

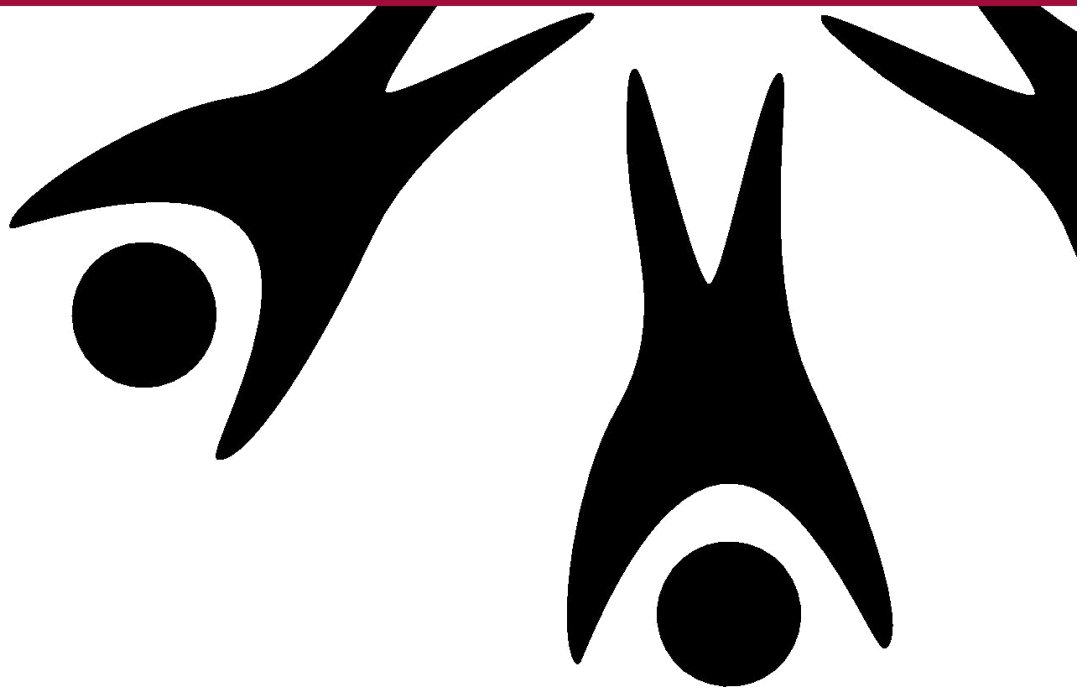


St.
Andrew's
Primary
School



St. Andrew's Primary School

Parent Handbook
Nursery 2023 –2024



Welcome to St. Andrew's Primary Nursery

Dear Parents/Carers

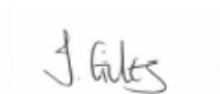
The Governing Body and Staff welcome you to St. Andrew's Primary Nursery.

At St. Andrew's Nursery we believe that this early period of learning should be unhurried, allowing time, space and freedom for the developing child to consolidate their learning with opportunities to return, revisit, and refine their emerging knowledge and skills.

During the year we aim to educate your child and give him/her a good foundation on which his/her school life will be built.

This booklet is designed as a guide to the school for all parents.

We are committed to working in partnership with all parents and welcome your involvement in the life of our school.



Head teacher

Cllr. Roger Jeavons
Chair of Governors
St. Andrew's Primary School
Jenkins Street
Newport
NP19 0GR
TEL. (01633) 257261

Mrs. J. Giles
Head teacher
St. Andrew's Primary School
Jenkins Street
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NP19 0GR
TEL. (01633) 257261

CHIEF EDUCATION OFFICER: Mrs. Sarah Morgan
NEWPORT EDUCATION Authority
Newport City Council
Education Department
Civic Centre
Newport
NP20 4UR
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The information relating to the School Year 2023/2024 which appears in this booklet is correct at the time of printing but may be subject to change before the start of or during the school year or subsequent years.

Learning together, we reach for the stars

Vision Statement

To create a community that provides a challenging, imaginative, stimulating, happy, respectful and supportive learning environment where everyone is valued and achieves their true potential. We provide a learning community that is dedicated to believing that anything is possible.

In order to achieve this, we aim to:

- ★ Provide a safe, happy stimulating and attractive environment in which each child is encouraged to enjoy learning and develop a lively and enquiring mind, the ability to question and argue rationally and apply themselves to tasks and skills as they strive to reach their true potential in all aspects of school life.
- ★ Provide a broad, well-balanced and relevant curriculum and a holistic approach to education offering a differentiated curriculum that promotes equality of opportunity and helps pupils to gain an understanding of the community, an awareness of the wider world, and global citizenship, beginning with caring for the local environment and considering issues of sustainability. We aim for children to appreciate the need to participate in decisions that will improve the quality of life now without damaging the future.
- ★ Meet the additional learning needs of all our children, including those with SEN, disabilities, EAL and the more-able and talented, within the resources available.
- ★ Develop in children a love of learning and a desire to do their best at all times and to continue to expand their knowledge and skills throughout their life.
- ★ Develop and improve children's performance in the key skills of literacy and numeracy, across all areas of curriculum.
- ★ Develop children's self-esteem by ensuring that every child feels valued regardless of gender, disability, religion or ethnicity.
- ★ Encourage self-discipline, independence, moral responsibility and commitment to the community.
- ★ Help children to live together within a community, to develop sensitivity to others and to become responsible, independent people who value standards of behaviour, marked by respect and courtesy.
- ★ Promote positive approaches to difference and foster respect for people of all cultural backgrounds to enable all within the school community to achieve their true potential.

- ★ Provide a series of regular experiences for children to develop their knowledge, understanding and use of Welsh as a second language.
- ★ Give children opportunities to develop and apply knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.
- ★ Help children develop a healthy lifestyle through adopting a healthy diet and exercise.
- ★ Extend active links between home, school and the local community the school serves.
- ★ Inform parents of their child/children's progress at parent consultations and through annual written reports.
- ★ Encourage parents to become involved in all aspects of school life.
- ★ Develop the Governing Body's involvement in the life of the school.
- ★ Maintain a close relationship between secondary phase of education to promote continuity and progression in the children's learning.
- ★ Promote unity and collaboration among all the staff who work in our school, value the contribution they make to the life of the school and enable them to reach their true potential through the provision of an appropriate programme of staff development.

Daily Routine

Morning Nursery

Doors will open at: 8:50am

Morning session: 9:00am – 11:30am

Afternoon Nursery

Doors open: 12:45 pm

Afternoon session: 12:45pm – 3:15pm



Senior Leadership Team

Headteacher:	Mrs. J. Giles
Deputy Headteacher:	Mrs. E. Charles
Assistant Headteachers:	Mrs. K. Nicholas
	Mrs E. Nowaczyk
	Miss E. Desmond

Nursery Staff

Teachers:	Mrs. E. Furtek
Teaching Assistants:	Miss. C. Gibbs
	Mrs. H. Price
	Mrs. C. Greensill
	Miss. K. Biddle

Snack and Cooking

As part of our Healthy School Programme we provide all children with a choice of fruit and vegetables each day for snack time. In Nursery we encourage independent snack times, the children will choose when they eat their snack and can help themselves to milk and water provided too. We also deliver healthy cooking sessions.

A **contribution of £1** is required each week. Please place this in an envelope and give to a member of staff on a Monday.

If your child has any food allergies, please ensure they are detailed on the starter form provided.

Independence

At home you can help by teaching your child to put on their coat independently and dress themselves.

It is important that your child is fully toilet trained and able to use the toilet without adult support, however, we do understand that young children may have the occasional accident.

We do not take children who are still in nappies or pull-ups.

General Points about Nursery life

- ★ Please ensure that all items of clothing are labelled.
- ★ It is helpful to provide a spare pair of clothes and underwear in your child's bag in case they have an accident or get wet.
- ★ We play in the Nursery garden every day. It helps us greatly if your child has a warm coat that s/he can put on independently. (No "all-in-one" suits please!)
- ★ Encourage your child to dress independently and show him/her how to do up buttons/zips. All children will be expected to put on their own coats after the first few weeks.
- ★ Children often like to bring to Nursery a toy from home. These precious things can however get lost or damaged so we ask that children leave toys at home.

Keeping us informed

Please notify staff if your child is to be collected by someone other than yourself.

If there are any changes to home circumstances which might affect your child at school, please let us know so that we can keep a careful eye on them. Of course, we will treat any such information sensitively.

Please notify us of any medical conditions, permanent or temporary, which may affect your child at school e.g. asthma, allergies.

Attendance

We ask for your co-operation in establishing good habits of promptness and regular attendance. **If your child is ill, please let the school know as soon as possible** on the first day of absence.

Working with Families

In Nursery we like to build relationships and links between home and school in many different ways. We look forward to working closely with parents, family and friends. There are formal meetings and events for parents to attend. At St. Andrew's Primary we are happy to talk to you throughout the year.

During the school year there will be parent consultation evenings in the autumn and spring terms. We hold workshops throughout the year, which provide opportunities to work with your child and find out how you can help them develop skills and to become independent citizens of the world.

We also have celebrations and events which you will be invited to, including a Christmas Workshop and Sports Day.

We ask that parents maintain their part of the "Home School Agreement" and above all, we ask that parents work in partnership with us, keeping us informed of anything that may affect a child's happiness or progress.

All families are invited to download the Seesaw app and are provided with a unique code for their child; this platform is used to share images and videos of your child's learning and serves as a way to communicate directly with the class teacher about learning.

Home Learning

Your child's learning will be shared fortnightly through a blended learning menu via our Together Learning site (<https://sites.google.com/hwbcymru.net/sapshomelearning>). The menus share the learning that the children will engage in during school time and have two sections that parents can support with at home. The '*Shining Stars*' section is games, activities and apps that children can access to keep key skills on the boil. The '*to infinity and beyond*' section is an additional activity that children are encouraged to attempt at home.

Assessment

Each child's language, mathematical and personal skills will be assessed during his or her first term in school. This assessment of the child's skills on entering school leads to a greater understanding of their abilities and needs. It enables teachers to plan appropriately for children's learning and to measure their progress in the first years of school.

Remember, we only teach your child for 2½ hours of the 24-hour day. When your child enters Nursery it would be helpful if he/she could...

- ★ Dress and undress him/herself and remove his/her coat and hang it up.
- ★ Use the toilet properly, flush after use and then wash & dry his/her hands.
- ★ Tidy/clear away his/her toys.
- ★ Share his/her toys and be prepared to take turns.

Nursery Visit

The visit to Nursery is very important as your child will be able to meet the staff with whom she/he will be enjoying a wide variety of experiences during the following year.

During your visit

- ★ Encourage your child to explore the Nursery and feel free to wander about and show him/her areas of interest;
- ★ Take the opportunity to build a personal relationship with the Nursery Staff;
- ★ Allow your child to use our toilets;

After your visit, talk about the Nursery from time to time and encourage your child to tell you what s/he saw and what s/he will be able to do when s/he starts Nursery. This visit will give you and your child a variety of experiences to talk about when you are at home.

The First Day of Nursery

Occasionally, a child may find it difficult to settle into Nursery routine and appears tearful at the start of each session. Please don't allow yourself to become discouraged by this. Talk to the Nursery practitioners as they will be able to discuss with you, ways of overcoming these feelings of insecurity. Above all, remember that Nursery Education is the finest start you can give to your child in his/her life at school.

New Curriculum

Wales has recently undergone a curriculum change. The new Curriculum for Wales promotes that the key principles essential for holistic and meaningful learning for all children start with skillful, observant adults, who provide authentic and engaging experiences in effective, exciting environments.

Central to this curriculum are five key developmental pathways that are fundamental to the learning and development of all young children. The five key developmental pathways are belonging, communication, exploration, physical development and well-being. These developmental pathways are child-centred and are interdependent, having equal value in supporting overall development and progress. They focus on what is important for the child and link closely to the key principles of child development, as well as to the overarching

statements of what matters and descriptions of learning of the six areas of learning and experience. They have been developed to ensure children can be supported to make progress at their own pace and in their preferred learning environment.

Curriculum for Wales 2022 is a purpose led curriculum for pupils aged 3 to 16. The Four Purposes are:

- ambitious, capable learners
- ethical, informed citizens
- healthy, confident individuals
- enterprising, creative contributors.

The Four Purposes are realised through the following six areas of learning and experience:

- Expressive Arts
- Health and Well-being
- Humanities
- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology.

Literacy, numeracy and digital competence will be mandatory cross-curricular skills and must be embedded in any adopted curriculum.

Play

Our Nursery curriculum creates a culture that develops holistic and meaningful learning through enabling adults, engaging experiences and an effective environment. Young children learn most effectively when they are actively involved in first hand experiences. Within Nursery, play is valued as a key driver for children’s learning. Children have a strong intrinsic need to play. Children will explore emotions, learn to persevere, collaborate, learn the rules of social behaviour and so much more through play!

School Uniform

The school has a proud tradition of school uniform and we are most grateful for the continued support of parents. At St. Andrew’s Primary we wear school uniform for many reasons but mainly because it supports:

- Equality
- Safety
- A practical and functional purpose
- A sense of identity - belonging to the school family of St. Andrew’s Primary.

<u>Uniform</u>
Black sweatshirt or cardigan with the school logo
White polo shirt with school logo
Black trousers (joggers in Nursery) / black shorts / skirt / pinafore
Summer: tailored knee-length shorts or red / white gingham dress / tailored knee-length shorts
Sensible black shoes / trainers

<u>P.E. Kit – Summer Term</u>
PE kit: House colour t-shirt (red, blue, yellow or green) / black shorts / tracksuit / trainers.
<u>Optional extra items</u>
Drawstring P.E. Bag: House colour (red, blue, yellow or green) with school logo
Book bag: Black with school logo
Fleece lined waterproof jacket: Black with school logo
Zip front fleece jacket: Black with school logo

School uniform is available from:

- ★ Beam Sports & Schoolwear, Cambrian Road, Newport.
- ★ AJP Embroidery, Unit 4, Estuary Court, Queensway Meadows, Newport.

St. Andrew's Primary School is now registered with easyfundraising.org to help raise additional funds for school to benefit the resources and experiences available to our pupils.

Footwear

Plain black flat sturdy shoes or plain black trainers (No slip-on or strappy sandal type shoes for girls which could come off during play).

Jewellery

For safety reasons the only jewellery allowed to be worn in school is:

A watch and small stud earrings.

All jewellery must be removed for PE sessions. If children are unable to remove their own earrings, we would suggest that no jewellery is worn on PE days.

Hair

Hair must be kept in neat and tidy styles – if patterns are put in children's hair they must not be inappropriate patterns or symbols that would cause offence or disrespect towards other people. If children have long hair they need to keep their hair tied back in school as this helps to avoid the spread of head lice.

Smoking and Dogs in School

The school has a **NO SMOKING POLICY**, which means that smoking is not allowed in school at all. We would appreciate your cooperation in this matter and ask that you do not smoke either in school or when waiting in the school grounds.

We also have a no dog policy, so we kindly ask that dogs are not brought onto school grounds when dropping off and collecting your child.

Bicycles on School Grounds

The Governing Body has agreed a policy that does not permit bicycles to be ridden on school grounds. If your child has a trike or scooter, please ensure that these are wheeled to the school gate, or better still, left at home. Adults collecting children are to wheel bicycles in a similar manner.

ADDITIONAL STATUTORY INFORMATION

EQUAL OPPORTUNITIES

We encourage a respect for all sections of society: the elderly, those with learning difficulties or physical disabilities, those of different gender, colour or religion. Children will be encouraged to relate to others as equals and have an open mind about the traditional roles men and women have formerly held. Each entrance has wheelchair access and a ramp where necessary. A full equal Opportunities Policy is available for inspection.

RACIAL EQUALITY

As a result of the Race Relations Amendment Act all schools have been instructed to adopt a policy on Racial Equality. The school is committed to working towards race equality, promoting a positive approach to difference and fostering respect for people of all cultural backgrounds to enable all within the school community to achieve their full potential. The school is opposed to all forms of racial prejudice and discrimination. Language or behaviour which is racist or potentially damaging to any ethnic or racial group will not be tolerated and will be challenged. The school recognises that Wales and the UK have diverse societies made up of people from many different racial, cultural, religious and linguistic backgrounds. It is important that all pupils are adequately prepared to live in such a diverse society. The school will, through vehicles such as its ethos and curriculum, promote racial equality.

ADMISSIONS POLICY

Nursery children are generally admitted to Nursery in the September following their third birthday. If there are places available, 'Rising 3 children' can be admitted in January and April. We adhere to Newport County Borough Council's admission policy when registering and admitting pupils to our Nursery. This Policy is available on request.

BEHAVIOUR POLICY

It is important to encourage children to become responsible for their own conduct and standards of behaviour. Children are trained from an early age to behave with consideration towards others, both adults and children, and to treat property with respect. Children are spoken to courteously and are expected to speak courteously to others. Unkind or hurtful behaviour is met with disapproval but consideration, politeness and other caring attitudes are constantly praised. The virtues of honesty, integrity, co-operation, courtesy etc. are emphasised as important qualities both at school and in the community beyond.

A full Behaviour Policy is available for inspection.

COMPLAINTS PROCEDURE

If a parent feels it necessary to make a complaint about any aspect of school life she/he should, in the first instance, make an appointment with the Headteacher in order to discuss any concerns.

If a meeting with the Headteacher fails to resolve the problem, the next step would be to refer the matter to the Chair of Governors in writing.

In the unlikely event that matters remain unresolved, the parent concerned would be invited to pass on his/her concerns to the Director of Education.

It is to be hoped that most concerns could be resolved at the first stage as problems are often either easily resolved or stem from misunderstandings or fears that can be quickly allayed.

A full copy of the school's Complaints Procedure is available for parents on request.

CHILD PROTECTION

There is a legal requirement for all schools to inform Social Services of concerns relating to a child at risk of harm. The school would normally inform parents regarding concerns that they have about a child, but occasionally, acting on child protection legislation, we may have to contact Social Services without the parents' consent. If you wish to have a full copy of our Child Protection Policy, please contact the Head Teacher.

ADDITIONAL LEARNING NEEDS (ALN) POLICY

Mrs S. Falvey, Additional Learning Needs Co-ordinator (ALNCo), is the member of staff designated for ALN Policy and implementation. An ALN Policy document is available for inspection on request.

All staff are aware of the ALN Policy and its contents and work together as a staff and with outside agencies such as Educational Psychology Service to ensure appropriate implementation. We also have access to:

Service for the Hearing Impaired
Service for the Visually Impaired
Service for Specific Learning Difficulties
Speech and Language Therapist
Specific Language Impairment Service
Occupational Therapist
Physiotherapist
Clytha Clinic

For those pupils with physical disabilities the school has two lifts to access upper floors. The entrances and exits are wide enough for wheelchair access. The classroom exits, where needed have ramps. There are also disabled toilets in the school.

GDPR

On the 25th May 2018 new regulations surrounding how organisations process and handle your data were introduced. St. Andrew's values the data we collect and processes all data in compliance with the GDPR regulations. You are able to view the schools Privacy Notice on our school website. For some of the work we perform in school we will require your parental consent. You will be provided with a GDPR consent form to complete. Please note consent for these activities can be withdrawn in writing at any time. Should you have any questions relating to GDPR or your personal data please let the Main Office staff know.

Dates of School Year 2023/2024

	Term Starts	Half Term Starts	Half Term Ends	Term Ends
Autumn 2023	1 st September 2023	30 th October 2023	3 rd November 2023	22 nd December 2023
Spring 2024	8 th January 2024	12 th February 2024	16 th February 2024	22 nd March 2024
Summer 2024	8 th April 2024	27 th May 2024	31 st May 2024	19 th July 2024

Please note that Friday 1st September is an inset day. Children will begin Nursery on Monday 4th September.

Further inset days to be confirmed when set.

May Bank Holiday - School will be closed: Monday 6th May 2024