

*To lift ourselves and others into our best future*

# Clytha Primary School



## Nursery Handbook for Parents 2023 – 2024

**Dear Families,**

Welcome to our Nursery Class at Clytha Primary School. This first year of part-time education begins the most wonderful journey at Clytha through exploration, discovery, investigation, creativity, collaboration, play and learning. The joy of learning begins here.

Our children learn through play. They practice and consolidate their learning, play with ideas and experiment, take risks, solve problems, learn how to make decisions, become more self-aware, develop self-esteem and learn the rules of social behaviour. At Clytha, rich learning opportunities stem from practical, first-hand experiences utilising the Areas of Learning Experiences from the Curriculum for Wales. These first hand experiences allow the children to develop an understanding of themselves and the world in which they live. We capture the interests of our children at Clytha, through child-led learning as well as structured, well-planned teacher-led opportunities that ensure that all our children are engaged and develop at their individual level.

We actively promote the development of equal opportunity and values at Clytha and we actively celebrate diversity.

We encourage our sense of 'Clytha Family', with our positive partnership fostered between home and school.

Clytha Primary encourages a whole and enriched curriculum. We ensure that we plan for rich creative and expressive opportunities as well as engaging and excelling in the development of Language, Literacy and Communication and Mathematics and Numeracy. Our standards at Clytha are high, but we ensure that our children have a broad and balanced education, with holistic development and meeting the needs of all learners at our heart.

The joy of learning does indeed begin in our Nursery Class. Welcome.

*J.E.Davies*  
Head teacher

## NURSERY INFORMATION

The Nursery is open from **09:00-11:30 a.m. and 12.45-3.15p.m.**

We have places for no more than 32 children (16 for the a.m. session and 16 for the p.m. session), aged between 3 and 4.

Address:	Clytha Primary School Bryngwyn Road NEWPORT South Wales NP20 4JT
Telephone:	01633 265266
Twitter:	@ ClythaPrimary
E-mail:	<a href="mailto:clytha.primary@newportschools.wales">clytha.primary@newportschools.wales</a>
Website address:	<a href="http://www.clythaprimary.co.uk">www.clythaprimary.co.uk</a>
Headteacher:	Jo Davies

## NURSERY STAFF

The staff at the Nursery is one of its greatest assets. They are a well qualified, professional team, passionate about early years, cognisant of the potential impact of their input on the future of the children in their care.

Roxanne McCarthy - Class teacher



Victoria Fenucci-Teaching Assistant



## OUR ENVIRONMENT

Indoor Nursery facilities consist of one large classroom with direct access to a canopied cloakroom and block area. The children's bathroom with four toilets and four wash basins is shared with our Reception class. The children have access to our school hall for whole school assemblies and dance and movement sessions. Outdoors consists of a canopied soft surface play area, a large sandpit, an outdoor block shed, bike track, den, mud kitchen and allotment area.

## INDOOR AREAS



## OUTDOOR AREAS



## NURSERY SECURITY

Security of children during the session is of paramount importance. The school grounds are completely fenced. The Nursery has its own entrance/exit which is locked when the children are in the outdoor space. There is an electronically controlled entry system fitted to the door of the Nursery with a lock that cannot be accessed by children. Both mechanisms are engaged when the children are in the building. At the start and end of the session a member of staff mans the exit area carefully monitoring the canopy exit to ensure the children's safety.

Ten minutes after the start of the session, when all the children are settled, entry for visitors and late arrivals is only possible through the main entrance to the school.

For fire safety reasons all doors can be opened easily from the inside and are released automatically by the alarm system if and when activated.

## NURSERY ROUTINES

### Morning Session:

Time	Activities
9:00 – 9:10	Arrival, Welcome and registration
9:10 – 9:30	Whole class Bore da, Family Group Time
9:30– 10:50	Indoor/outdoor access to follow interests
10:50– 11:05	Family Group Reflection
11:05- 11:15	Toothbrushing
11.15-11.30	Phonics, Story, Songs and Rhymes
11.30 am	Collection

### Afternoon Session:

Time	Activities
12:45 – 12:55	Arrival, Welcome and registration
12:55 – 1:15	Whole class Prynawn da, Family Group Time
1:15– 2:35	Indoor/outdoor access to follow interests
2:35 – 2:50	Family Group Reflection
2:50– 3:00	Toothbrushing
3.00-3.15	Phonics, Story, Songs and Rhymes
3.15 pm	Collection

Please note: The timetable is flexible, activities and times varying according to the children's needs throughout the year. Families will be informed of any significant changes.

## ABSENCE

In the case of absence, parents are asked to telephone the School Office on 01633 265266 by 9.00am on the morning of absence. Please also notify us of any long planned absences. All absences and attendance are monitored by the school.

## DATES FOR 2023– 2024

Term	Start	Half Term Starts	Half Term Ends	Term Ends
Autumn 2023	1 <sup>st</sup> September	30 <sup>th</sup> October	3 <sup>rd</sup> November	22 <sup>nd</sup> December
Spring 2024	8 <sup>th</sup> January	12 <sup>th</sup> February	16 <sup>th</sup> February	22 <sup>nd</sup> March
Summer 2024	8 <sup>th</sup> April	27 <sup>th</sup> May	31 <sup>st</sup> May	19 <sup>th</sup> July

## INSET DAYS

School closes for five staff training days (INSET days) in the academic year. We have an Inset Day on Friday 1<sup>st</sup> and Monday 25<sup>th</sup> September, 2023, and Monday 2<sup>nd</sup> October, 2023. Further days will be shared with families. School notifies parents of these dates well in advance via our weekly newsletter, WAG, our school website and Twitter feed.

## INCLUSION

The School's Equal Opportunity Policy highlights the importance of promoting equal access to all areas of the curriculum for all children irrespective of race, gender, disability, ethnic origin, language, religion or cultural background. Staff are well trained in early identification of additional needs and interventions are put into place as and when required, alongside discussions with the family.

## TRANSFER FROM NURSERY TO RECEPTION CLASS

There is **not** an automatic transfer from Nursery provision to Reception. Parents must apply for their child to attend the school of their choice, usually in the second half of the autumn term prior to your child starting in Reception.

During the spring term, places for Reception are allocated by the Local Authority. It is advised that parents inform us of their chosen school so that appropriate arrangements to aid a smooth transition can be made. Transfer information will be provided by the Nursery for all children to their new school.

## CURRICULUM

Our Curriculum in Wales starts in Nursery. All Areas of Learning and Experiences are planned and taught with a holistic approach. Our Nursery children explore, discover, create, build, play and engage in practical, rich authentic experiences and develop as rounded young learners. Our Early Years ethos and experience environment enables learning and developing in both our indoor and outdoor provision.

Our Clytha Curriculum has the 'Four Purposes' at our core. These demonstrate the importance of children becoming:

- Ambitious, capable learners
- Ethical, informed citizens
- Healthy, confident individuals
- Enterprising, creative contributors

and these are developed throughout our learning experiences from the age of 3 onwards.

We record our learning in 'Family Floor Books' and individual 'Squiggle Pads' which are shared with parents throughout the nursery year, as well as regular updates via the 'Seesaw' app.

As we are embedding 'Curriculum for Wales, 2022' we plan learning, knowledge and experiences based on the six Areas of Learning and Experience:

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## LANGUAGE, LITERACY AND COMMUNICATION SKILLS INCLUDING WELSH



## MATHEMATICS AND NUMERACY





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## SCIENCE, TECHNOLOGY AND DIGITAL COMPETENCY



## HUMANITIES



## HEALTH AND WELLBEING (INCLUDING PHYSICAL DEVELOPMENT)



## EXPRESSIVE ARTS



## PLANNING, RECORD KEEPING AND ASSESSMENT

During the initial meeting with the Head teacher and Class teacher, families are invited to share relevant information about their children, to ensure a smooth transition. Staff record their baseline assessment for each child in the first half term. Throughout the year, staff continue to record observations of children's learning and examples of their progress are put into individual learning journals, which are shared with families regularly. Planning is responsive to observations so that children's interests and ways forward are at the centre of learning. At the beginning of each week, parents are given details of what we are going to be doing in nursery during the week ahead via the See-Saw app.

Parents/carers meet with staff in the autumn and spring term to discuss their child's strengths, progress and areas for development. A written report is shared with parents/carers in July at the end of the academic year. Parents are encouraged to talk with the staff when they collect their child/ren from the Nursery. Private appointments can be requested at any time by both parents/carers and also by Nursery staff.

## EDUCATIONAL VISITS

Parents/carers will be given details well in advance when visits and activities are planned. A support ratio of 1:1 is appropriate for such visits and parents/carers are invited to share in these experiences.



## SAFEGUARDING

Schools are required to report if we believe that any child has come to harm as a consequence of possible abuse. Staff are well placed to observe outward signs of abuse, changes in behaviour or failure to develop. It is not the

responsibility of any staff member to investigate suspected abuse – they merely record information and pass it on. The Head teacher is the Child Protection Designated Person in the school and is charged with the responsibility, if it is required, of referring on. There is a duty to act rather than tragedies occur or abuse continues. Consent is not required to make a child protection referral.

For further information, please read the school handbook found on the school website - [www.clythprimary.co.uk](http://www.clythprimary.co.uk)

## UNIFORM AND CLOTHES

Governors have agreed to adopt a 'top half' uniform only, with parents having the option of what their child wears on the lower half, ideally something that will encourage independence when toileting and changing.

Dark navy sweatshirt/jumper with/without school logo

Dark navy cardigan with/without school logo

Dark navy fleece with logo (*optional*)

Sky blue polo shirt with/without logo

These items can be purchased from either Beam on Cambrian Road or Macey Sports on Caerleon Road. Non logo uniform can be purchased from many high street stores.

Please Note:

- **All clothing should be clearly marked with your child's name.**
- Children are not permitted to wear any jewellery other than small stud earrings.
- Sensible footwear only (no laces or open toed shoes)

Nursery is a very busy place offering your child many new and exciting experiences. Lots of these will be **MESSY!** We will do our best to ensure that aprons are worn but please send your child in trousers, tracksuit bottoms, leggings or skirts which can be easily washed and which are not their most precious garments.

Part of the session will be spent in the garden so please send your child with a warm jacket/coat, clearly marked with their name. Please bring a bag of clearly labelled spare clothes for your child every day. For any hot summer weather,

sun lotion, if appropriate, must be applied at home before arrival in the Nursery and parents are advised to provide a sun hat. Please encourage your child to dress themselves. This will help your child enormously as s/he will be encouraged to manage the toilet and to try and put on their own coat independently.

Our Clytha school community is enriched by the diversity of our children. We celebrate all faiths and are proud of our longstanding history of actively raising awareness of and celebrating the multitude of faiths present within the school. We are aware that many of these faiths may involve wearing specific items of jewellery or clothing. In order to ensure that we are able to provide a learning environment where the safety of all pupils is paramount, we ask that parents arrange to meet with the Head teacher to discuss and agree this prior to such items being worn.



## TOILETS AND TOILET TRAINING

### **Your child should be 'dry' prior to starting Nursery.**

We encourage families to do all you can to help your child by making sure s/he can go to the toilet by him/herself, even though children at Nursery are always supervised at these times. Should small/minor accidents occur then your child will be helped to change their clothes by Nursery staff. Parents will be called into the nursery to take a child home to change if your child needs a shower/wash after a soiling incident. If accidents occur on a regular basis, then the family will be asked to work with the setting staff to put procedures in place to support the child in their toilet training.

## HOME AND NURSERY LINKS

There are many different communication methods between home and Nursery. Some of these are given below:

- Daily feedback from Nursery staff at the end of the session

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- Regular updates and photos via the See-Saw app. of your child participating in activities within the Nursery setting
- Weekly See Saw updates of 'What we are up to...' during the week ahead
- Termly invites for parents to join us in Nursery to watch the children perform and to participate in activities.
- Parent notice board contains all of the above and information on family services in Newport.
- Parent/Teacher Review Meetings in autumn and spring terms.
- Please let us know if you have any skills or expertise that you could share with the children, we welcome any gardening, cookery and creative skills!



## COMPLAINTS

It is the policy of the school and its Governing Body that any grievance or complaint is taken seriously and dealt with in an appropriate manner. Most can be dealt with by an informal discussion with the child's teacher, and it is at this stage when most issues are resolved. If parents are still not happy, they should make an appointment to see the Head teacher. If the complaint is still not resolved, then the Head teacher will inform the parents of other ways to make the complaint formally. Our school Complaints Policy is available on our school website.

## POSITIVE BEHAVIOUR MANAGEMENT

We have high expectations of behaviour, and believe that a calm environment in which classroom rules are consistently and fairly applied, is the key to happy, settled children who are ready to play and learn. During the first half term, the expectations of the class are clearly outlined to children, as they respond best to routines that they understand. We follow a whole school approach of Positive Behaviour Management. We always focus on the positive aspects of a child's behaviour as this is a proven approach to good behaviour management.

We ask that parents also remain positive about **all** children's behaviour; our staff rarely miss incidents and are skilled at using a variety of strategies to persuade children to change their behaviour if it is not appropriate. We are an inclusive school and believe that every child is special and that every child deserves respect, kindness and care. Our Behaviour Policy is available on the school website.

## PARENTAL CONTRIBUTION

Under normal circumstances, we ask for a donation of £5 per term to the Nursery to pay for additional extras for the children such as cookery items or additional Nursery resources in order to enhance the learning experiences for the children during the year.



## HEALTHY SNACKS

We are part of the network of 'Healthy Schools'. Healthy snacks are provided by the Nursery during the session and we ask for a contribution of £1 per week to purchase them. Each day the children are offered snacks such as fruit, vegetables, yoghurt or cereal which they are able to independently help themselves to in our snack area. The children will also be offered milk during snack time. At the end of the week the children help to compile a shopping list of the fruits/ vegetables that they would like for the following week. A 'menu' for the week is on display in our canopy area.

Children are encouraged to bring a sports bottle of still water to Nursery (sports bottles will not spill if they are knocked over). **Only still water is permitted.** Please label your child's water bottle.

There is easy access to water bottles at anytime during the session. They will be refilled, with staff support, if required.



## TEETH CLEANING

We are part of the 'Design 2 Smile' scheme which encourages the children to brush their teeth each day during the session. We receive regular visits from the dental service to check our brushing technique and they also visit to apply fluoride to the children's teeth to aid protection. Details of visits and permission forms are always provided for parents in advance.

## BIRTHDAYS

We celebrate every child's birthday during the Nursery year. Due to allergies and our healthy school policy we kindly request that you do not send in any cake. We sing 'Happy Birthday' to the 'King' or 'Queen' and present them with a birthday sticker and a balloon during the nursery session.

## TOYS

Please discourage your child from bringing their toys to school with them each day. There will be opportunities for them to bring toys in during the year and at the end of the summer term we have a teddy bears picnic so that everyone can bring a toy to Nursery.

## PARKING

Parents are kindly asked to be aware of parking safely outside the school grounds. The road outside school is a potentially dangerous place and care needs to be taken to ensure the safety of all children. Please do not park your car on the zigzag lines or between the green cones. Please do not double park; Bryngwyn Road is a one-way street.

## FIRST AID

If a child has an accident in the Nursery, first aid will be administered by school staff and an accident form will be completed and shared with parents. It is school policy to notify parents of any bumps to the head.

Clytha Primary School subscribes to the Local Authority Health and Safety Service Level Agreement which provides support to ensure ongoing compliance.

Our Nursery Team look forward to welcoming both you and your child to Clytha Primary School.