



Cardinal Road Nursery

A handbook for parents

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Welcome

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Cardinal Road Infant and Nursery School
Cardinal Road, Feltham,
Middlesex, TW13 5AL

Telephone: - 0208 8890 6306

Fax: - 020 8893 7179

Email: - office@cardinalroad.hounslow.sch.uk

WEBSITE: www.cardinalroad.co.uk

Check the website for information!

Headteacher
Mrs M Nowak



WELCOME TO THE NURSERY CLASS AT CARDINAL ROAD INFANT AND NURSERY SCHOOL

A very warm 'welcome' to the Nursery class at Cardinal Road Infant and Nursery School.

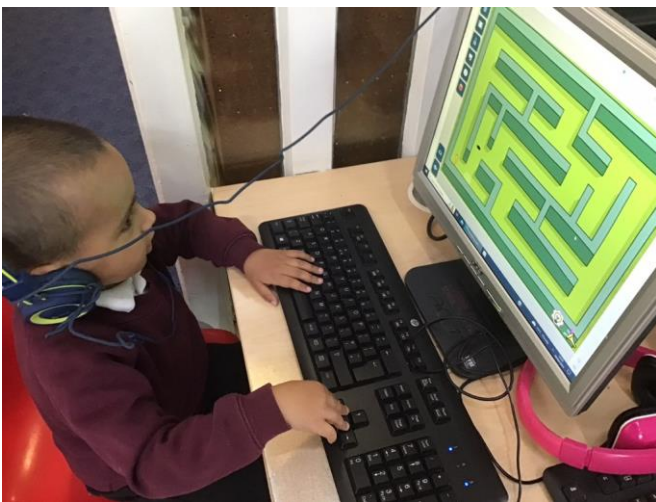
We have written this booklet to try to answer as many of your questions as we can, but please do not hesitate to come and ask about anything we have not covered.

We believe that these first years at school are of paramount importance, the foundation stone upon which all later learning is built. We provide a caring, secure and happy atmosphere in which children feel safe and are encouraged to grow into confident and independent individuals.



The Nursery is housed in a purpose-designed building attached to the Infant school. It has its own entrance from Cardinal Road for parents and children. It is bright and attractive with designated themed areas, which provide a stimulating environment within which children can purposefully work. It has secure facilities for indoor and outdoor play, integral toilet facilities, and a separate room for 'sensory' pursuits.

There is a good range of furniture designed for Nursery children, and a wealth of appropriate equipment, all in good condition. This includes an interactive whiteboard, three computers, other exciting ICT equipment, an imaginative area and a designated sand and water zone.





Admissions Policy

Children must be 3 before 1st September to start in the Nursery and are admitted to Cardinal Road Nursery in accordance with the admissions criteria laid down by Hounslow LEA.

The over subscription criteria is as follows:

1. Looked after or previously looked after children
2. Children with an exceptional medical or social need for a particular school
3. Children with siblings in the school, at the time of admission,
4. Children of staff - children of any member of staff, regardless of role in the school where
 - a. The staff member has been employed at the school for two or more years at the time of application or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Distance

The Nursery can accommodate 91 children in total. Children are admitted during the year if there are any spaces.



Most Nursery children transfer to the Reception classes at Cardinal Road School. However, attendance at Nursery does not automatically guarantee a place in Reception, and parents must complete and return an application form if they wish their child to move into the Reception class.



Staff in the Nursery

Our Nursery is staffed at a ratio of 1 adult to every 13 children.

The staff are:

Mrs Elizabeth Ouko
Teacher



Miss Julie Allen
Early Years Practitioner



Mrs Fathima Ashroff
Early years Practitioner



Miss Hayley Wilkins
Teaching Assistant





Parent Helpers

Children at this age benefit from having as many adults as possible to help them in their work and play.

Do you have a talent, interest or skill that we could use? Would you be able to come and help out for one session a week on a regular basis? You'll be surprised how enjoyable it can be!

If you have time to spare, we would be more than pleased to hear from you. Please speak to a member of staff. A DBS check will need to be completed and clearance obtained.





Coming to Nursery

Morning Session - 8:40am - 11:40am
(gates are open 8:40-8:50 and then 11:30-11.40)

Afternoon session - 12:30pm - 3:30pm
(gates are open 12:30-12:40 and then 3:20-3.30)

30 Hours - 8:40am - 2:40pm
(gates are open 8:40-8:50 and then 2:40)

The Nursery entrance is situated on Cardinal road, just past the main school reception. It is important for the children to arrive on time at the beginning of the session as it helps them to settle quickly. You will need to drop your children off at the gate and staff will bring them into Nursery and help them to take off their coat and identify their coat peg.



Please regularly check the notice board and homework sheet for information and ways you can help.

Once all the children have been admitted to Nursery, our routine will include:

- Focus work with an adult to develop key skills before the children utilise these skills independently eg, cutting skills, tracing, colour mixing
- A choice of indoor and outdoor play
- During the session children will have 'snack time' during which they will be given a piece of fruit and their water or milk
- Time for working in small groups with an adult on different key areas from the early years curriculum





At the end of the session, we will open the doors and send children out to parents one at a time.



If anyone else is collecting your child, please let a member of staff know when you bring your child to school. If your arrangements change after you have left your child at Nursery, please telephone the school on 020 8890 6306 and let us know. In the interests of safety, we cannot let any child go with another adult unless we have been informed or the adult collecting has the child's password.

Please also note that children cannot be collected from the Nursery by older brothers or sisters. We have to hand them over into the care of an adult.

Please be prompt when collecting your child. Children who are left behind often become extremely distressed



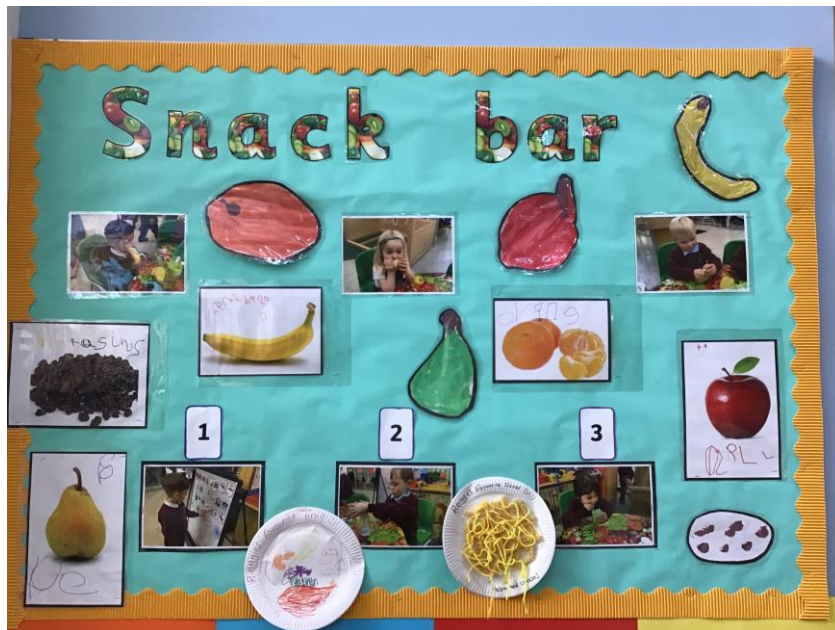


Drinks and Fruit

All children will have a drink and a piece of fruit during the session. Drink orders are placed at the beginning of each term and milk can be ordered through the website 'cool milk'. Milk can be provided free when you register with 'cool milk.'
(www.coolmilk.com)

Please also provide your child with a water bottle, so that they can have access to water throughout their session.

We like to make drink time an enjoyable social time for the children. As part of the "Healthy Schools' initiative the children are provided with free fruit on a daily basis such as bananas, pears, and oranges.



Please ensure your child has finished their breakfast or lunch before coming into the building. We would appreciate you checking that no food is in your child's possession in the interest of health and safety, as many children do suffer from food allergies. Sometimes these can be life threatening. We are a nut free school.



Clothes

We would like the children in the nursery to wear the school uniform so there is a sense of belonging. **Please ensure you label your child's clothing with their name.**

Winter Uniform

Boys

- Maroon sweatshirt or cardigan with the school logo
- White or pale blue shirt or polo shirt
- Grey jogging bottoms
- Black footwear
- Grey or black socks

Girls

- Maroon sweatshirt or cardigan with the school logo
- White or pale blue blouse or polo shirt
- Grey jogging bottoms/leggings
- If worn a white or maroon hijab
- Black footwear (low heels only)
- If boots are worn to school then a pair of black shoes need to be brought to change into
- Grey or white tights with feet or grey or white ankle or knee length socks
- Maroon, white or pale blue hair accessories

Summer Uniform

Boys

As winter uniform, but with the change to

- Grey shorts

Girls

- Maroon sweatshirt or cardigan with the school logo
- Blue and white gingham or striped summer dresses
- Grey shorts
- If worn, a white or maroon hijab
- Black footwear (low heels only), closed sandals (no open sandals)
- White tights, ankle socks or knee length socks
- Maroon, white or pale blue hair accessories

NB Winter Uniform can be worn during the Summer months

School Uniform

School uniform can be purchased from the Sanco shop in Hounslow. Visit their website to book an appointment: www.sanco.co.uk. The school office in the main building stocks book bags. Please call in and a member of the office staff will be able to help you.

Coats

Children need to bring a coat everyday, as many activities take place out of doors. We make use of the outside play areas in all but the most inclement weather. Even when a day starts out fine, it can often turn cold or windy. Children do not have to wear their coats if the weather is fine, but they will not be allowed to go outside without a coat when the weather is chilly.

Please make sure that your child's coat is clearly marked with his/her name [and don't forget to check it's still visible after washing!]



Jewellery

It is Hounslow's policy that jewellery must not be worn to school, except for religious reasons. It is very easy for these young children to lose or break items of jewellery. It is also possible for them to be injured by getting their jewellery caught as they work and play.

Would you please ensure that your child leaves his/her jewellery at home. Thank you.

Sun Safety

Children will be advised to play inside during the hot weather if they do not have a sun hat or sun cream applied.





The Nursery Curriculum

Our Nursery aims to provide a safe, caring and stimulating environment within which your child will have the opportunity to participate in a wide range of practical, 'hands-on' experiences. Play is at the heart of the learning process, and it is through play that they will:

- Learn basic skills and extend and develop their language and vocabulary
- Develop appropriate relationships with adults and other children
- Develop independence and personal organisation skills
- Develop their physical skills - both gross motor control [running, climbing, balancing etc] and fine motor control [threading, cutting, drawing, painting etc]

Our Nursery follows the educational programs that are detailed in the Government's document '*Statutory Framework for the Early Years Foundation Stage*'

The scheme of work covers seven areas:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design





The Early Years Foundation Stage and Read Write Inc documents are available and can be accessed online for any parent who is interested to see.

We also cook every week and will ask for a voluntary contribution towards this. The suggested donation is £3 per term.

The Nursery is organised to encourage children to develop as independent learners. From very early on, the children are encouraged to choose their own activities, to follow through on their choices and complete tasks, to clear up and tidy away their activities, and to share and celebrate their successes and learning.

Nursery staff observe and interact with the children as they work and play, and individual learning journals track each individual child's progress and development making use of observations. These journals are available online through a secure website called 'Tapestry.' Your child will have an individual e-journal onto which is uploaded photos, videos and observations which can be accessed via the app or the website. You can also upload photos, videos and observations from home. You will be set up with a password and you and chosen relatives can access the website. Please keep your password safe. There will be a meeting about 'Tapestry' in the autumn term.

Staff share their observations with parents at the termly parent-teacher consultations. Parents receive a written report on their child's progress at the end of their time in the Nursery.



Special Educational Needs

During their school career, one out of five children will experience some kind of difficulty - it could be connected to learning, communication, behaviour, social skills, emotional needs, a physical difficulty or medical condition. This may lead to them needing extra support from their Teacher, Early Years Practitioner or Teaching Assistant.

In these cases, short term targets are set, detailing action and targets. Parents are consulted in these cases, and asked to contribute their views, suggestions and support.

Sometimes, even when they are still in Nursery, a child will benefit from enlisting the advice of outside agencies with more expertise in specific areas e.g. speech therapy, hearing clinic etc. For a very few children, the advice of Hounslow's Teaching Support Service or an Educational Psychologist might prove necessary.

The school has a Special Educational Needs Disability co-ordinator [SENDCO].

Behaviour

In the Nursery we try to lay the foundations of good behaviour, and show by example and praise what we expect. A gentle reminder or a quiet word is usually enough to stop or prevent unwanted behaviour. Where this does not work, sanctions may be necessary. For example, a child who behaves aggressively in the outside play area will be taken inside straight away.

Where behaviour is a significant cause for concern in Nursery and the child does not respond to our usual strategies, parents will be consulted.

Our school has a very detailed Behaviour Policy, which stresses the importance of positive reinforcement - that is, rewarding and encouraging good behaviour and, as far as is possible, ignoring unwanted behaviour. Nursery sanctions are used to deter unwanted behaviour. These are clearly displayed.



Sharing Nursery Rhymes

Research shows that children who know a range of Nursery Rhymes have a head start when it comes to learning to read.

Since we believe that learning to read is one of the prime aims of early education, we shall be aiming for every child to know at least 30 rhymes by the end of their year in Nursery. In the past, many parents have asked for help with the rhymes, because not everyone knows a good range of rhymes themselves.

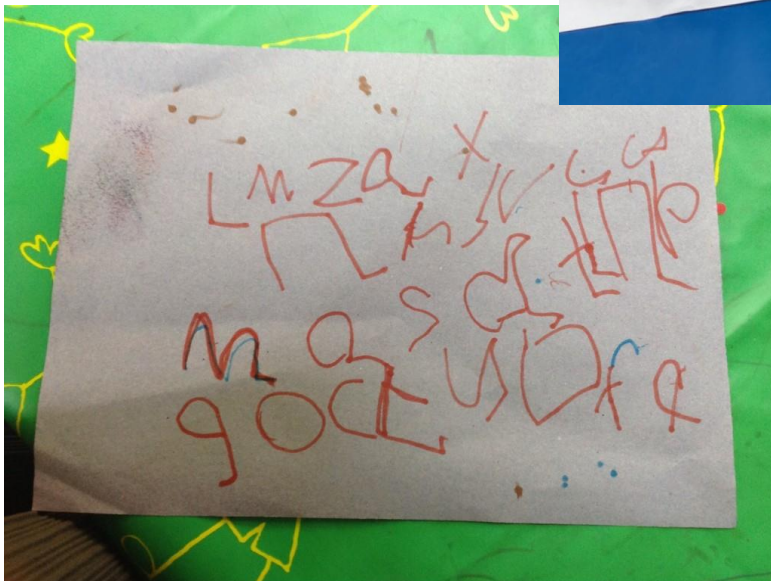
- Each week, we will send home a sheet with the 'Rhyme of the Week' on. This will be a rhyme that we are concentrating on particularly, and will help you help your child. Please sing and say the rhymes with your child - as often as you can. [Older brothers and sisters can help too!]
- We also send home other fun activities. We love to display the children's work. The children are always delighted to receive the praise and feel a valued part of Nursery!

We would be delighted for help from any parents who could translate any of our rhymes into their home language.



Handwriting

Please find attached at the end of the brochure a copy of the handwriting script children are encouraged to use as they progress through the Infant School. All nursery parents will receive a copy of how their child will be expected to write their name at a later date.





Books

After the first half of the autumn term, we shall begin to send home books for you to read to your child. Your child will have chosen this book. This is very important in establishing a love of books and an enjoyment in reading. Small children really do value a few quiet minutes on their own with an adult (mum, dad, nanny, granddad, older brother or sister etc) in a cosy place sharing and looking at their book.

Books are changed weekly and your child will be required to return their book in their book bag on these days. Each group has a designated day; Monday is Caterpillars, Tuesday is Ladybirds, Wednesday is Butterflies and Thursday is Bumblebees.

Lost books incur a charge in order for us to replace it.



When your child brings home a book:

- Read the story to him/her
- Talk about the pictures
- Encourage your child to guess what is going to happen next before you turn the page
- Encourage your child to join in with repetitive parts
- Encourage your child to retell all or part of the story with the help of the pictures
- Encourage your child to retell all or part of the story from memory
- Encourage your child to say what he/she liked best about the story [and why?]
- Praise your child every time.

Please sign to indicate your child has shared the book. Any comments you would like to share with us, please write them down on your child's reading booklet.



Health and Welfare

The Nursery session provides opportunities for both indoor and outdoor play, and children need to be feeling well to take advantage of all the experiences provided.

Please keep your child at home if he/she is unwell. Please also make sure that they do not return for at least 24 hours after a stomach upset.

If your child appears unwell during the Nursery session, staff will contact you so that you can come and collect him/her at once.

Occasionally it may be necessary to contact you if your child has a bump or fall.

*Please be sure we always have your **up-to-date** contact numbers.*

If your child has a long-term medical need [asthma, allergy, epilepsy, medical condition etc] he/she should still be able to attend Nursery. However, in accordance with the Governing Body's policy on Supporting Children with Medical Needs in School, you will be asked to help draw up a Health Care Plan for your child, so that staff know what symptoms to be on the look-out for. You will also need to fill in a request form if you wish the school to hold or help administer any medication.

Head lice

Unfortunately, headlice [nits] are a fact of school life, especially in these early years when children like to sit and play very close together.

Please get into the routine of checking your child's hair regularly for signs of infestation. A sheet with hints on how to treat headlice is available from school.

If you do find headlice in your child's hair, please let us know so that we can inform other parents of the need to check heads.

[There is no stigma attached, and we do not reveal names to other parents.]

Accidents & Incidents

Unfortunately accidents do sometimes happen, even though we try to prevent them. All accidents are recorded on an accident form, which tells you: what has happened, where it happened and how the child was hurt.

You will be given a copy at pick up time. In the event of a serious accident taking place, we will contact you immediately, to advise you of the event and what action has been taken.



Attendance and Punctuality

Nursery is the foundation age of learning. Although Nursery children are not compulsory school age, we encourage high levels of attendance. Your child is expected to attend nursery unless that are ill, in order to gain the maximum benefit from this early education.

If your child is unable to attend, please be sure to inform the school of the reason why. Parents are requested to either telephone the school to inform us of the reason & expected length of absence or speak personally to a member of the Nursery staff.

If your child is persistently absent without good cause they may be withdrawn.

Term Time Leave for holidays is unacceptable, children who are not of compulsory school age **may be removed from the school roll immediately if taken out of school for term time leave.** You will need to re-apply for a place upon your return. We cannot guarantee there will be a place in the session required.

The London Borough of Hounslow has a waiting list for school places. It is unfair to keep places open for absent children on holiday.

Children are registered to attend for 15 hours; either 5 mornings or 5 afternoons, with parents able to apply for additional (30 hour) funding if eligible. It is not in Hounslow's model of delivery for a school based educational nursery provision to admit children on a 4 day basis.

Punctuality

As previously mentioned, it is important to arrive promptly for the start of the nursery session.

For reasons of security, the Nursery gates will be locked ten minutes after the start of each session. Any parent arriving after this time will have to go to the office in the Infant building, so that the Nursery staff can be alerted to let the latecomer in.



Health and Safety

The Governing Body has a policy to ensure the Health and Safety of both the staff and the pupils at Cardinal Road Infant and Nursery School. This is regularly reviewed and updated in line with any amendments to Health and Safety regulations.

A copy of the Governing Body's policy is available for any parent who wishes to see it.





Returning Items

Sometimes small Nursery toys find their way home in pockets or bags. Please return any items found, as they are often part of a set. Thank you for your cooperation in this matter.

Settling In Strategies

Before:

Borrow books from the local library about starting school, the librarian can help, share these with your child and talk about them.

Leave your child for short periods with family / friends so that school is not the first time your child is away from you.

At drop off:

- Get down to their level
- Encourage your child to look at your face, keep eye-contact (mobile phones tucked away please 😊)
- Reassure them
- Explain that you are going now, but you will be back later to collect them
- Stay calm yourself

Some unease upon arrival is normal, but children usually settle in very quickly after parents leave. If your child is very upset and does not settle after they are dropped off, we will phone you.



Nursery Hours

The morning session runs from:

8:40am - 11:40am

Please note that we open the gates at 11:30 to start dismissing the children.

The afternoon session runs from:

12:30pm - 3:30pm

Please note that we open the gates at 3:20 to start dismissing the children.

30 Hour places at Cardinal Road

At Cardinal Road, we can offer 30 hours places of free provision from **8:40am-2:40pm**, for five days a week, from Monday to Friday during term time only. A packed lunch would need to be provided on a daily basis.

There will be an opportunity to stay until **3:30pm** for an additional £4.00 per session.

Additional charges will be charged monthly in advance.

Applying for a 30 hour place

Firstly you need to check your eligibility. To do this please visit the Hounslow Family Services Directory: www.hounslow.gov.uk/30hours

Once you have received your eligibility code please complete the 30 hour application form which can be obtained at the school office.

Please be aware that there may be a waiting list for 30 hour places.



Nursery Day



8:40 Nursery opens - Getting ready for the day. Self-registration/Book bags

8:40 - 10:45 - 'Play and Learn' time

10:45 - 10:55 - Tidy up time. Gather on the carpet

10:55 - 11:05 - Rhyme Time and movement

11.05 - 11.20 - Time for sharing - Teaching key skills/concepts to different groups

11:20 - 11:30 - Children collect coats and belongings from their coat pegs - (Encouraging the children to be independent). Give out book bags and work.

11:30 - Open doors to begin dismissing children

11:40 - End of Nursery



11:20 - 11:40 Lunchtime for 30 hours children. (Includes 'explore a story' time, playground games and indoor activities)

12:30 Nursery opens for afternoon session - Getting ready for the day. Self-registration/Book bags

12:30 - 2:20 - 'Play and Learn' time

2:20 - 2:30 - Tidy up time. Gather on the carpet

2:30 - 2:40 Children collect coats and belongings for 30 hours children.

2:40 - 2:50 30 hour children go home

2:30 - 2:50 - Time for sharing - Teaching key skills/concepts in groups the sensory room

2:50 - 3.00 - Tidy up time. Gather on the carpet

3:00 - 3.10 - Rhyme Time and movement

3:10 - 3:20 - Children collect coats and belongings from their coat pegs - (Encouraging the children to be independent). Give out book bags and work.

3:20 - Open doors to begin dismissing children

3:30 - End of Nursery

