



**At
Hartley Primary Academy**

A to Z

A Guide for Parents and Carers

**Principal: Miss N Galinis
Vice-Principal: Mr B Dutton
Nursery Manager: Miss E Nicholls**

www.hartleyprimaryacademy.org.uk

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Principal's Note to Parents

To all parents new to the academy, I hope you find this A to Z a useful guide as a starting point - our website is also a source of information, news and details of events and we endeavour to update it on a regular basis.

To all our existing parents - this guide may be of interest to you too! If you have any questions about your child please talk to your child's class teacher and the school office team is also available to assist with any queries you may have.

For general advice on how you can continue to help your child:

- Read regularly to your child and encourage a love of books. Continuing to read **daily** with your child throughout their school career. This is the most fundamental and effective way of supporting their learning.
- Sleep - make sure your child goes to bed at a reasonable time and preferably not using electronic gadgets at least an hour before they go to bed.
- Support homework but allow your child to work through problems with gentle encouragement and do not spend too much time completing tasks; balance is essential.
- Attendance - odd days off and lateness do affect children's progress academically and socially.
- Support us in our code of behaviour.
- Respect the professionalism, integrity, knowledge, experience and expertise of the teachers and teaching assistants working with your child.
- Help in school with reading, outings, sports, DT, artwork, swimming, needlework and cookery and share any skills you have to inspire the children and have fun with them.
- Become an active member of our PTA.
- Attend not only academic review meetings but also meetings to discuss the curriculum.
- Become an active, engaged and positive member of the community we are all a part of.

This is the most valuable partnership, thank you for taking time to read this A to Z guide.



**Miss N Galinis,
Principal, Hartley Primary Academy**

Our Aims, Approach (and Ethos)

Our Aims:

- To provide high quality care and education for children below statutory school age;
- To work in partnership with parents to help children to learn and develop;
- To add to the life and well-being of the local community and
- To offer children and their parents a service that promotes equality and values diversity.

Children's Development and Learning

We aim to ensure that each child:

- Is in a safe and stimulating environment;
- Is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- Has the chance to join with other children and adults to live, play, work and learn together;
- Is helped to take forward his/her learning and development by being helped to build on what he/she already knows and can do;
- Has a personal key person who makes sure each child makes satisfying progress;
- Is in a setting that sees parents as partners in helping each child to learn and develop and
- Is in a setting in which parents help to shape the service it offers.

Additional Educational Needs

We regard all children as having individual needs but we identify under the **new** Code of Practice those children who need specific support.

Children identified will be initially supported within the setting. Their needs will be addressed by the key person, the Nursery Manager and with advice from the Special Needs Coordinator (SENCO). Our SENCO is Vicki Adams and our Deputy nursery SENCO is Chloe Bailey.

Some children may be identified as requiring additional support and advice from external agencies, for example for speech therapy, medical health, or behavioural support. An individual education plan may be required for your child. This is written and shared with the parent or carer.

As parents you will also be informed if your child is on the special needs register. A copy of the full special needs policy is available for reference in the school and on the SEND pages of our website.

Specialist Teacher/External Agency Referral

Occasionally children are referred to the Trust Liaison Consultation Group or KCC's Local Inclusion Forum Team where we can seek expert advice if they are experiencing difficulties

which need specific evaluation and intervention. We will always consult with you if we deem it necessary to involve these agencies.

Pupil Welfare

Every effort is made by all members of staff to assist children with any kind of difficulty they may have.

Please talk to your child's teacher and contact the School Office for an appointment for any areas which need in-depth discussion.

If there is an emergency the Principal will make every effort to see you immediately. We have staff fully trained in Paediatric First Aid and all teachers are regularly trained to be 'First Aid Aware'.

Admission to Hartley Primary Academy (Nursery Places)

Your first point of contact with Hartley Primary Academy is the School Office, which is open between 8.30am and 4.00pm daily.

We hold an Open Afternoon for parents to come and look around the nursery setting. On this afternoon you will have the opportunity to have a look around the nursery and we will answer any questions you may have.

Please ask the Nursery for an application form so we can retain contact details to progress any future application.

Allocation of Places, School Admission Policy and Planned Admission Limit

Places will be allocated according to the published criteria in priority order:

- Children in Local Authority care
- Current family association (an elder brother or sister in the school at the time of entry) and where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – now live in a property that is nearer to the academy than the previous property.
- Child of a teaching or administration member of staff.
- Health reasons (for which a medical certificate may be required)
- Nearness of children's home to school.

The Nursery can accommodate up to 28 children per session.

Attendance and Absence

If you have booked sessions for your child it is very important that your child regularly attends - regular attendance means your child will progress both academically and socially.

If your child is absent from school for any reason, it is essential you let us know the reason by telephone by **9.00am** on the first day of absence. Please report your child's absence on the first day by ringing 01474 702742 and selecting the **Nursery** option, and then on **each day** of any subsequent absence unless discussion has taken place about your child's specific illness or condition.

If you wish your child to leave nursery during the day for an appointment, please ensure that we are informed in advance.

School holiday dates are published regularly and are uploaded to the school website.

Behaviour

The following rules are designed to ensure the safety and well being of children and we ask for parents' support in their observation:

1. Children should walk in a quiet and orderly manner throughout the school buildings.
2. Sensible play activities are reinforced.
3. School and personal property should be cared for and respected.
4. Politeness and consideration for all adults and other pupils is essential at all times.
5. Jewellery is not allowed in school. If worn and lost or damaged, the Trust and school do not accept responsibility.
6. Hartley is essentially a centre for education and any poor or disruptive behaviour which threatens the well being and safety of children or staff is considered a serious matter. If an improvement cannot be realised, it may be deemed necessary to follow exclusion procedures, possibly culminating in a transfer to another school. This, fortunately, is extremely rare.

Charging Fee

The fees are £6.00 per hour payable half-termly in advance. Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time, please talk to the Nursery Manager or the Administrator.

For a fee paying child to keep her/his place at the setting, you must pay the fees. We are in receipt of Free Early Education funding for three and four year olds; if you are not claiming funding with Roundash Nursery then fees apply.

Please refer to Appendix A for further information about the Free Early Education.

If you collect your child later than their finish time (11.45am, 2.45pm or 3.30pm) then you will be charged £5 for every 5 minutes you are late.

Charities

We support a number of charities. In recent years we have supported the Ellenor Foundation, Darent Valley Lions, Porchlight, Children In Need, Sport Relief, Comic Relief, the Kent Air Ambulance, Trussell Trust Food Bank, Macmillan Cancer Support, Link to Hope and The Royal Brompton Hospital (and charities the children wish to support) have all been a focus for fundraising. The School Council is consulted with regard to charitable fundraising.

Communication and Information

Information from School to Home

There are a number of opportunities for meeting and reporting:

- An informal 'pop-in' is available every day - please arrange an appointment via your key person
- Academic Reviews in the Autumn and Spring terms. Summer Term (for those starting school)

If a teacher has concerns they will contact parents on an individual basis and arrange a meeting (please ensure all your contact details are kept up to date and any changes are lodged with the School Office).

In addition to the above, school newsletters and Principal's Letters are sent out regularly and are distributed either via email (if you have chosen this option) or given to your child to bring home as paper copies. Email is our preferred method for distributing information to our parents and our website is also kept regularly updated. Letters for trips and events which require your consent will be sent home as hard copies.

Other meetings which take place in school during the year will be advertised via our school notice boards, via our website and through emails.

Information from Home to School

Parents can communicate to Nursery staff during drop off and collection times. Our application 'Tapestry' can also be used as a medium for updating the Nursery team (and in Reception) on home learning. All parents will be asked to complete online questionnaires which are issued regularly and the results are published on our website.

General Queries or Concerns

We consider the partnership between school and home to be crucial to your child's well-being and academic success. If you or your child has any worries, no matter how small or trivial they may seem, please let us know. If the teacher is not immediately available we will ensure they receive a message from you and if an appointment cannot be arranged we will try to at least telephone you on the same day. Parents are encouraged to discuss queries or concerns as soon as they arise with the class teacher. A few words can usually sort out any worries and sooner rather than later!

Involving Parents in Our Learning

We welcome suggestions from parents as to how we can support them in supporting their children. From time to time we run workshops to support parents in helping their children at home.

Roundash Nursery recognises parents as the first and most important educators of their children. All of the staff see themselves as partners with parents in providing care and education for their child.

At Roundash Nursery we maintain the ratio of adults to children in the setting that is set by the Safeguarding and Welfare Requirements. We welcome volunteer parent helpers where possible.

Assessment

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs of the children, to document their progress and where this may be leading them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they, as parents, are supporting development.

We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's learning journey. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child moves into a different setting/share a setting or when they go on to school.

At the end of Foundation Stage:

Children's attainment in relation to the 17 early goals (ELG) descriptors are assessed as well as a short narrative describing the child's characteristics of effective learning.

National Curriculum Assessment of children's attainment takes place in the Summer term for Years 1, 2 and 6:

- Year 1 children take a Phonics test to see whether they have achieved the national expected level in phonics.

- At the end of Year 2, children take a National SATs test for reading and maths and are teacher assessed for writing and science. Those children who did not achieve the threshold in phonics in Year 1 will also be retested in phonics.
- Year 6 take National Curriculum SATs test for reading, maths and English grammar, punctuation and spelling and are teacher assessed for writing and science.

Governance

The Board of Governors of Leigh Academies Trust has a range of powers and responsibilities which it is legally required to carry out, working in a close and balance partnership with the Chief Executive and Principals - to ensure that the we provide the best possible education for our pupils.

Further details about presentation and each board, as well as information about the Hartley Development Group can be found on our website:

<http://hartleyprimaryacademy.org.uk/about-us/governing-body/>

Governors can be contacted c/o Hartley Primary Academy.

Jewellery

Children should not be wearing jewellery in school. If children are wearing a watch it remains the child's responsibility throughout the day. Small 'stud' earrings are acceptable for children who have newly-pierced ears. Jewellery must be removed or earrings covered with micropore tape (each child must bring their own supply) for P.E. We have no means of storing items securely, therefore we strongly recommend that jewellery is left at home. We are not allowed to remove or assist with replacing stud earrings.

Learning and Development (and Helping Your Child)



The Early Years Foundation Stage

The provision for children's development and learning is guided by the Early Years Foundation Stage (EYFS 2017). Our setting reflects the 4 overarching principles of the Statutory Framework for the Early Years Foundation Stage.

A Unique Child

- Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships

- Children learn to be strong and independent through positive relationships.

Enabling Environments

- Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners, parents and carers.

Learning and Development

- Children develop and learn in different ways and at different rates. The framework covers the education and care of all the children in early years provision including children with special educational needs and disabilities.

How Roundash Nursery provides for Development and Learning:

Children start to learn about the world around them from the moment they are born. The care and education offered by us helps children to continue to do this by providing all of the children with interesting activities that are appropriate for their age and stage of development.

The Areas of Development and Learning comprise:

Prime Areas

- Personal, social and emotional development.
- Physical development.
- Communication and language.

Specific Areas

- Literacy.
- Mathematics.
- Understanding the World.
- Expressive arts and design.

For each area, the level of progress that children are expected to have attained by the end of the Early Years Foundation Stage is defined by the Early Learning Goals. These goals state what is expected that children will know and be able to do, by the end of the reception year of their education.

The Roundash Nursery team assess children and plan for their learning; our programme supports children to develop the knowledge, skills and understanding they need for:

Personal, Social and Emotional Development:

- Making relationships;
- Self-confidence and self-awareness;
- Managing feelings and behaviour.

Physical Development:

- Moving and handling;
- Health and self-care.

Communication and Language:

- Listening and attention;
- Understanding;
- Speaking.

Literacy:

- Reading;
- Writing.

Mathematics:

- Numbers;
- Shape, space and measure.

Understanding the World:

- People and communities;
- The world;
- Technology.

Expressive Arts and Design

- Exploring and using media and materials; and
- Being imaginative.

Our Approach to Learning and Development*Learning through Play*

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the Early Years Foundation Stage 2017 guidance to plan and provide a range of play activities, which help children to make progress in each of the areas of learning and development. In some of these activities, children decide how they will use the activity and, in others, the adult takes the lead in helping the children to take part in the activity. In all activities, information from the Early Years Foundation Stage has been used to decide what equipment to provide and how to provide it.

Characteristics of effective learning

We understand that all children engage with other people and their environment through the characteristics of effective learning that are described in the Early Years Foundation Stage guidance as:

- Playing and exploring - engagement;
- Active learning – motivation;
- Creating and thinking critically – thinking.

We aim to provide for the characteristics of effective learning by observing how a child is learning and being clear about what we can do and provide in order to support each child to remain an effective and motivated learner.

Role of the Key Person

Roundash Nursery uses a key person approach. This means that each member of staff has a group of children for whom he/she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests.

When your child first starts at Roundash, he/she will help your child to settle and throughout your child's time with us, he/she will help your child to benefit from our activities.

Learning Journeys

All children attending Roundash will have a personal on-line 'learning journal' documenting their experiences and development over their time with us.



We use a system called Tapestry which is a piece of software which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their Foundation years with us. It is hosted in the UK on secure servers and you will have secure access (via email address and password) to your child's Learning Journal. In addition to viewing our contributions, we will encourage you to add to it by uploading photos and comments, or commenting on observations made by us. You will receive notifications via email informing you of when a new observation or piece of work is available for you to view.

Your child's key person will work in partnership with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

Reading

Parents help their children enormously by encouraging a positive attitude to school and by supporting their children's enthusiasm and desire to learn. Listed below are a few examples suggesting how you can work in partnership with the school to support your child's learning.

Sharing Books

Try To...

- Choose a time when you are relaxed and able to give your undivided attention.
- When reading a new book together, while your child is still in the initial stages of learning to read, it is helpful if the adult reads it aloud to their child before the child attempts to read it.
- Praise what your child can do – build confidence at every opportunity.

- Make it enjoyable for both of you – enjoy the book, it is not just about getting the words right.
- Keep each session short and stop as soon as your child seems bored/tired.
- Help your child if they are struggling with a word.
- Encourage your child to concentrate on the meaning of what he/she is reading and to make a sensible guess at an unknown word.
- Be patient – stay at the right pace for your child.
- Remember – there are many sources of reading other than books brought home from school, for example, magazines, instruction manuals and children's newspapers. Please make use of your local library!
- Remember it is just as important to read every day to your child as it is to hear them read. Children access good literature through hearing it read either by an adult or able reader or by listening to audio books. Reading should be a positive and nurturing experience and is a perfect activity as part of a bedtime routine.

Try Not To...

- Get anxious about your child's reading. It is more important that the children enjoy books – this will help them to become enthusiastic readers.
- Criticise your child's reading or urge them to try harder.
- Spoil a story by making it a word recognition contest. Try looking at the picture and pointing to visual clues that may help a child realise what a word says.
- Insist that every word is correct – getting the meaning is far more important e.g. reading home for house, car for coach.
- Make comparisons with other children's progress or encourage children to be competitive about reading.
- Worry if your child re-reads books or chooses easy ones; this builds confidence and provides security.
- Sound out every word - our English language means that some words can only be learned by sight.

PLEASE DO NOT purchase the school reading scheme books to read at home. These books serve a purpose in structuring the acquisition of skills, but far more effective in creating a love for reading are 'real' books that you choose with your child in the library or in a bookshop and share together. Your child's teacher will be happy to suggest some appropriate reading books should you wish to consult them.

CHILDREN SHOULD BE ENCOURAGED BY THEIR PARENTS TO READ EVERY DAY – UNTIL YEAR 6 AND BEYOND!

Lunch Time/Snack Arrangements

We make snacks and meal times a social time for the children. Snacks are eaten at the snack table within the nursery and we provide children with a healthy snack of fruit or vegetables with a drink of either milk or water. At lunchtime the children sit in the school hall with lower year groups of the school.

We are fortunate to have our own kitchen and catering arrangements which are managed by Olive Dining. The midday meal consists of 2 courses with a vegetarian choice followed by a choice of pudding including fruit. Parents can select their child's lunch choices up to a term in advance using Parentpay. The present price of a meal is £2.40 per day and payment is also made via Parentpay.

Your child may choose to bring a packed lunch from home or have a school meal. There is no notice period required if changing from one to the other.

If your child is allergic to any particular food, please inform us. Children may bring their lunch and drink in a named plastic container. As a Healthy School, we ask that only milk, fruit juice or water is provided in school and please, no fizzy drinks. **Packed lunches must not contain sweets, nuts, chocolate bars, hazelnut and chocolate spreads etc.**, although a biscuit is allowed. We are governed by the Healthy School guidelines for food in school and some of our children have severe nut allergies and nut-based foods would put them at risk.

Medication

If your child is on a course of medication you must make arrangements to have an adult come into school to administer the medicine. We are not allowed to administer medicine unless there is an agreed Health Plan which has been drawn up in conjunction with the School Nurse. Health Plans are usually for children with ongoing medical conditions such as asthma, epilepsy, severe allergies etc. All medication held in school must be accompanied by the appropriate paperwork signed off by the child's parent.

Please refer to our website for a comprehensive overview of our Medical Policy and its associated appendices:

<http://hartleyprimaryacademy.org.uk/about-us/policies>

Mobile Phones

Mobile phones should not be used in the school grounds for safeguarding reasons and no electronic items are to be brought into nursery as we cannot accept responsibility for their loss or damage and there is no secure storage on site.

Outdoor Learning

We are very lucky to have an Outdoor Learning area which has been modified over recent months and enables us to make the most of our environment. We have access to the wooded areas around the school site and make use of the lower playground.

Our Reception pupils take part in Forest Schools (we will advise you of dates and further details of Forest Schools when your child starts with us). Our children in Years 1 to 6 will take part in Outdoor Learning lessons throughout the school year.

Please can we ask that waterproof clothing and wellington boots are kept in school for all children especially during the winter months.

Parent Teacher Association (PTA)

We have a very active PTA at Hartley which raises funds to support the school and organises events for both children and adults. Over the years the PTA has provided the school with a great deal of equipment as well as giving much needed support in numerous other ways. The PTA plays a key role in raising significant funds to provide additional educational resources, playground equipment, ICT hardware, Interactive Whiteboards, annual software subscriptions and so on. This year the PTA has purchased a large outdoor classroom which has been installed and is now in use. The PTA organise a number of social events throughout the school year for our children and their families including: summer and Christmas fairs, quiz nights, movie nights and school discos. All our parents are automatically part of our PTA.

Personal Property

Please make sure all uniform is named. If it is NOT named it is very difficult to reunite children with lost property! The academy accepts no liability for personal property with regard to loss. Lost Property is collected in a box located in the nursery.

Rights and Responsibilities Charter

Rights and Responsibilities at Hartley! WE AGREE...

We have the right to be safe

We have the responsibility not to hurt others.

We will not hurt other people's bodies or feelings, or play fighting games at play time.

We have the right to be respected

We have the responsibility to not offend or be rude to others.

We will not be rude, use bad language or be disrespectful to children and adults.

We have the right to learn

We have the responsibility to behave sensibly and keep a good learning environment.

We will not disrupt learning time with behaviour that is not welcome by others.

We have the right to be heard

We have the responsibility to listen.

We will not talk over other people or argue with staff, we will listen and be polite at all times.

We have the right to be happy

We have the responsibility to be kind and to help others be happy.

We will always be kind and considerate of others.

Safeguarding

Roundash Nursery has a duty under the law to help safeguard children against suspected or actual 'significant harm'. Our employment practices ensure children against the likelihood of abuse in our setting and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty. Our Designated Safeguarding Lead is Mrs Vicki Adams - the nursery team have all undertaken safeguarding training.

Staff Lists

Teaching Staff

Miss N Galinis - Principal

Mr B Dutton – Vice Principal

Mrs V Adams - Assistant Principal

Mrs S Smith – Assistant Principal

Mrs Crawford and Mrs S Bainbridge/Mrs E Green – Reception

Miss K Lawford and Mrs A Creed – Year 1

Miss N Gould and Mr Frew – Year 2

Mrs L McGilvray/Mrs L Fewell and Miss J Hassett – Year 3

Mrs S Bransgrove and Miss F Grundy – Year 4

Mrs S Smith and Mrs Cashmore/Mrs Lambourne - Year 5
Mr B Dutton and Miss R Tennant – Year 6

Mr B Dutton - Designated Safeguarding Lead

Mrs V Adams – Additional Needs Coordinator/Inclusion Manager

Teaching Assistants

Mrs D Osmond, Mrs R Finney, Mrs E Jackson, Mrs J Thomson

Mrs C Bruce, Miss E Burgess, Mrs J Drury, Mrs K Elcombe, Mrs L Gidley, Mrs L Hay, Mrs K Foster-Kilshaw, Mrs T Masters, Mrs J Olley, Mrs P Seagers, Mrs L Smith, Mrs P Skinner (FLO), Mrs C Stevens, Mrs L Sullivan, Miss N Tooley, Mrs N Wickens.

Higher Level Teaching Assistants

Mrs A Larson and Mrs S Watson

Nursery

Miss E Nicholls - Nursery Manager
Miss G Good - Nursery Practitioner
Mrs C Clarke - Nursery Practitioner
Mrs N Gubb - Nursery Practitioner
Mrs S Lohani - Nursery Practitioner

IT Technician

Mr P Goldsmith

Administration Team

Mrs L Potter – Office Manager
Mrs K Gill - Finance Manager
Mrs S Sanger- Finance Assistant
Mrs A King – Attendance Officer/Pastoral Support/Welfare/Safeguarding
Mrs A Chandler - Nursery Administrator (Admissions and Finance)

Site Manager

Mr P Goldsmith

Business Manager

Mr S Norris

The PTA Committee

Chair – Mrs C Rolls and Mrs C Barrett

Secretary - Mrs D Dillon

Treasurer - Mr C Rolls

Starting at Roundash Nursery

The first days:

We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. Our policy on the Role of the Key Person and Settling-in is available from the manager or administrator.

Drop-off and Collection

Please wait outside the setting until staff come to collect you at 8.45am. If you have elected for your child to start earlier at 8.30am, please take your child to the door of the nursery.

The side access gate to the nursery (via the staff car park) will close at 9.15am. After this time you must report to the School Office. Please ensure you drop your child into the nursery before this time to avoid further disruption when staff have to leave the setting to escort you and your child from the School Office (for safeguarding the site must ensure all access gates are locked).

At the end of the nursery session please collect your child on time - the side access gate will remain open during this period. If you are late to collect your child a late charge will apply - £5.00 after 5 minutes later than official collection time and then £5.00 per 5 minutes thereafter.

We hope that you and your child enjoy being part of Roundash and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Our Email address is: Nursery@hartleyprimary.org.uk

Supervision on the Playgrounds at the Beginning and End of the Day

Children of any age (including nursery children) must not ride scooters or bikes on the playground, or along pathways in the school grounds. Ball games and games of chase are not allowed. If you are using the woodland path children must stay with parents and not run through the woods.

The woods and the playing fields are out-of-bounds at the end of the day; these are learning areas where children have often created constructions ready to revisit the next day and these must not be disturbed or damaged.

Please read on further about the induction from Nursery to Hartley Primary Academy.

Reception Class

The induction programme for all Reception children and their parents takes place in the Summer Term prior to starting school in the following September. Children will have the opportunity to visit the school to meet their teachers and mix with children who will be in their class. Parents will be given more information about what we provide for our children by way of information packs sent to your home address.

We hold a 'New Reception Parents Evening' in June and all parents of children who have been offered a place and accepted, will be invited. We choose an evening meeting to ensure the majority of parents are able to attend. At this event you will have the opportunity to ask questions and meet many of the people who will be responsible for various aspects of your child's education and development, as well as finding out about our catering services and Breakfast Club provision.

In addition, Home Visits will be scheduled early in September, where your child's class teacher and teaching assistant will discuss with you any specific needs your child may have.

It is really important, particularly for your child's confidence, if, by the time they start school, they are able to:

- Go to the toilet without assistance;
- Use a knife, fork and spoon and have basic table manners;
- Dress and undress themselves;
- Understand and follow simple instructions;
- Show respect for all adults in school;
- Recognise their name in its written form.

Reception is a crucial year where many assessments are carried out in order that teachers can ensure the most appropriate programme of learning for each child. Additionally, it is a year where social interaction and relationships are observed closely. We ask that parents also show respect for all of adults in school who have a wealth of experience and expertise.

At the end of the Reception year we revisit the structure of the classes and make changes before the beginning of Year 1 in order to ensure an even spread of ability in both classes as well as positive social and working relationships.

Please note that even if your child attends Roundash Nursery it does not mean you will automatically receive a reception place at Hartley Primary Academy. You will have to meet HPA admission policy in order to obtain a place.

What to Bring With You on Your First Day at Roundash Nursery

On the first day at nursery it will be useful for you to bring your child, wearing school uniform into school with:

- A named bottle of water. We only allow water in class-based drinks bottles, no squash or sweetened drinks.
- A waterproof jacket/coat as we play out in wet weather everyday

- Wellies (which can be kept in Nursery)
- Lunchbox if staying for lunch
- A change of clothes
- Nappies & wet wipes (if still in nappies)

Please note we do not allow children to bring toys into school to play with as they may get lost, damaged or broken.

Timetable and Routines at Roundash Nursery

We believe that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:



- Help each child to feel that she/he is a valued member of the setting;
- Ensure the safety of each child;
- Help children to gain from the social experience of being part of a group; and
- Provide children with opportunities to learn and help them to value learning.

The session

We organise our sessions so the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-initiated and adult-led activities, as well as those provided in the indoor playroom. We have excellent outdoor learning facilities and can access areas within the main school environment as appropriate.

Roundash Nursery session times are as follows:

Monday to Friday

All day Session: 8.45am-2.45am (child must bring a packed lunch with them)

Morning Session 8.45am – 11.45am

Afternoon Session 12.30pm - 3.30pm.

We do offer an early drop off and a late pick up at a charge.

Early drop off- 8.30am-8.45am at a charge of £2

Late pick up 2.45pm-3.30pm at a charge of £4

Transferring from Another Nursery

It is important that your child has a successful start in their new setting. Your child might find a 'taster day' with the class is helpful and enables them to start thinking positively about a

change in nursery and forming new friendships. Individual meetings with parents and nursery staff can be arranged prior to your child starting with us if necessary.

Uniform

We are proud of our school uniform. It is designed to be simple and practical and solves the daily problem of what to wear – it is not a fashion statement! More importantly it gives a sense of belonging and pride.

We would like all children to wear a uniform of:

Red sweatshirt or jumper

White or red polo shirt

Grey trousers or skirts or dark tracksuit bottoms or leggings are acceptable.

Black school shoes or trainers.

You can order uniform from Brigade using the below link:

http://www.brigade.uk.com/content.php?page=select_school&for=parents

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes.

Water in School

We encourage children to **bring water in a named plastic drinks bottle** from home, daily. These can be kept in the classroom and the children have ready access to them. Water is the only drink we are permitted to allow in school, except in packed lunches, where fruit juices are allowed.

Weather (Severe) Conditions

If severe weather conditions indicate that staff and children may have difficulty getting into school, we shall notify the local radio. In the event the weather deteriorates during the school day, we will contact parents via text, email, our website and/or by phone. The Principal, Vice Principal or other authorised person will remain at school until all children have been safely collected. Information can be obtained from our website www.hartleyprimaryacademy.org.uk or we advise parents to listen to Radio Kent- 96.7 and 104.2 FM or Invicta Radio-102.8 and 103.1 FM.

Well-being

Equality and Accessibility

The staff at Roundash Nursery and Hartley Primary Academy are committed to providing the full range of opportunities for all pupils regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have equal access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice and stereotyping.

- **The Leigh Academies Trust of which we are part, is required to report any incidents of racism and bullying to the appropriate authority.**
- **The entire community has the right to protection from insult, abuse and bullying of any kind.**
- **Parents who are rude or aggressive towards staff will be asked to leave the school premises and may be banned from further attendance at school.**

Arrangements for Pupils with Physical or Sensory Impairment

Prospective parents are asked to discuss with the nursery team and the SENCO the details of the impairment so that if the nursery is able to offer a suitable placement or any adjustments to the physical environment or minor adaptations may be made.

We would wish a child once they are offered a place to be able to access the curriculum fully and take a complete part in the life of the nursery.