



St Swithun's Church of England Primary Academy



*Inspired by faith, we dare to
grow, believe and achieve,
celebrating success together and flourishing within our
community*

Nursery (Caterpillars) Handbook

A graphic for the Nursery (Caterpillars) Handbook. It features a green semi-circle on the left containing a photo of three smiling children. In the center is the St Swithun's Church of England Primary Academy logo. To the right is a yellow semi-circle containing the text 'Places available for 3-5 year olds'. Below the logo, the text 'Early years Foundation Stage' and 'Apply for a place now' are written in purple. At the bottom, a purple banner contains the contact information: 'Please contact the main office on 01777 702043 office@st-swithuns.snmat.org.uk'.

St Swithun's C of E Primary Academy
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Telephone: 01777 702043
Email: office@st-swithuns.snmat.org.uk
Website: www.st-swithuns.notts.sch.uk

Welcome to St Swithun's and to our Foundation Stage. We hope you find this handbook useful but if you need any further information then please do ask us.

Our Ethos and Values

- We welcome and value everyone as part of our Christian community.
- We work together as a team which represents and values the unique contributions of each individual.
- We learn together in a safe, secure and stable loving environment.
- We strive for excellence in all we do and say, building an atmosphere of trust and friendship.
- We endeavour to help each other to reach our full potential.
- We are committed to developing the spiritual and emotional well being of everyone in our community.

Our school is proud to be rooted in Christian values. Our core values are:

- Resilience
- Inclusion
- Ambition
- Integrity
- Love
- Courage

Key members of staff

Executive Headteacher/ DSL	Mrs Martin
Head of School/ DSL / SENCO/ EYFS Lead	Mrs Howlett
Foundation Stage Teacher	Mrs Sheldon
Higher Level Teaching Assistant	Mrs Briers
Teaching Assistant	Mrs Said
Site Manager	Mr Martin
Office Manager	Mrs Gillum
Office Administration	Mrs Godbehere

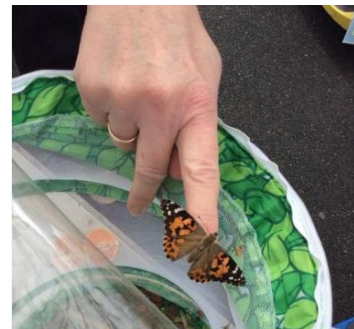


Statement of intent

At St Swithun's Primary Academy our foundation stage aims to deliver an ambitious curriculum centred around high quality teaching and learning experiences. Children are encouraged to actively learn through playing and exploring, allowing them to think creatively and critically across all areas of the curriculum. We strive to give children the very best start in life and support needed to enable them to fulfil their full future potential and success. A rich, vibrant, positive learning environment enables us to develop a lifelong love of learning.

Foundation Stage unit

At St Swithun's we have a foundation stage unit that is made up of both nursery and reception age children. We call our nursery children Caterpillars that then grow into Butterflies which are our reception children. Children are taught in differentiated groups but come together for their child initiated play.



Admissions

We enrol nursery aged children the term after they are 3. We have three intakes for nursery children which are September, January and April.

- A child who turns 3 between 1st September and 31st December will start nursery in January
- A child who turns 3 between 1st January and 31st March will start nursery in April
- A child who turns 3 between 1st April and 31st August will start nursery in September

Opening Hours

We currently offer our 15 hours nursery sessions daily 8:50am-11:50am. Although from September 2025, we are flexible for how you use your 15 hours over the course of a week for example 2 and half full days. Please speak to a member of staff to discuss this further.

Since September 2020 we have been offering an optional 30 hours for nursery children. These sessions will run in the afternoons 11:50am-3:10pm. You can check if you are eligible for free additional government funded hours at:



<https://www.gov.uk/30-hours-free-childcare>. If

you are not eligible then we will still offer the additional hours but with a small charge of £15 for an afternoon session.

Breakfast club

At St. Swithun's we offer a free healthy breakfast club from 8am. This is based in the school hall and is run by our trained breakfast club team. To book a place simply contact the main school office.

Booking additional hours

If you would like your child to stay for additional hours, please speak to a member of staff to book your place. Payment will be required on booking. If you are eligible for free funded additional hours, these hours will need to be booked out for the whole term so that funding can be applied for.

Once you have received your access code via the Government website please complete a declaration form available from the school office. The cut off for applying for additional funded hours are:

- 31st Aug for autumn term funding (Sep-Dec)
- 31st December for spring term funding (Jan-March)
- 31st March for summer term funding (April-July)

Please be aware that there is no grace period for missing the deadline to apply. In addition to this the government will want you to reconfirm your employment status every three months. Failing to do this may also stop funding for additional hours.

[illegible]

The School Day

Please wait with your child outside the front door of the foundation unit. The door will be opened at 8:50am and children will be encouraged to come and sit down in the caterpillar cave for the register. This is an opportunity for you to talk to us if you have any concerns or any messages you wish to pass on. Children will exit via the same door at 11:50am.

School Routines

Your child will have their own peg with a photo on for them to find easily each day to hang their wellingtons, spare clothes and coat on. The pegs for Nursery children are by the front door. There is a box for the water bottles and a box for the children's book bags to go into.

Learning at school

A typical day in Foundation Stage 1 involves;

- A Phonics session.
 - In this session your child will learn to listen and explore sounds which are essential skills when we later learn to read and write.
- Child initiated learning through play time.
 - During this time, children are invited to play alongside friends and explore the vast array of provision provided both inside and outside.
- Adult led activities.
 - Adults will also invite children over to join in with a planned activity which will support their next steps and progress throughout the whole curriculum.
- A Maths session.
 - This session is an enjoyable and interactive daily session developing counting and number skills.

Snack time

Each day your child will be given a fresh piece of fruit and a drink. All children under the age of 5 are entitled to free milk. You need to register your child using the Cool Milk registration online at www.coolmilk.com. If they do not want milk they can have a drink of water from their water bottle. Once your child reaches 5 you must pay for milk and Cool Milk will invoice you. If your child has any allergies then please let staff know.



Tuesdays

Every Tuesday we have a P.E. session with Mr Sennett-Neilson. On this day the children come to school in their P.E. kits for the day.

Personal Care

Children are allowed to go to the toilet throughout the day and can access the facilities without having to ask a member of staff. Please encourage your child to flush the toilet and wash their hands to maintain hygiene so that they naturally do this as part of their toileting routine. Please make staff aware if your child is still toilet training, we will add them to a toileting/reward chart where they will be asked to try for the toilet more frequently.

We will help your child to put on their coat, gloves hat etc but we would ask that you work with us to help your child aim towards doing this independently.

Collection

If someone different is picking your child up you must inform staff as we won't send children home with an unknown adult. Children must be collected by somebody over the age of 16 and if the person does not collect regularly we will require them to provide the child's individual password for collection.

Accidents



If your child has a minor injury at school we will fill in an accident report form and you will be given a copy at home time.

Communication

Communication is essential to form good partnerships between school and home; if your child is upset and worried about something i.e. the loss of a pet or a relative in hospital please let us know, in confidence, so that we can support your child. We run an open door policy and a member of staff will be available to talk to at drop off and pick up. This can also be communicated via our app "Class Dojo".

Illness

If your child is unwell and is not attending school please telephone the school office to inform us of their absence before 8:30am. If they are unwell at school we will contact you; please keep us informed of any changes in contact details. In the case of sickness and diarrhoea, your child is required to stay at home for 48 hours after the last episode.



School Uniform and Equipment

Boys:

White polo shirt

Grey knitted jumper/tank top with the school logo

Charcoal grey trousers/shorts

White/grey/black socks and black formal school shoes- NO TRAINERS

Girls:

White polo shirt

Grey knitted jumper/cardigan/tank top with the school logo

Charcoal grey trousers/skirt/pinafore dress

White/grey/black socks and black formal school shoes- NO TRAINERS

Your child will also require:

A book bag (We provide one of these to every child when they start)

A water bottle

A pair of wellington boots in a bag on their peg (the children go outside in all weathers and they will help to keep them dry!)

Nappies, wipes and nappy bags if needed.

A spare pair of clothes (including pants and socks) in a named bag on your child's peg would be helpful in case of any accidents.

**PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY MARKED WITH
YOUR CHILD'S NAME AS THIS IS THE ONLY WAY WE CAN
RETURN THEM IN THE EVENT THEY GET LOST.**

Learning at Home

Two of the most important skills your child develops which helps with their future learning are **speaking** and **listening**. The following will help your child;

- Enjoy a wide variety of stories, poems, songs and rhymes together.
- Listen to stories, tapes/CDs, radio and TV programmes and talk about them afterwards.
- Listen attentively to your child and encourage him/her to speak clearly, in whole sentences if possible.
- Encourage your child to listen and follow instructions.
- Encourage your child to ask questions.

Speaking and listening are vitally important early pre-reading skills. Every book you share with your child helps him/her to understand how a book works-front to back, top to bottom, left to right and beginning to end.

The following will help your child;

- Share books with your child as often as possible as a happy and relaxed experience.
- Sit close, comfortable, side by side so that you can both see the book.
- Make sure they can see the pictures clearly-talk about them and use them as clues to help with the story. Talk together about the pictures.
- Show your child that you read too, model reading books, newspapers etc.

Your child will bring home a school 'choosing' book which they will have selected from the book trolley to look at with you at home. Please sign the school reading diary to let us know how your child is getting on at home.

You can record the stories they have listened to at home as well and include any messages or information for staff. It is vitally important to hear your child read and to read to them too, we hope you will support us with this throughout their time in Foundation. As a school, we ask that child read a minimum of **3 times** a week at home.



Home - School Communication

Class Dojo

Please make sure you are fully signed up to 'ClassDojo' which is our parent app where you will receive messages, updates and celebrations to your child's class page.

Tapestry

We will create a learning journal for your child through a programme called Tapestry. We will provide you with a parent login so that you can follow your children along their learning journey. You can also add any home learning using this log in.

Parent evenings

There will be a parent's evening in the Autumn and Spring Term and then a report in the Summer Term.

Reports

You will receive a school report in the summer term which will outline your child's progress and attainment across the year.

We hope this information is useful and answers any questions you may have. If you have any queries, questions or concerns please feel free to get in touch with a member of staff at any time.

We look forward to you joining our Nursery.

The Foundation Stage Team