

NURSERY ADMISSIONS POLICY

Name of School:	Headlands Primary School
Person(s) Responsible:	Headteacher, Governors and Foundation Stage Manager
Review Date:	October 2020
Distribution:	Governors and whole staff
Web Page:	<u>www.headlandsprimary.co.uk</u>

April 2008 – Policy written by Mr A Lakatos and Mrs R McAleenan

Reviewed September 2008 by Chairs Sub-Group – No changes

Reviewed September 2009 by Rebecca McAleenan and Chairs Sub – Group Minor amendments made to page 2, 3, Appendix 4a, Appendix 5, Appendix 5a, 5b, 5c, Appendix 6, added 6a in, minor change to Appendix 7b

Reviewed October 2010 by Rebecca McAleenan and Chairs Sub-Group. No changes.

Reviewed October 2011 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. , changes made to page 2,3,4, appendices tweaked to show Foundation Stage logo.

Reviewed October 2012 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. Minor changes made throughout.

Reviewed March 2014 by Louise Worrell, Jo Moore, Andrew Lakatos and the Chairs Sub Group.

Reviewed November 2015 by Jo Moore, Louise Worrell, Andrew Lakatos and the Chairs Sub Group

Reviewed January 2017 by Louise Worrell, minor changes mainly dates.

Reviewed March 2018 by Darren Smith, minor changes mainly dates

Reviewed June 2018 by Karen Smith, minor changes to dates and letters. Lunch club information taken out as no longer on offer.

Reviewed November 2018 by Karen Smith and Rebecca Singh, minor changes to dates and letters.

Reviewed May 2019 by Charli Harvey, Foundation Lead, appendix amended May 2019.

ADMISSIONS PROCEDURE FOR NURSERY AGED CHILDREN

Headlands Primary School Nursery

Headlands Primary School is pleased to be able to offer a well resourced, highly staffed Nursery with 30 places available during the mornings for your child. The Nursery unit enjoys the benefits of a qualified teacher and 2 qualified Early Years Practitioners. We offer 5 sessions over the week that are funded by the Government and are therefore available free of charge to parents. Morning sessions run from 9:00am – 12:00am.

Equal Opportunities

The school is committed to ensure that Nursery places will be allocated according to date of registration. As such, any decision to refuse admission will not be based on ability, ethnicity, gender or religious background.

Visits to the Nursery

Visits are always most welcome to the Nursery however appointments should be made to ensure you get the most from your visit, please ring the school for availability. During your visit, you will be given the opportunity to have a good look around, see the nursery 'in-action' and ask questions.

Applying for a place in the Nursery

The Nursery places are offered on a first come, first served basis. You can register your child any time after they have been issued with their birth certificate. During registration you will be asked to complete an Admissions Application Form (appendix 1), and show your child's birth certificate. Clearly, the earlier you register your child the more likely they are to get a place at our nursery.

Allocation of places

In the March before your child is due to start at the Nursery, you will be contacted by the school detailing the outcome of your application (appendix 2 or 3). If the school receives more requests than places available for the sessions on offer, then preference is decided in order of date of registration.

Confirming your Place

If successful, within two weeks of receiving your offer of a place at Headlands you should sign and return the reply slip (on appendix 2) indicating that you wish to accept or decline the place that you have been allocated. As our Nursery is very popular it is important to note that after this two-week period your place will be offered to another child on the waiting list so your prompt return is essential.

Nursery New Parents Meeting

In the June before your child is due to start in Nursery you will be invited to attend a Nursery New Parents Meeting (appendix 4). A reminder letter is sent out prior to the meeting taking place (Appendix 4a). This meeting will provide you with essential information about the Nursery's organisation. In addition, you will meet the adults who will be helping your child and have the opportunity to ask any questions whilst looking around the Nursery. At this meeting you will receive much information including, the date of new class day, home visit and starting date (appendix 5 a,b,c). The school will send an additional copy of key dates and times later in the year to act as a helpful reminder (appendix 6)

New Class Day

In July you and your child are invited to attend a stay and play session in the morning. This will allow your child to become accustomed to the Nursery environment whilst enjoying your support and encouragement throughout. **Please be aware that you are expected to stay with your child during this time.**

Home Visits

When school starts in September, Nursery staff commence home visits. The school completes home visits to all new children to the Nursery setting and we ask you to work with the school to ensure you are available on the date and time agreed. This gives the adults the opportunity to meet your child in their own environment and provides you with the opportunity to discuss any private matters whilst completing the compulsory paperwork (appendix 7 a, b, c, d, e, f). **If for some reason, you are not present on the date and time agreed, the compulsory school documents cannot be completed and your child will have a delayed start in the Nursery** (this is for legal and insurance reasons). If this happens, we strongly suggest that you contact the school as soon as possible to arrange an alternative date and time. The visit should take approximately 30 minutes. We aim to have completed all Nursery home visits within 1 week of school starting. During this time your child will not attend the Nursery.

Data transfer

Information collected about your child during the home visit is entered on the school's computer system along with all other members of the school. All written information is stored in a named blue folder secured in a lockable cabinet.

September Arrangements

After home visits the school operates a staggered entry into the Nursery to help ensure all children are settled and feel comfortable in their new environment. Children will have 2 one hour visits during this time and then stay for the full session on their 3rd visit as long as they are ready and settled. This allows for nursery staff to get to know the children and help them to have a settled start to nursery.

Waiting Lists

If your child is not successful in their application to the Nursery you are welcome to place your name on a waiting list. If a place then becomes available later in the year, parents (in order of date of request to be placed on the waiting list) will be offered a place.

Further Additional Places

If the Nursery places have not been filled by 'rising four year olds' the school may apply to the Early Years Partnership to accept children for an intake in the following January. These children are selected using the following year's waiting list from those children who will have had their third birthday between September 1st and December 31st.

Headlands Primary Admission Form

Thank you for choosing Headlands Primary for your child. The school is required under the General Data Protection Regulations (GDPR) to ensure that personal data we collect is used in an appropriate manner and kept securely. The individuals whose data we use are encouraged to keep their information up to date and inform the school of any changes. Further information on how we use your information and who we share it with can be found in the NPAT GDPR Parent Privacy Notice on the school website. www.headlands.org.uk

Please complete **all sections** of this form to ensure we have all of the information we require.

Section 1: Your Child's Details

Information Relating to your Child			
Legal Surname		Preferred Surname	
Legal First Names		Preferred First Name	
Year Group		Class	
Date of Birth		Gender	
Address where child lives			
Postcode			
Country of Birth		Nationality	
Name and address of previous school/nursery			

Section 2: Family Details

Are parents separated/divorced?			
Has a court order been issued?			
Position of child in family (e.g. 1 st , 2 nd , 3 rd)			
Other children in the family			
Name:		DOB:	
School:			
Name:		DOB:	
School:			
Name:		DOB:	
School:			

Section 3 - Contacts

Emergency Contact – Priority 1			
Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Emergency Contact – Priority 2			
Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Emergency Contact – Priority 3			
Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Emergency Contact – Priority 4

Title (Mr/Mrs/Ms)		Home Phone	
First Name		Mobile Phone	
Surname		Work Phone	
Email Address			
Address			
Postcode			
Relationship to child			
Does the person above have parental responsibility for the child in Section 1?			

Section 4: Child's Medical Details

Medical Details

Doctor's Name		Phone No.	
Doctor's Surgery			
Address			
Medical Conditions of Child			
Dietary Needs			
Does your child have any long standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any areas of his/her life?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Has an Educational Healthcare Plan (EHC) or Statement of Special Educational Needs been issued in respect of your Child?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Does your child receive any additional Learning Support in school?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Section 5: Ethnically Based Statistics

Please tick the most appropriate boxes below that relates to your child.

Ethnic Origin of Child

British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Irish	<input type="checkbox"/>	White/Black Caribbean	<input type="checkbox"/>
Other Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>	Somali	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
White/Asian	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	I do not wish to have this information recorded			<input type="checkbox"/>

Language normally spoken in the child's home	
First Language of child	
Religion of child	

Section 6: Transport

Pupil's Usual Mode of Transport to and from School					
Walk		Public Bus Service		Cycle	Other (please specify below)
Car		Taxi		Car Share	

Section 7: Consents

A - Parent Communication and Payment System

We use a service called Schoolcomms to communicate directly with parents by email and texts and a service called School Gateway to take payments for school trips. This service is compliant with GDPR. There is no advertising or cost associated with School Gateway. You will receive two separate automated emails from Schoolcomms and School Gateway and you will need to follow the steps to register for both.

I confirm that my email address can be supplied to Schoolcomms for the purposes of school communication regarding my child as stated on this form and that my email address will be stored on our SIMs system for the duration of my child's attendance at Headlands Primary. After this time, we will delete your details from our Schoolcomms system.	I agree <input type="checkbox"/>
I confirm that my mobile telephone number can be supplied to for the purposes of school communication via text regarding my child as stated on this form and that my mobile phone number will be stored on the Schoolcomms system for the duration of my child's attendance at Headlands Primary. After this time, we will delete your details from our Schoolcomms system.	I agree <input type="checkbox"/>
I confirm that my child's following information can be supplied to Schoolcomms for the purposes of school communication and that these details can be stored on Schoolcomms for the duration of my child's attendance at Headlands Primary. After this time, your details will be deleted.	
Child's Full Name	I agree <input type="checkbox"/>
Child's Date of Birth	I agree <input type="checkbox"/>
Child's Year Group	I agree <input type="checkbox"/>
Child's Class	I agree <input type="checkbox"/>

B - Parent/Carer/Child Acceptable Use Agreement

As part of an enriched curriculum, your child will be accessing the internet, school email and virtual learning environment via a filtered service. In order to support the school in educating students about the safe use of the internet, we are asking parents and children to read and sign acceptance of these rules below.

The rules provide an opportunity for further discussions with your child about safe and appropriate use of the internet and other online tools (e.g. mobile phones), both within and beyond school (e.g. at a friend's house or at home). Sanctions in place for misuse of technologies and subsequent breach of the rules are detailed in the full Acceptable Use of Technologies Policy. A copy of this can be downloaded from the school website. www.headlands.org.uk

Child Agreement (to be completed with children who are Key Stage 2 or above)

I understand the rules for using the internet and email safely and responsibly.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I know the adults working with me at school will help me to stay safe and check I am using the computers to help me with my work.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Parent/Carer Agreement

I have read and discussed the rules with my child and confirm that he/she has understood what the rules mean.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that the school will use appropriate filtering and ensure appropriate supervision when using the internet, email and other online tools.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that filtering can never be completely fool-proof and occasionally inappropriate materials may be accessed. I accept that the school will endeavour to deal with any incident that may arise swiftly and according to policy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that my child's safe use of the internet and online technologies outside of school is my responsibility.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

C - School Visits

From time to time, the school will take classes of children on local visits to enhance curriculum. Your child will always be under the supervision of a member of the school staff.

I give consent for my child to be taken off the school site for visits to local places of interest.	Yes <input type="checkbox"/>
I give consent for my child to travel in the school minibus for the purpose of school activities.	Yes <input type="checkbox"/>

D - Child Internet Access

Your child will access the Internet as part of the school curriculum in line with E-Safety Guidance and the school's Internet Acceptable Use Policy. When in Key Stage 2, to enhance the curriculum your child may watch films that are 'PG' rated, subject to the teacher's judgement.

I confirm my child can access the internet at school.	Yes <input type="checkbox"/>
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E - Free School Meals

Your child automatically receives a Free School Meal if they are in Key Stage 1. When they finish Key Stage 1, they still may qualify for a free school meal. If so, we will need your National Insurance number. For more information – please visit www.gov.uk/apply-free-school-meals.

I confirm my child is eligible for Free School Meals after Key Stage 1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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F - Photographs

The school may wish to use photographs of pupils engaged in school activities and trips and on the Headlands Primary websites, school social media and blogs, displays around the school, press, school promotional materials and performance DVD's. These photos may be used for up to one academic year after your child leaves the school. In order to be compliant with GDPR we need to seek your consent to use your child's photo. For further details please refer to the NPAT GDPR Parent Privacy Notice.

I confirm that my child's photograph can be used on the school website	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used on the following social media sites and blogs used by the school Facebook, Headlands Blog and Twitter	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used on in press articles that are approved by the school	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used on school promotional materials	I agree <input type="checkbox"/>
I confirm that my child's photograph can be taken and be used for school performance DVDs	I agree <input type="checkbox"/>

G – Early Years Foundation Stage - this section applies to children in Reception Classes only

This school uses the Interactive Learning Diary system to share information about your child's development in the reception year.

I confirm that my email address can be supplied to Interactive Learning Diary and that my email address will be stored on the Interactive Learning Diary system for the duration of my child's attendance in reception at Headlands Primary School. After this time, we will delete your details from the system.	I agree <input type="checkbox"/>
I confirm that my child's name can be supplied to Interactive Learning Diary	I agree <input type="checkbox"/>
I confirm that my child's date of birth can be supplied to Interactive Learning Diary	I agree <input type="checkbox"/>
I confirm that my child's photographs can be supplied to Interactive Learning Diary	I agree <input type="checkbox"/>
I confirm that my child's class name can be supplied to Interactive Learning Diary]	I agree <input type="checkbox"/>
I confirm that my child's progress will be shared with me confidentially via [Interactive Learning Diary	I agree <input type="checkbox"/>
I confirm that group photographs taken within the reception year may be shared in their classmates learning journeys.	I agree <input type="checkbox"/>
I confirm that my child's name may be shared with other reception families for the purpose of planning birthday parties and Christmas card lists	I agree <input type="checkbox"/>

H-Food Tasting and Birthday Treats	
<p>Throughout the school year children are given the opportunity of tasting and handling various foods. We need your permission to allow your child to participate. (Please notify us of any allergies your child may have in the space below).</p> <hr/> <hr/> <p>Occasionally children will bring treats into school, on their birthday, to share with their friends at the end of the school day. We need your permission for your child to receive such treats.</p>	
I confirm that my child is allowed to taste various foods and that I have listed any allergies above.	I agree <input type="checkbox"/>
I confirm that my child is allowed to receive a treat brought in by children to share.	I agree <input type="checkbox"/>

Signature	
Name	
Date	

School Office Use Only:

Admission Date	
UPN Number	
House	
Admission Number	
Birth Certificate Verification	
Entered on SIMS	
Entered on Schoolcomms and School Gateway	
Copy to EAL Co./Class Teacher	



Date

Dear Parent/Carer

Thank you for completing the Headlands Admission Application Form for your child asking to be considered for a place at the school's nursery unit.

We are delighted to be able to offer your child a place.

As a popular Nursery you now need to secure your place. To do this you must return the reply slip below within two weeks of the date shown at the top of this letter. If you do not return the reply slip the school will allocate your place to a child on the waiting list.

TELEPHONE CONFIRMATIONS CANNOT BE ACCEPTED

I look forward to receiving your reply slip confirming your place at the school. I hope that this is the start of a partnership that will help ensure your child enjoys their time at the Nursery and develops an appetite for learning.

Yours sincerely

Darren Smith
Headteacher

HEADLANDS PRIMARY SCHOOL NURSERY

Please tick as appropriate

I wish to formally accept the place offered to me by the school.

Please tick as appropriate

I wish to formally decline the place offered to me by the school.

Signed: _____ Date: _____



March

Dear Parent/Carer

I would like to thank you for choosing Headlands Primary School Nursery for your child. I feel sure that by working together we can provide your child with a positive start to their educational experiences.

I am writing to inform you about our Nursery New Parents Evening. This is an opportunity for you to meet all the adults that will be working with your child over the next year, ask any questions you may have or raise any issues that may be worrying you. In addition, you will have the opportunity to have a good look around the Nursery and look at the resources we have to offer.

I would like to confirm the following time and date XYZ.

This is really a time for parents and carers so we would prefer your children were cared for at home if at all possible.

At this meeting there will be important information given to you. This will include the date and time of your home visit and the starting date for your child. Therefore, it is most important that you attend this meeting. Below is a form for you to sign and return to school. Thank you.

We look forward to seeing you.

Yours sincerely

Darren Smith
Head Teacher



Please complete and return to the School

I/We will/will not be attending the Nursery New Parents Evening.

Signed Name of Child

If you have any questions that you would like answering on the evening, please write them below.

.....
.....
.....
.....



Dear Parent/Carer

Thank you for choosing Headlands Primary School Nursery as the Nursery School for your child. I hope that this letter helps to mark the start of relationship that will ensure your child achieves their full potential whilst making friends and having lots of fun. I would like to take this opportunity to remind you of the key dates for your diary. I hope this reminder ensures you do not miss out on any of the events the school will be running that are designed to ease any anxieties you may have.

Evening for Parents or Guardians of September 2019 Nursery Children Monday June 17th 6.00pm.- 7.00pm

This is an evening for parents only. It will begin at 6.00pm with a welcome from the Headteacher. There will be a great deal of information given, time to meet the staff and become more familiar with the Nursery setting. You will also receive home visit dates and starting times for your child. Most importantly you will be able to ask any questions that you may have.

New Class Day – Monday 8th July 2019

We would like to invite all Nursery children into school for a stay and play session on Monday July 8th. We ask that you stay with your child throughout the session to help ease them into the new environment. There will be two stay and play sessions that morning the first one at **9am – 10am** and the 2nd one at **10.30am – 11.30am**.

See the attached slip as to which session you and your child are invited too.

Home Visits 4th September – 10th September 2019

As part of our settling in programme we will be visiting all Nursery children in their home to get to know them and to complete the compulsory school admission forms. We do expect to visit all children so **please let us know as soon as possible if you have a preference for a date or time of visit** so that we can plan it into the schedule. Home visits take place between 9am and 12pm on Wednesday 4th, Thursday 5th, Wednesday 7th, Thursday 8th and Friday 9th. We hope to have time to play with your child - we will bring some toys and games to play with. You will receive the date and time for your visit at the Parents' Evening.

School Starts for Nursery Children at date agreed at meeting

As long as the home visit and compulsory paperwork is completed, your child can start at Nursery. We stagger the Nursery entry of the children to allow the staff to support a smaller number of children and help them to settle.

It is absolutely essential for health and safety reasons to have all the required information on your child prior to entry. Your start date cannot be adhered to if we do not have prior notice of all your details which are gathered during the home visit.

We look forward to seeing you on **Monday 17th June 2019** at the New Parent's Evening at 6.00pm and working alongside you to ensure your child's schooling is enjoyable and rewarding.

Yours sincerely

Mr Darren Smith
Headteacher

Dear Parents/Carers,

We look forward to meeting you and your child at our stay and play sessions on Monday 8th July. We are having two sessions that morning at **9– 10am** and **10.30 – 11.30**.

Your session will be at –

Please come to the nursery entrance which is sign posted at the front of the school and wait for a member of staff to come and open up. Please come and introduce yourself to a member of staff and then explore the Nursery with your child.

The Nursery Team

New Parents Information Pack consists of: -

- Questionnaire (Appendix 5a) – to be given out for Home Visit
- School booklet – Welcome to the Foundation Stage (Nursery) (Appendix 5b).
- Home visit time, date and starting date letter (Appendix 5c).- to be given out on Transfer Day
- Food Tasting Letter - to be given out on Parents Evening

Please help us to get to know your child by filling in this questionnaire together, thank you.

My name is.....

I like to be called

At home I like to play with.....

.....

.....

My favourite toy is

Other things I like to do are

.....

.....

My favourite story book is

My favourite song is.....

Please add comments to the following statements:

I can put on my coat

I can take off/put on my shoes and socks.....

I can drink from a cup.....

Please tick the appropriate answer.

I wear a nappy/pull ups

I can go to the toilet and wash my hands by myself.....

I need some help when I go to the toilet.....

I need to be taken to the toilet by the adult.....

Please add any additional information you wish to share

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Thank you for taking the time to fill in this questionnaire.

We look forward to seeing you soon!

The Nursery Team.



Welcome to the Early Years Foundation Stage

HOW SAFE IS MY CHILD?

Nursery

We are safety conscious for our nursery aged children, and have two gated entrances at the sides of the school for parents bringing and collecting nursery children. A member of staff welcomes children and registers them.

PLEASE CLOSE ALL DOORS AND GATES BEHIND YOU.

Your child's safety is our priority.

We also have a password system to ensure that we know who will collect your child.

During the session, outside gates are monitored and only one is used as an Emergency Fire Exit.

Children are always supervised when playing in the covered and open outside areas.

Children are only handed over to the adult responsible for them at the end of a session unless that parent has informed staff of permission for another person to collect them.



NURSERY

Welcome to Headlands Nursery Unit

We hope the information in this booklet will help you to get to know the Nursery routines. Your co-operation in these matters will assist us with the smooth running of the Nursery and help your child settle in confidently.

The Nursery is staffed by a qualified teacher and two Early Years Practitioners. All members of staff are key workers and will be responsible for the observations and assessments of a group of children. Your child's key worker is the person you should go to if you wish to share any information, news or concerns.

May we take this opportunity to thank you for choosing Headlands Nursery. We hope you and your children enjoy your time with us and have as much fun as we do! Thank you.



HEADLANDS PRIMARY SCHOOL SCHOOL TERM DATES – 2019/2020

Term 1

Closed to Pupils Training Day	-	Monday 2 September 2019
Closed to Pupils Training Day	-	Tuesday 3 September 2019
School Opens	-	Wednesday 4 September 2019
School Closes	-	Friday 25 October 2019

Term 2

Closed to Pupils Training Day	-	Monday 4 November 2019
School Opens	-	Tuesday 5 November 2019
School Closes	-	Friday 20 December 2019

Term 3

Closed to Pupils Training Day	-	Friday 3 January 2020
School Opens	-	Monday 6 January 2020
School Closes	-	Friday 14 February 2020

Term 4

Closed to Pupils Training Day	-	Monday 24 February 2020
School Opens	-	Tuesday 25 February 2020
School Closes	-	Friday 3 April 2020

Term 5

School Opens	-	Monday 20 April 2020
School Closed May Bank Holiday	-	Monday 4 May 2020
School Closes	-	Friday 22 May 2020

Term 6

School Re-Opens	-	Monday 1 June 2020
School Closes	-	Friday 17 July 2020

HOW CAN I HELP?

Parents and Carers

The contribution you make to your child's education is highly valued. Headlands nursery provides lots of opportunities for parents to participate and contribute to their children's learning in many different ways. All of us working together as a team on your child's behalf is the key to their success in School.

To help your child get ready for Nursery please could you begin to teach them:

- to go to the toilet on their own.
- to put on and fasten their coats
- to tidy away after themselves
- to wash and dry their hands
- to put on/take off shoes and socks

Involvement during the Nursery Year may be:

- sharing work and achievements with your child
- listening to and sharing stories
- helping with activities, in class or at home
- making resources
- sharing information
- helping on outings or trips
- attending social events
- using your expertise. If you have a talent, please share it with us!

PLEASE CHECK THE NOTICE BOARD WEEKLY FOR PLANS AND INFORMATION ABOUT WHAT YOUR CHILD IS LEARNING AND HOW YOU CAN HELP.

WHAT WILL MY CHILD LEARN?

Across the Early Years Foundation Stage there are 7 areas of learning, 3 prime areas and 4 specific areas. The prime areas begin to develop quickly in response to relationships and experiences, they run through and support learning in all other areas. The prime areas continue to be fundamental throughout the Early Years Foundation Stage and they are: -

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

The specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning. They are: -

Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

WHAT IF MY CHILD HAS SPECIAL NEEDS?

For a variety of reasons, some children do not make as much progress as others. This may be due to a special educational need. Sometimes we as a school need to seek extra advice and support from outside agencies. Parents will always be consulted about this so that we can all work together to help your child. If you have any concerns about your child, please speak to the nursery teacher.

WHAT ABOUT EQUAL OPPORTUNITIES?

We endeavour to provide each child with the same opportunities irrespective of race, sex, religion or social class.

ATTENDANCE

Although Nursery education is not compulsory, please make sure that your child attends regularly, providing they are fit and well. If your child feels listless or sick, or complains of feeling ill, please keep him/her at home. School is not the best place at this time.

On the first day of your child's absence please ring the school office and leave a message on **01604 407098**.

There is an answering phone operating twenty-four hours, choose option one. If you do not inform school your child will receive a 'no reason given' mark for their absence.

BRINGING AND COLLECTING

Children must be brought and collected by an adult. Please inform a member of staff if someone different is collecting your child as we have a responsibility to return the child to the person who brought them to school unless otherwise notified. If you forget to inform us, contact us on 01604 407098. When bringing/collecting your child please ensure that all gates and doors are closed behind you. We also have a password system to ensure we know who will collect your child.

NURSERY HOURS

Morning session - 9am – 12pm

Please be punctual when collecting your child. Remember, a few minutes to us can seem an eternity to a child and children can become upset when they see other children being collected.

PARKING

Please park courteously in the area showing consideration to other road users and local residents.

NB – PLEASE DO NOT PARK ON THE YELLOW ZIGZAG LINES, 1 BAR opposite the main entrance or near THE BUS STOP OUTSIDE SCHOOL or on THE PAVEMENT or ACROSS RESIDENTS' DRIVEWAYS.

SNACKS

In Nursery and Reception, the children receive a free entitlement to milk and fruit. In Nursery, children will be offered a wider range of choice at snack time to encourage them to try new things and share the experience of eating together. They also participate in regular cooking sessions. There will be a charge of £1.00 per week, payable on Mondays to cover the extra cost. Please inform us of any allergies or dietary requirements that your child may have.

CLOTHES

We provide a variety of "messy" learning experiences in nursery. Paint, glue, clay can all get on your child's clothes. We do insist the children wear the aprons provided, but accidents do happen. Please make sure your child is wearing clothes in which he/she is comfortable and can manage themselves and that will not be spoiled should they accidentally get paint/glue on them. Having a set of 'nursery clothes' is also a good idea!

All our activities are provided with specific learning outcomes in mind and if children feel inhibited because they have been told not to get their clothes dirty, they will miss out on many important learning experiences.

Please make sure your child's coat is named clearly. Long coats are not really suitable for outdoor play in school. They can be dangerous when your child is climbing and can get caught in the wheels of the bikes. Also, please ensure that your child wears sensible footwear to climb and pedal a bike.

A change of clothes is extremely useful in the event of "little accidents" or sleeves dangling in the water. These should be left in a named bag on your child's peg. It is also helpful if clothes are named to avoid confusion, should they be removed for any reason.

In accordance with school policy and for security, health and safety reasons, no jewellery should be worn in school.

School uniform is available for your child should you wish them to wear it. Please speak to a member of staff for further details.

Dear Parents/Carers

The next time you will meet us will be on our Home Visits, in September.

You will be visited by - _____ together with either Mrs Vikki King or Mrs Lynda Jones.

Date – September

Time – Between 9am and 12pm

The visit will last about 20 minutes. It is just a nice opportunity for us to meet you and your child in your home setting and to start to get to know you both. We will only spend a short time with you, just to say hello and to give your child a special symbol that will be on their coat peg when they come to nursery.

Your child's start dates and times area as follows –

1st Visit Date -	Time -	for 1 hour
2nd Visit Date -	Time -	for 1 hour
3rd Visit Date -	For a full session	

We have staggered times to enable us to spend a few minutes settling each child in before the next one arrives. We would ask you to try to be prompt so that we can do this, giving your child and their friends the best start. When you come into Nursery, help your child to find their peg, looking for the symbol we have given you on the home visit, before helping to settle your child.

Once your child is settled, we ask that you leave them with us for most of the hour long visit. Please wait again for the gate to be opened at the end of the visit and come in to collect your child. If they have coped well with their visits, and we both agree, then they can stay for the full 3 hours on their 3rd day. If we think it will be too much too soon, we can come to an arrangement between us. We are keen to work with you to ensure a smooth start for your child.

The Nursery Team

Home Visit Request

Child's Name: _____

Address: _____

I would prefer:

A morning slot (any time between 9.00am and 12.00 midday)

Home visits should take no longer than 30 minutes. Please ensure you have filled in the relevant paperwork (admission form, permission slip for photos etc. and the child's questionnaire) and have your **child's birth certificate or red medical book to hand**. We allocate times based on geography and try to be as prompt as we can! Your date and time will be confirmed July on Open Day.

Home Visit Request

Child's Name: _____

Address: _____

I would prefer:

A morning slot (any time between 9.00am and 12.00 midday)

Home visits should take no longer than 30 minutes. Please ensure you have filled in the relevant paperwork (admission form, permission slip for photos etc. and the child's questionnaire) and have your **child's birth certificate or red medical book to hand**. We allocate times based on geography and try to be as prompt as we can! Your date and time will be confirmed 9th July on Open Day.

FOUNDATION STAGE - HOME VISIT REPORT

CHILD'S NAMEDATE

VISITORS

Family Background

Child's interests and favourite toys

Concerns (e.g. SEN/Speech/Anxieties/Parental Access)

Medical

Dietary Requirements

Involvement of other agencies e.g. Speech Therapy, Social Workers, Child and Family Guidance, Child Development Centre, Health Visitor

Date

Dear Parent/Carer

ADMINISTRATION OF MEDICATION IN SCHOOL

All parents are welcome to read our Administration of Medicine at School Policy. A printed copy is available for inspection in our Reception and it can also be reviewed on our website at www.headlandsprimary.co.uk

Parents of Asthmatic children and children requiring Epipens.

At this time of year we update our records concerning prescribed medicine which is brought to school for use for children with asthma or severe allergic reactions.

Please sign the authorisation form attached to this letter and return it to your child's class teacher. We are not able to give your child any medication without this signed form. It is essential that all such medicine is clearly labelled, is within its use-by date and is available in school.

Medicine prescribed by a doctor for a short period only

On rare occasions a child will be prescribed medication which means that a dose has to be given at lunchtime. This will generally be only when the medication is to be given four times a day. The attached form will also need to be completed in these cases.

Further copies of these forms are available in the office.

Yours sincerely

Mr D Smith
Headteacher

Encl. Medication Consent Form

MEDICATION CONSENT FORM

(To be filed in Medication Administration Record File)

We will not give your child any medication unless you complete and sign this form and the Headteacher has confirmed that school staff have agreed to administer the medication.

DETAILS OF PUPIL:

Surname: _____

Forename(s): _____

Address: _____ M/F: _____

_____ Date of Birth: _____

_____ Class: _____

Reason for medication (optional): _____

CONTACT DETAILS:

Name: _____ Daytime Contact Tel No: _____

Relationship to Pupil: _____

Address: _____

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in school and accept that this is a service which the school is not obliged to undertake

Date: _____ Signature(s): _____

MEDICATION 1Name/Type of Medication (**as described on the container**) _____

For how long will your child take this medication? _____

Date dispensed: _____

FULL DIRECTIONS FOR USE:Dosage and amount (**as per instructions on container**) _____

Method: _____

Timing: _____

Special Precautions: _____

Self-Administration: _____

I would like/would not like (**please delete accordingly**) my son/daughter to keep his/her asthma inhaler with him/her as necessary.

MEDICATION 2

Name/Type of Medication **(as described on the container)** _____

For how long will your child take this medication? _____

Date dispensed: _____

FULL DIRECTIONS FOR USE:

Dosage and amount **(as per instructions on container)** _____

Method: _____

Timing: _____

Special Precautions: _____

Self-Administration: _____

I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her as necessary.

MEDICATION 3

Name/Type of Medication **(as described on the container)** _____

For how long will your child take this medication? _____

Date dispensed: _____

FULL DIRECTIONS FOR USE:

Dosage and amount **(as per instructions on container)** _____

Method: _____

Timing: _____

Special Precautions: _____

Self-Administration: _____

I would like/would not like (please delete accordingly) my son/daughter to keep his/her asthma inhaler with him/her as necessary.

Appendix 7e

(This appendix is the same as Appendix 1 – Admission Application Form).

The original completed application form is taken on the home visits to check and amend any information as necessary.

HEADLANDS PRIMARY SCHOOL

NURSERY ADMISSIONS

