



**St. Joseph's Nursery**

# **Parent Handbook**

**For**

# **Pre-Prep Class**

**Name: .....**

### **Early Years Foundation Stage**

The Early Years Foundation Stage is delivered through a variety of activities, including creative activities, music, gym time, ICT, literacy and maths sessions, as well as providing plenty of opportunity for the children to explore their interests at their own pace.

### **Key persons**

Your child will have a designated member of staff who is responsible for filling in their development file. The key person is also responsible for phonics sessions and completing their teaching books. When finding out how your child has been during their nursery day – you can speak to any member of staff. Your child's key person is:- \_\_\_\_\_

### **Bags**

Your child should bring in a bag each day they attend our nursery. Within their bag they should have:-

- ❖ A top
- ❖ A pair of socks/tights
- ❖ A pair of trousers/a skirt
- ❖ A vest

Sometimes during the nursery day your child may need to be changed. We do not expect you to provide a second uniform. Please label your bag with your child's name.

### **Uniform**

Could all parents please ensure their child is in the correct uniform as this is a compulsory requirement in the Pre-Prep Class.

### **Winter Uniform – November to March**

<b>Girls</b>	<b>Boys</b>
Beau Brummell Waterproof	Beau Brummell Waterproof
School hat & scarf	School hat & scarf
Navy Blue regulation tunic	Navy blue regulation trousers
White long sleeved blouse	White long sleeved shirt
School tie	School tie
Regulation blue jumper	Regulation grey jumper
Navy tights	Grey socks
Black/blue shoes	Black shoes

### **Summer Uniform – April to October**

<b>Girls</b>	<b>Boys</b>
School blazer & badge <i>not compulsory in pre-prep</i>	School blazer & badge <i>not compulsory in pre-prep</i>
Regulation summer dress	Navy blue regulation shorts
White socks	White short sleeved shirt
Black/blue sandals/shoes	Grey socks
	Black shoes

**Please ensure they are labelled clearly (including shoes) with your child's name as we will not take responsibility if they go missing.**

### **Trays**

Every child has a named tray and we encourage the children to be independent putting their own pictures away. Letters and leaflets are also placed in here. Please could all parents **check their child's tray** at the end of each session.

### **Contact numbers**

On your enrolment forms we have contact numbers and emergency contact numbers in case your child is ill or we need to speak to you. Can you please make sure if your numbers change that you inform us *immediately*.

The school can be contacted on 0115 941 8356

Or: email [nursery@st-josephs.nottingham.ac.uk](mailto:nursery@st-josephs.nottingham.ac.uk)

### **Medicine and illness**

We are unable to administer any medication to your child unless it has been prescribed specifically for your child and is in the clearly labelled bottle with the child's name. If your child has a high temperature (above 38°C) we will ring you and decide if your child needs to be collected. This may involve other medical action if required (i.e. administering medication). We are unable to receive a child back into the nursery for 48 hours following vomiting or diarrhoea.

### **Menus**

All dinner and tea menus are situated on the parent's notice board and can be viewed at any time. Water is available to drink at all times. A light breakfast of cereal and toast is available in the classroom between 0800 and 0830. Special diets and allergies are catered for including a vegetarian option every day.

### **Walk Day**

In the Pre-Prep Class all children go out for a walk to local places of interest. This will take place on a Monday afternoon and from time to time will change so that all children get the opportunity to go out. We will leave nursery at approximately 1.00pm and we will return back to nursery around 3.00pm.

### **Topic**

We regularly post a message on Schoop (school id 24083) and/or Twitter (@StJosephsNG1) telling parents what we are learning; including the topic and other activities.

If you require further breakdown of activities for that week, the planning is on the board in the room and a member of staff will be able to explain this to you.

### **Independence in the Pre-Prep Class**

In the Pre-Prep Class we promote a great deal of independence, so your child will be encouraged to try and challenge themselves before assistance will be offered. We also encourage this during meal times. We encourage the children to take their trays to our chef in the dining area.

### **Nursery clothes**

If your child uses any nursery clothes could parents please return the clothes as soon as possible to a member of staff when dropping your child off.

### **Toys**

We ask that toys are not brought into class from home. Your child is welcome to bring in things related to the week's topic. We do not take any responsibility for lost or broken items whilst at nursery.

### **Nursery Sessions**

Morning session - 8am - 1pm  
Afternoon session - 1pm - 6pm  
All day session - 8am - 6pm

- \* If you would like feedback on your child's day please arrive 10 minutes before the session ends.
- \* Any parents arriving after the session has ended will be charged at £1.00 per minute. Please try to call us on 0115 9418 356 if you know that you are going to be late.

### **Activity Rota**

	<b>AM</b>	<b>PM</b>
<b>Monday</b>		Walk
<b>Tuesday</b>	Baking	
<b>Wednesday</b>	Singing	French
<b>Thursday</b>	Story	Apparatus
<b>Friday</b>	Assembly / Rattle & Roll	Big creative

### **Policies**

All school and nursery policies are available on the school website.  
[www.st-josephs.nottingham.sch.uk/ourschool/school-policies/](http://www.st-josephs.nottingham.sch.uk/ourschool/school-policies/)

### **Twitter**

Follow us on Twitter; @StJosephsNG1

