

Love Your Neighbour

As Yourself



Holy Trinity C of E Primary
DNDLT
Nursery Welcome Booklet
for Parents and Carers
2025-2026

Website: www.holytrinitycofeseatoncarew.co.uk

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Welcome to Holy Trinity C of E Primary School!

We are delighted that you have chosen our school for your child and we look forward to welcoming them into our Nursery in September.

The aim of this booklet is to ensure a smooth transition into Nursery and to help your child settle quickly into their new environment. Please take some time to read it before your child starts Nursery and should you have any questions, please do not hesitate to get in touch.

We also feel it would be helpful to re-read this booklet again, once your child has started Nursery in September – there may be many new things for you and your child to become familiar with, even if you have older children in school and know us well!

Children settle into new situations at different rates, bringing with them a range of different experiences. Our first priority is for your child to feel secure, valued and included. Your child will need to adapt to the daily routines of Nursery, become familiar with a new environment and also begin to form positive friendships and relationships with lots of new children and adults.

We hope that the following information will help your child towards this goal.

Mrs J Watson- Nursery Teacher/ Early Years Lead

Holy Trinity C of E Primary DNDLT

Holy Trinity Primary is a church school and is part of Durham & Newcastle Diocesan Learning Trust (DNDLT). As an Academy we share expertise and ideas in order to further improve the education which we offer to our children. The Academy believes:

"Every child matters and no child is ever left behind."

"Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs." Luke
18:15-17

SCHOOL AIMS

The ethos of Holy Trinity C of E Primary School is built upon love, respect, responsibility and learning.

'Love your neighbour as yourself'. *Matthew 22 vs 3-9.*

We provide an excellent education in a Christian Environment and we aim for all pupils to achieve their fullest potential. We enable them to develop their skills and talents through shared positive and realistic goals. We believe in good learning skills delivered through a broad, balanced and enriched curriculum. We have high expectations and celebrate excellent achievement and effort.

We encourage the principles of commitment, self-reliance, self-discipline, responsibility, trust and respect.

We are a thoughtful, reflective and collegiate school which seeks continued improvement.

We value the positive partnerships with the Church, families and Academy Councillors and extend these relationships into the wider community.

Partnership

Through experience, we believe that the transition into Nursery is most successful when parents, carers, schools and other adults (such as Health Visitors etc.) work in partnership. Good partnerships require a two-way flow of information and are promoted by valuing and building on children's previous experiences and learning. These partnerships begin before your child starts Nursery and will continue throughout their time in Nursery at Holy Trinity.

Visit to Nursery

A visit is arranged for you and your child. This will provide you both with the opportunity to meet the Nursery staff and discuss any issues or worries that you may have. When children come into Nursery for their visit, it helps them when they start. They are more familiar with the environment and they have the opportunity to see some faces that will be familiar on their first day.

In September we will stagger the start dates and times for all pupils beginning nursery to ensure they are fully supported coming into a new setting. Mrs Watson will arrange your child's start date with you and explain how the staggered times will work. In the meantime, more information about our school can be found on our school website.

Our comprehensive school website that contains lots of information about our school. The website address is www.holytrinitycofeseatoncarew.co.uk

We use ClassDojo to inform parents about information and share activities / photos. Log in details will be given on your child's first day at Nursery.

You will receive whole school newsletters via email and Nursery Curriculum overviews every term.

Getting Ready for Nursery

Below are a few things that you can do before your child begins Nursery that will help them to settle in and feel comfortable:

- Clearly label all items of clothing – including coats, hats, gloves and shoes, lunch boxes and book bags (please check from time to time that the labels are still in place and clear).
- Encourage your child to be responsible for putting away their own things. They will be encouraged in Nursery to put book bags, books, lunch boxes (if they have them), coats and jumpers in their correct places from the beginning of the Nursery year.
- Allow your child to practise dressing and undressing, including using fasteners that they find difficult. Your child will be asked to put on and fasten their own coat / trousers/ skirt /socks / shoes. Encourage your child to be as independent as possible. We are happy to encourage your child with dressing and undressing when necessary but they will feel a real sense of achievement when they can do it for themselves.
- Encourage your child to feed him/herself and use a knife and fork independently. Praise your child for showing good table manners. If your child is bringing a packed lunch ensure they can open the packets and fruit independently. They are not allowed chocolate bars, nuts, seeds, sweets or fizzy drinks in their lunch box (this includes Nutella and other chocolate spreads).
- Reinforce independent toileting, hand washing and drying.
- Encourage your child to listen carefully at appropriate times and follow simple instructions.
- Support your child to take turns when sharing games and activities.
- Encourage a sense of responsibility by asking your child to clear away their toys independently.

Toilet Training



We request that all children are toilet trained before starting Nursery. If your child is having difficulty reaching this stage or there are any medical conditions preventing this, please see your Health Visitor prior to starting Nursery.

Please also come and discuss this with a member of staff as we may be able to help. When children are toilet trained, we understand that accidents do happen, in these cases we would ask that ***all changes of clothes are provided***. Whilst it is a parent's responsibility to train their child, we would ensure that this is supported in Nursery, e.g. reminding children to visit the toilet regularly and assisting where necessary, encouraging independence throughout. Please read complete our Intimate Care Policy.

Dummies

If your child still uses a dummy: *Did you know*

- Young babies have a very strong sucking reflex so they often receive comfort from a dummy.
- *However*, if children continue to use dummies as they get older they can develop problems with their speech.
- Using a dummy too often can delay language development as it acts as a 'plug' stopping the flow of speech.



How you can help

- Limit the times your child uses a dummy to if they are very distressed or at bedtime.
- Always ask your child to remove their dummy before they speak.
- If you are having difficulty limiting your child's use of a dummy please ask a member of staff for their advice and guidance, they would be more than happy to help. **Children are not permitted to use a dummy in Nursery.**

Walking to Nursery

We encourage all families to walk with their children to Nursery. Many streets around school, including Crawford Street are Resident Permit Parking Only. The Camera Car often patrols to ensure parents are adhering to the parking rules. We encourage families to park in Seaton Park and walk through if they are unable to walk all the way from home.

Nursery age children should be fit and active as much as possible and should therefore not be brought or collected from Nursery in a buggy / pushchair. Exceptions to this rule would be if a child had a diagnosed medical condition or disability which requires a mobility aid to be used.

We also have a Scooter Park in Nursery where children can leave their scooters. Please ask your teacher for a scooter contract if you would like to use this facility. Parents and guardians should never park in the staff car park.

General Information

Children should not have any money in Nursery. Toys from home often get lost or broken so we ask that all toys are left at home. Please note that crisps, biscuits and sweets are not allowed in Nursery. Please ensure your child has finished eating their breakfast or lunch *before* they enter Nursery.

Settling In – Important Information

Children will be given a 'staggered start' into Nursery at Holy Trinity Primary School to ensure they are fully supported when they come into the new environment as there will be new faces, new classroom spaces, routines and expectations to get used to. It is very demanding and tiring for your child, however independent and capable they are. All children need a gradual introduction to school to accommodate all sensibilities. Your child will be given a specific date to start within the first three weeks of September.

The Nursery Day

Morning session: **8.25am to 11.25am**

Afternoon session: **12.10pm to 3.10 pm**

If your child has a 30-hour place this will run from **8.25 am to 3.10 pm Monday to Thursday and 8.25 am to 11.25 am on a Friday.**

There will however be an option to pay for the additional block hours of 11.25am to 3.10 pm on a Friday which are outside of the entitled funding, and they will be charged in line with the hourly funded rate by the Local Authority which for the academic year 25/26 will be £5.65 per hour for 3 and 4 year olds. This would therefore result in a charge of £21.19 per week for this block session whilst your child is in Nursery which would also be payable if absent for any reason. Payments are non-refundable and to be made weekly in advance through our cashless system ParentPay. Changes to additional block hours can only be made at the beginning of a half term and need to be made in writing to the school office before the end of a half term

On applying for 30 hours childcare, you will be given a code that needs to be provided to us, along with your National Insurance Numbers, dates of birth and your child's date of birth. This code will then be verified by us. Codes will be checked up to 6 times per year to ensure that a child is still eligible. Parents will also be asked to re-confirm their code every 3 months. If a parent loses their job, they will be given a grace period in which to find another job or they will lose their additional hours. If your child is currently using a 30-hour code with another childcare provider, then the required notice will have to be given to enable us to receive the funding at our nursery setting. If we do not receive the funding, due to insufficient notice not being given, then you will be charged for the nursery sessions up until the funding is received.

School Meals (for 30 hours only)

If your child has a 30 hour place and would like to have a school meal there will be a charge of £2.79 per day (£13.95 per week) unless you advise us that your child will be bringing a packed lunch. Payments for school meals are to be paid weekly in advance through our cashless system ParentPay. Changes to lunchtime arrangements can only be made at the beginning of a half term and need to be made in writing to the school office before the end of a half term. Please note meals are not chargeable during periods of absence.

More details and log on information for ParentPay will be provided on your child's first day at Nursery.

Your child will enter through the main Nursery pedestrian gate, where staff will be available to welcome them and they will access tasks in class. We ask that your child comes through the gate and into Nursery independently. At the end of the day you will collect your child from the same Nursery gate. Please line up in the dedicated area so staff can safely dismiss the children in order.

We ask that you do not use your mobile phone whilst waiting to collect your child for safeguarding purposes. **Please ensure siblings or other children stay with the adult collecting the child.**

If a different adult is collecting your child please inform a member of staff. It is very important that we know who is picking your child up at the end of the day. If it is not yourself, we will need to be informed as to whom it will be. If we do not have prior notice of a change to pick up, for safeguarding reasons, we will have to telephone yourself to gain permission to let your child go home with another adult. Siblings or family members must be over 16 years old to collect a child from Nursery.

Talking About Starting Nursery

We aim to make start to Nursery as happy as possible. You can help us by:

- Encouraging your child to look forward to Nursery and feel excited about their new experience.
- Being positive, as this will help them to feel positive too.
- Saying goodbye and clearly explaining that you will be coming back to get them later. Please remember, if your child cries when you leave, a staff team member will be there to support and reassure your child. We find that children generally calm down and become involved in what is going on in the classroom within 5 – 10 minutes. We appreciate that this can be upsetting, but do not worry as we will work together to support your child through this period of transition.
- When you pick up your child, ask them about their day and what they have been doing.
- Praise and reward them for settling well.

Open Door Policy

It is important to keep us informed about things that might affect your child. Nursery staff will be available for you to talk to, obviously as mornings are very busy, if you need to talk please contact the main office or make an appointment to talk to Mrs Watson at a mutually convenient time. This can be done by telephone. Similarly, a staff team member will inform you of things that have happened to your child at Nursery.

Parents and Carers in School

We actively encourage parents to support the work we do. We organise events throughout the year where you will be invited into school for various occasions such as looking at children's work. We also hold workshops for every year group to inform parents how they can help children at home.

We welcome parent helpers in school and would be delighted if you would be able to give some of your time to help with activities. Any regular helpers in school will need to complete the relevant safeguarding DBS checks, but as a volunteer there is no cost involved for this for parents.

Keeping Your Child Safe

Our top priority is to provide as safe an environment as possible for your child. You can help with this in a number of ways:

- Provide us with emergency contact numbers and please let the school office know straight away if they change.
- Please let us know if there are any changes in the person who usually picks up your child.
- All children must be brought to and collected from Nursery by an adult. Please remain with your child until the gates open at beginning of the Nursery session.
- Please let us know of any medical conditions affecting your child or any other factor affecting their wellbeing.
- Please let us know of any allergies or dietary requirements your child may have.
- If you visit the Nursery during the day please report to the school office. It is essential that we know who is in school at all times.

Our Child Protection & Safeguarding Policy is available on request or can be found on our school website. It outlines our safeguarding reporting processes. It is our legal duty to assist our colleagues in other agencies with any child protection enquiries.

The Learning Environment

Children will be based in the Nursery classroom but have access to the Early Years learning environment in the canopy which is for both Nursery and Reception children. This allows us to have bigger areas to develop specific skills and learning for each child. We also have a well-resourced outdoor area for further activities and sessions. For certain parts of the day, we will work in smaller groups in separate areas of the classroom to allow for adult led activities such as phonics, number work and story time.

The Early Years space provides continuous provision with a reading corner, home corner, sand area, water area, malleable area, creative station, listening area, a small world area, construction area, writing area, maths area, interactive whiteboards and more!

Our outside area also includes a sandpit pit, story area, storage areas that can be independently accessed by children, wheeled vehicles and a mud kitchen to develop physical development.

At Holy Trinity Primary School, we believe that children learn best and teachers teach best when:

- they feel safe and secure;

- they know what is expected of them;
- they feel respected and listened to;
- they are praised whenever possible;
- they are supported to achieve.

In order to gain the excellence that we strive for, our environment, our teaching and our learning must reflect and support our principles.

We know children learn best when they are:

- actively involved and interested;
- supported by a knowledgeable and trusted adult.

Our curriculum in Early Years is designed to provide a broad and balanced education that meets the needs and interests of all pupils. Planning and sequenced learning facilitates your child to gain the skills, knowledge and understanding, as they start out on their educational journey. They are supported to make good progress from their individual starting points and preparing them for the next stage of their education.

We place a big emphasis on supporting children's personal, social and emotional development so that they feel safe and secure and are ready to learn. Children are encouraged to develop a positive self-image and develop in confidence through play, free choice and directed tasks. Through play children can:

- make sense of the world;
- practise ideas, concepts and skills;
- learn how to control impulses and understand the need for rules;
- rehearse their feelings;
- take risks and make mistakes;
- think creatively and imaginatively;
- investigate and solve problems;
- communicate with others.



Every day we ensure the children have lots of physical activity and fresh air, the freedom to develop their own ideas and skills, opportunities to ask questions, to explain and to discuss experiences. They are supported in establishing right and wrong ways of behaving and the knowledge that they are appreciated and valued as individuals.

Through the areas of learning we provide topics in a practical and playful approach that excite and engage children, building on own interests and developing their experiences of the world around them. Learning is planned to encourage children to develop independently and through exploration and challenge. The children develop within the indoor and outdoor environment which stimulates and enhances their learning. We recognise that all children come into our setting with varied experiences and all staff work hard to ensure that the learning opportunities provided widen their knowledge and understanding of the world, setting ambitious expectations for all children, whilst working in partnership with parents and carers.

The curriculum celebrates diversity and supports the pupils' spiritual, moral, social and cultural development. Those children with needs, including Special Educational Needs & Disabilities, are supported appropriately allowing them to be successful.

Practice: Early Years Curriculum

The Early Years Foundation Stage (EYFS) statutory framework sets the standards for learning, development and care for children from birth to five. The Early Years (EY) is based upon four themes outlined in the Framework:

- A Unique Child
- Positive Relationships
- Enabling Environments
- Learning and Development

The practice, routines, principles and values outlined in this policy describe how we address these themes on a daily basis for children at Holy Trinity C of E Primary.

School aims to provide high quality learning experiences within an enriched environment. Children focus on the three prime areas, which are the foundations for the specific areas.

The prime areas:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language Development

The specific areas:

- Literacy Development
- Mathematical Development
- Understanding of the World
- Expressive Arts Development

The Early Learning Goals (ELGs) define the outcomes for each child to reach by the end of their time in the Early Years. Our Early Years curriculum is exciting and extensive and offers experiences and opportunities for all children to learn and progress effectively during their time in Nursery.

Weaving throughout the EYFS curriculum are three **Characteristics of Effective Learning**.

- **playing and exploring** - children investigate and experience things, and 'have a go'
- **active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- **creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things

The Foundation Stage Curriculum

We encourage your child to learn through their play inside and outside. Nursery has a range of different activity areas and children are given opportunities to move freely between them throughout the course of the session. The areas are organised so that children can enjoy a variety of experiences that will challenge and stimulate their interest. In some activities, children will be encouraged to work and play independently, while others will involve more teacher direction. The children are also divided into two groups and take part in phonics and mathematics activities. They are encouraged to talk, listen and to be listened to throughout the session.

Outside Area

The outside area provides a rich and exciting play area and has been planned to challenge and extend your child's physical development as well as their thinking skills. We think of this as the 'outside classroom'.

Forest Schools

We use the garden areas for your child to learn about nature and how to use their senses to explore the outdoors.

Number and Shape, Space and Measures

Singing counting rhymes is always a fun activity to share with your child, but it also helps them to learn the order that numbers come in. The more opportunities you take to count stairs, sweets, toys, or any suitable object, the more likely they are to remember this order, and to be able to count independently. Any activity such as baking or tidying up can be turned into a counting activity and will help your child to understand how numbers work. Looking for written numbers on houses or cars will also help them to recognise the symbol for each number. Also look for different shapes in the environment- rectangle -door, circle-wheel, square-window or triangle-cheese.

Speaking and Listening

Children enjoy learning to talk and with your support and encouragement they will soon be using talk to organise their thoughts and feelings, express themselves and learn more about the world around them. Talk to your child when you are playing together, introduce new words and ask your child questions about their play and drawings. Have fun with nursery rhymes and songs especially those with actions. Make sounds such as Wheeee, Ooooo, Crash, Mmmm to accompany your child's every day experiences and encourage your child to make these sounds with you. Children need to be taught to be **active listeners** and you can help by:



- Encouraging your child to **look** at the person speaking to them and **listen** carefully before responding and taking their **turn to talk**.
- In the same way look at your child when he/she is talking to you and give them time to finish what they want to say before taking your turn to talk.

Story Time

We read the same stories during the week so the children can join in with the repetitive language, actions and listen for rhyming words.

Shared Reading Books

We have a selection of books available for home loan. Your child may choose a book to read with you. At home your child can draw pictures and you can comment in their mark making book.

Reading ideas

- Look at the pictures together and tell the story
- Hold the book themselves and turn the pages
- Encourage children to take part in reading the story by making appropriate sounds and actions
Join in with repetition – I'll huff and puff and blow your house down
- Can they point out the rhyming word / repetitive language?
- Answer questions about the pictures?
- Talk about the book. What might happen at end? Why did that happen? What was your favourite part-why?
- Praising children for joining in and listening to the story will help children develop confidence in reading
- Recognise words in the environment

Writing

To develop good writing skills, children need to be able to manipulate paper, pens and pencils. Activities such as playing with dough, dressing and undressing dolls, completing jigsaws, building with small bricks and Lego will help your child to develop control and co-ordination of their hands.

Pencil hold

The pencil rests between the thumb and first finger, the next finger prevents the pencil falling down and the last two fingers are tucked away. The hand rests on the table and the movement of the pencil is through the thumb and the first finger. It is important that the knuckles point outwards; young children are amused if their fingers are likened to 'froggy legs'. Encourage your child to 'write' and draw at every opportunity.

Showing them how to write their own name will help them to recognise their own books and coat peg, and try to encourage them to try to write it themselves. We teach children to form their letters in a particular way, and it would help them if you used the same method. We can give you a copy of this- please ask.

Please use their home/school mark making books to develop their skills and support them in their next stage of learning. The sheet at the front of your child's book shows the different stages.

Staff appreciate parental interest in these activities as they see parents as partners in their child's education. The Nursery staff will be happy to discuss the opportunities planned for the children and will keep you informed about the topics we cover and how you can support your child at home.

Assessment and Record Keeping

Throughout your child's time in Nursery at Holy Trinity Primary we will be observing, assessing and recording their progress. Each child will have an individual online learning journey record where Wow observations, photographs are stored. These will help us to identify your child's strengths and needs. This profile takes into account information gained from parents, adults and agencies who have significant interactions with your child. We welcome your contributions regarding your child's development and any comments about significant events in your child's life. Parents are also encouraged to contact us with comments, observations and photographs at any time throughout the year.

Regular assessments are made of each child's learning and this information is used to ensure future planning reflects their identified needs. When children are younger, we pay particular attention to establishing competency in the three prime areas. Staff assess children and decide if they are on track for their age. You will be invited into school on various occasions throughout the year to discuss your child's attainment and progress with their class teacher.

If a child is not making expected progress or has developmental delays, parents/carers are informed and the child is monitored. Staff and parents then liaise with the Special Educational Needs & Disability Coordinator (SENDCO); parents will always be kept informed about the social and educational needs of their child in accordance with the Code of Practice; including the involvement of outside agencies. Children identified as having Special Educational Needs or Disabilities have their individual needs provided for through an IEP (Individual Education Plan) which is shared and reviewed with parents.

Our Staff Team

Mrs Baines	Head Teacher
Mrs Ridley	Deputy Head / SENDCO
Mrs Watson	Nursery Teacher / Early Years Lead
Miss Fraser	Nursery Teaching Assistant

Mrs Clark School Business Manager
Mrs Dougherty School Administrator

Our committed, caring, Early Years staff team enjoy being in an environment where they are fully supported and encouraged to be innovative. We have a team of adults who possess a high level of skills and make a significant contribution to the children's learning and development. Please become familiar with the names and faces of those adults who will be working with your child.

Parent Pay

The ParentPay system enables us to operate a cashless office where we no longer accept cash or cheque payments. Parents however who need to continue making payments by cash may do so using the PayPoint network at local convenience stores as detailed below.

ParentPay is a convenient secure way to pay for school meals, trips, childcare, after school clubs, school logo items such as book bags, hats and much more online.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will receive a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are:

- Sainsburys, 132 Station Lane, Seaton Carew, Hartlepool
- SPAR, 50 Elizabeth Way, Seaton Carew, Hartlepool

You will need to notify the school office if you wish to use the PayPoint facility to make meal payments as a plastic card needs to be issued to you to use at a local PayPoint store. The first card is free of charge; however, any lost or damaged cards will be chargeable. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

You will receive your unique ParentPay Account activation details on your child's first day.

Childcare

Our Childcare facility is called 'Seaton Carew' and is available to all Holy Trinity Pupils however places are limited.

The Breakfast childcare starts at 7:30am and provides breakfast (toast, cereal, crumpets), fruit, a drink and a quiet play area.

The After-school childcare starts at 3pm and ends at 5.30pm and provides healthy snacks, active games, craft activities plenty of toys to play with and circle time games. For more information on booking, charges, registration etc. Please contact the school office.

Snack

All pupils in Nursery are offered a fresh fruit snack as part of the Healthy Schools Initiative.

School Milk Scheme – Cool Milk

Our school has joined a milk scheme which is available to all of our pupils through registration with Cool Milk. School milk is free for under-5s, and for over-5s it is available at a subsidised price.

Each Nursery child is registered with Cool Milk and will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit www.coolmilk.com/why-milk-is-great. If your child has an allergy to milk please inform the Nursery teacher.

Uniform and Clothing

We expect children in all classes to dress in school uniform during their time in school. Our uniform is white polo shirt, red jumper or cardigan, dark grey trousers/skirt/pinafore or a red gingham dress. A full range of uniform including, polo shirts, sweatshirts, cardigans etc (all bearing the school logo) can be ordered from either of our two online uniform suppliers which are: MyClothing at www.myclothing.com or Etika uniforms at Holy Trinity CE Seaton Carew Primary School – etika uniforms However, purchasing uniform with the school logo on is not essential – you will find our school uniform items, without a logo, in many of the major high street supermarkets and shops. Book bags can be purchased through ParentPay and they will be given to your child in class. Children can wear plain black school shoes, plain black sandals (summer), plain black leather boots (winter) or plain black trainers. No suede shoes/boots. No boots with coloured designs. No UGG type boots. No chunky/Dr Marten type boots/shoes. And all footwear, including shoes, boots and trainers must not have any coloured or shaded patterns, logos, stripes or sparkles on them. Although we provide aprons and take care, the children are often working with messy materials which can spread everywhere. We do have a limited supply of spare clothes which we can change your child into, but we recommend you provide extra clothes if they still have accidents. It is important that your child brings a suitable coat with them every day as they may choose to spend extended periods outdoors and the weather can change throughout the day. We do have a selection of waterproof trousers and jackets for children to wear in the outdoor areas. In cold weather your child will need warm clothing, including a hat and gloves. It is very important that all of your child's clothes are marked clearly with their name.

Jewellery

We have a very strict NO JEWELLERY POLICY - including earrings, rings, watches, chains bracelets should not be worn in school/Nursery. For safety reasons, school/Nursery staff are **not** allowed to remove earrings from children. Please ensure all earrings are removed before attending school/Nursery. If you are considering having your child's ears pierced, please do so at the beginning of the summer holiday so they can be removed on return to school/Nursery. Unfortunately, children will not be allowed to attend school/Nursery unless earrings are removed.

Hair Styles

If hair is worn long (below shoulder length), it must be tied up or back, for hygiene reasons. Outrageous and inappropriate hairstyles such as skin fades, tramlines, shaved patterns, mohawks, perms, colours,

beads, rats tails, spikes, shapes, and hairstyles created by gel/wax, sparkly hairspray etc are not acceptable in school including Nursery. Please keep bobbles and hairbands to a minimum size and a plain colour to compliment school uniform.

Make Up

Make up including fake tans are not allowed in school/Nursery. This includes if your child is participating in out of school activities, such as dancing / gymnastic competitions and shows. All make up, nail varnish, fake tan and hair glitter, must be removed before returning to school/Nursery.

Behaviour

We expect high standards of behaviour from all our children and use a rewards system to reinforce this. We work hard with children when they arrive in Nursery to make clear our sense of community, and together we make “rules” so that we can all operate happily together. We make clear the boundaries of good and unacceptable behaviour. Children are praised for their good behaviour and given the reasons why they are being praised. Children are encouraged to talk about any difficulties and problems with their peers, should these arise, and start to feel confident in seeking their own solutions. If we find there are difficulties concerned with your child’s behaviour or any other matters we may ask to discuss these with you.

Attendance, Illness and Appointments

If your child is absent or ill please let us know by phoning school (01429 855620) on the first day of absence. If your child needs to attend an appointment please try to make this outside Nursery hours but if you are unable to do so we require for our records details of the appointment which should be a letter or an appointment card. We also require that you to let us know if your child will be arriving later than their normal start time or leaving earlier than their normal finish time.



Illness where standard exclusion from school/Nursery is needed in line with Public Health Guidelines:

Sickness and Diarrhoea

Health Regulations state that children cannot return to Nursery for **48 hours** after the last episode of sickness and/or diarrhoea. This is in place to stop the spread of infection.

Chicken Pox - 5 days after the spots appear. Spots must have dried up and not be watery on return.

COVID-19 - Children developing COVID symptoms should follow the current government guidelines put in place by Public Health England GOV.UK

Conjunctivitis – Until the acute stage of red/sore and discharging of eyes has passed.

Impetigo – Until the skin has healed or, 24 hours after the first dose of antibiotic treatment.

Headlice – After application of approved headlice treatment and no live lice are present.

Please refer to our main policies and procedures with regards to absences from Nursery which are available on our school website.

Medical Information

Please inform us about any medical problem your child has and inform us of any changes during their time in Nursery.

Asthma- If your child is asthmatic, please complete the relevant form, available from the school office, and provide a spare inhaler, in the original box, bearing the prescription sticker (as this is kept safely for emergency purposes). Your child should also have an inhaler with them in Nursery at all times.

Other Medical Conditions

Please inform us of any other medical conditions including eczema, diabetes, heart conditions, epilepsy, colour blindness, hay fever, allergies. You may need to complete a Care Plan to ensure that your child’s needs are met.

Nursery to Reception Transition

Children transfer from Nursery to Reception each Autumn term. All places are allocated by the Local

Authority prior to starting. The Local Authority will send out an application in November to each family. Parents must make a formal application and the criteria is used to priorities the allocation of places. **Attending our Nursery DOES NOT GUARANTEE A PLACE IN OUR RECEPTION CLASS.** See the school website for more details about the criteria for applications. We are keen to ensure that the transition is as smooth as possible.

And finally...

We look forward to working with you and your child to make their time in Holy Trinity C of E Nursery happy and rewarding. Please do not hesitate to ask us about any worries you may have, however small they may seem.

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