise any queries or concerns you may have.

These meetings need not be the only time you speak to your child's teacher - please do this regularly.

If you have a serious concern or issue, you should make an appointment to speak to the teacher after school





# School Uniform

At Wellington, uniform is compulsory from Nursery to Year 6. You will need to register your parent mail account and order this online. Uniform must be purchased before your child starts school and we expect all children to wear the full school uniform every day with black shoes.

Please make sure that each item is clearly marked with your child's name.



## Girls

- Burgundy / black coat
- White polo shirt - short sleeves
- Dark grey pinafore, skirt or trousers
- Burgundy 'V-neck' knitted jumper / cardigan
- Grey socks / tights
- Black flat shoes
- Hijabs (if worn) must be maroon, black or white

**In the summer term, girls can wear:**

- Burgundy gingham dresses (with white socks or tights only)



## Boys



- Burgundy / black coat
- White polo shirt with short sleeves
- Dark grey trousers
- Burgundy 'V-neck' knitted jumper
- Grey socks
- Black flat shoes

**In the summer term, girls can wear:**

- Short sleeve white shirts
- Grey shorts

Children in the nursery should not wear a school tie.





# School Equipment

Your child will also need to bring certain things to school on a regular basis.

## Your child will need:

- a Wellington drawstring PE bag for hanging spare clothes on their peg
- a Wellington book bag
- a water bottle

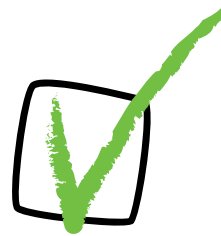
It is your responsibility to ensure that all of these items are clearly marked with your child's name.



## Please do NOT let your child wear:

- jewellery (Small plain gold / silver studs are permitted)
- make-up or nail varnish
- trainers
- You **must not** shave off your child's hair, without a medical reason for doing so. Hair styles with 'steps', lines, patterns or symbols cut in to them are also not permitted

# Attendance



## Every day matters:

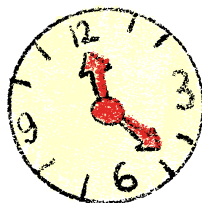
Children who miss school regularly find it difficult to keep up with schoolwork and can start falling behind. Plus, missing out on the social aspect of school, especially during the primary years, can make it more difficult for children to make and keep friends.



## Problems with attendance:

As a parent, it's your responsibility to make sure your child attends school regularly and, by law, it's an offence to fail to do so. Sometimes, though, for a number of reasons, a parent can find it difficult to get their children to school every day.

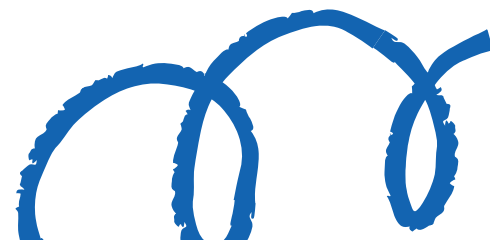
If you are struggling to ensure your child attends school each day, whatever the reason, please talk to the class teacher about how the school can help.



## Lateness:

It is very important that your child arrives at school on time within the staggered start window for registration.

If your child is late after 9am or 12:35pm, you will be asked to walk around the outside of school and sign them in at the office. Persistent lateness is monitored and can be referred to the Education Welfare Officer at Hounslow Council.



# Absence

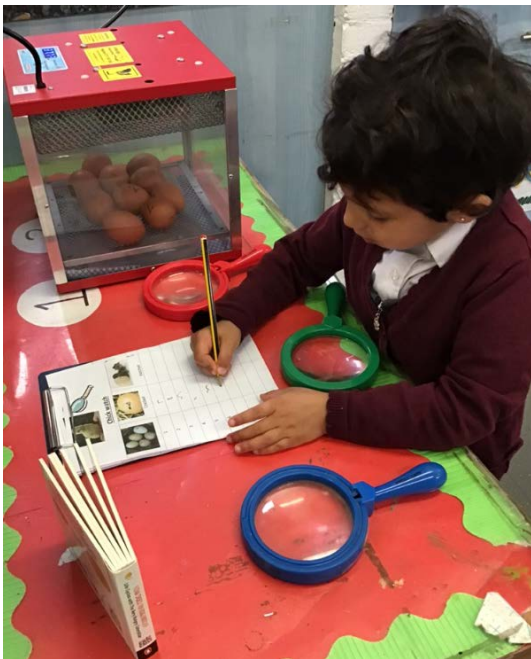
## Sickness:

If your child is ill, please contact the school before 9am on the first morning of your child's illness, as the staff will be concerned if they do not hear from you.



**020 8570 6130** - Press 1 for Infants and 1 again to leave an absence message

If your child has a cold or a cough they should be brought into school and Calpol can be given for slight temperatures.



## Appointments:

Doctors' appointments should be made out of school hours. Dental and optician's check-ups must be booked during school holidays, except for emergencies e.g. a filling breaking or falling out. If your child does have an appointment during the day, please bring them in before and after the appointment, as a missed session will affect their attendance.

Please avoid collecting your child in the middle of the lunch hour between 12 - 1pm.

## Holidays:

It's important to us that our children get the best possible education, so our policy is not to authorise term-time holidays. If there's a reason you want to take your child out of school during term time, even if it is for just one day, you must fill in a request form. Only schools can authorise an absence. If they do not and you still take your child out of school, this period of leave will be marked down as unauthorised on your child's attendance record.

When term-time leave is taken the details will be forwarded on to the Local Authority who will issue a Fixed Penalty Warning Letter. If a second period of leave is taken the Local Authority will automatically issue a Fixed Penalty Notice (fine). The current fine is £60 per parent per child.

**Term-time leave may also result in the loss of your child's school place.**







# Learning in Nursery and Reception

Teaching within the education system is split into stages.

The Revised Early Years Foundation Stage (EYFS 2021) sets out how and what children need to learn up until the end of the Reception year, from 0 - 5 years of age.

In the EYFS, there are seven areas of learning and development.

| Prime Areas                                |  |
|--|--|
| Communication and language                 | Listening, attention and understanding<br>Speaking         |
| Physical Development                       | Gross motor skills<br>Fine motor skills                    |
| Personal, Social and Emotional Development | Self-regulation<br>Managing self<br>Building relationships |

| Specific Areas  |   |  |   |
|---|---|--|---|
| <b>Literacy</b><br><br>Comprehension<br>Word reading<br>Writing                     | <b>Mathematics</b><br><br>Number<br>Numerical patterns                              | <b>Understanding the World</b>   | <b>Expressive Arts and Design</b>   |
|  |  |  |  |

# A Session in the Nursery

The session starts at 8:45-9am for the morning and 30 hour children and for afternoon children the sessions start at 12:30pm. The children go into the nursery, put their water bottles in trays take their coats off and hang them on their pegs. Then the children 'self-register' where they find their own name cards and the teacher will also do a formal register.

The children sit together on the carpet and engage in short whole-class activities with the teacher until they are all ready. There may be the opportunity for a child to share an important piece of news, and if it is someone's birthday they will sing 'happy birthday'. The children spend 5-10 minutes learning in small groups with an adult before they choose where they would like to play.



The teacher and nursery nurse will get involved and lead or support a range of activities that have been prepared and the children will also learn independently.

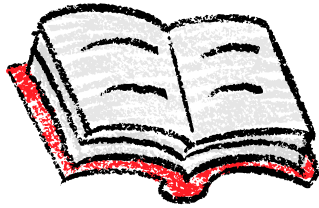


The children will have the opportunity to explore both the indoor and outdoor learning environment every day.

During the session the children have access to their water bottles and the toilets. Milk and fruit are also shared with the children during 'snack time'.

Towards the end of the session the children come together again on the carpet for learning and to celebrate their achievements.

Then they collect their belongings and the children are given the things they have made and letters to take home. The morning session ends at 11:45am and the afternoon session at 3:30pm.



On some days the children will participate in special activities during the year, such as 'World Book Day'.

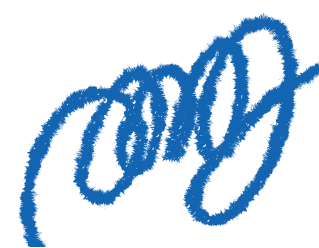
We also arrange workshops in school and visitors to consolidate and extend the children's learning. Following these, the children will have the opportunity to participate in activities related to the experience.



## Lunchtime

Full time nursery children have their lunch from 11:45am until 12:30pm. They are encouraged to bring in a healthy packed lunch and a reusable bottle of water every day.

From the October half term, children are offered the opportunity to have a school dinner, currently costing £2.45 per day.





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# Helping your child learn

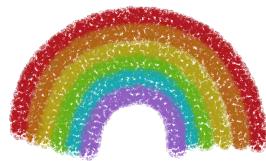
You can help them do well at school by ensuring they go every day. The photos in this brochure show you just how much they enjoy learning with their friends! There are plenty of ways they can build on this learning outside of school too - just through playing and being involved in everyday activities.

For example, encourage your child to observe and talk about their surroundings with them whenever you can. Everywhere you go there are things to read and recognise - whether you are shopping, waiting for a bus, visiting a museum or sitting at the doctors. Even young children can be helped to read notices and signs, and understand what they mean.

Get into the habit of reading a book at a time that suits you both. It doesn't have to be for long - just 10 or 15 minutes. Talk about the plot, the characters and what might happen next.

If English is not your first language, make sure you continue to speak and read to your child in your own language too. That way they will develop their language skills and this will make learning English much easier. Talk to your child about their day at school, as children do better at school when their parents show an interest in what they're learning.

Once your child starts school, it's important to still make time to do activities together outside of school as a family - for example: going to your local library, park, museum or leisure centre - when they are open!



We look forward to welcoming you and your child to Wellington very soon.



# FAQ Nursery 2023

## **1. How many children will be in a class?**

There are 3 sessions in the nursery and there will be a maximum of 39 children in the nursery building at any one time.

## **2. How many adults will be in the class?**

There will be three fully qualified members of staff with the children in accordance with legal requirements.

## **3. What will happen if my child cries?**

We will comfort your child, however if your child is still upset after 30 minutes, will call you to come and collect your child and discuss modified transition arrangements to help your child to settle. This will mean your child just coming to school for a short period of time daily, which can be increased as your child gets used to spending time apart from you.

## **4. Will I be able to come in to the classroom with my child?**

We prefer parents to say goodbye to their children outside for the wellbeing of the other children in the nursery.

## **5. When can I speak to the teacher?**

The staff will have more time to speak to you at the end of the session/day.

## **6. Where are the toilets and will my child be able to go to the toilet whenever they want to?**

The toilets are situated within the nursery building and the children can go when they need to.

## **7. Will a member of staff take my child to the toilet and help my child to go to the toilet?**

The children go by themselves and we encourage independent toileting.

## **8. My child is not toilet trained. Will there be any facilities for staff to change nappies in school or can my child wear a pull up?**

No - as we are a school, we do not have any changing facilities. Your child should wear pants and you can send in some named spare clothes with carrier bags in a named school PE bag that can be kept on your child's peg for your child to change in to if they have a toilet 'accident'.

