



ST EDWARD'S PREP

A WISHFORD SCHOOL

Nursery Handbook 2021-2022



The purpose of this booklet is to provide parents with additional details on administrative aspects of the school.

Should further clarification be required, please contact the school:

School office: 0118 957 4342
64, Tilehurst Road, Reading RG30 2JH
office@stedwardsprep.com

Registered office:

St Edward's Prep, 64 Tilehurst Road, Reading RG30 2JH

Revised date: September 2022

Review date: September 2023

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Proprietor Sam Antrobus

SENIOR LEADERSHIP TEAM

Headteacher Mr Jonathan Parsons

Director of Academics Mrs Tamara Hunt

Director of Pastoral, SEND Ms Sadiya Mahmood

**Co-ordinator & Designated
Safeguarding Lead**

CLASS TEACHERS

Little Griffins Nursery Mrs Kelly Turner

Reception Mrs Helen James

Nursery Lead Teacher

Head of Early Years

SPECIALIST STAFF Mr Ben Winship

Mr George Coker

Head of PE & Sport, Holiday Club Co-ordinator

Sports Coach and Teaching Assistant

TEACHING ASSISTANTS Miss Janet Elwood

Mrs Claire Rogers

Miss Amy Rush

ELSA & Deputy Designated Safeguarding Lead

EYFS Sports Coach and Early Years Practitioner

Nursery Assistant

ADMINISTRATIVE STAFF Mrs Alison Russell
Mrs Kate McKenna
Mr Peter Slade

School Operations Co-ordinator
Registrar and Head's PA
Site Supervisor

DRIVERS David Hogg
Trevor Stanford
Andrew White

Structure – Pre-Prep

YEAR	AGE
Little Griffins (Nursery)	3 - 4
Reception	4 - 5

Class Teachers

Each child in Nursery has a class teacher (Key Person) who is responsible for your child's learning and will be the person to contact if you have any questions regarding your child's progress or well-being.

The class teacher is the first port of call for parents over any matters of concern that they might have.

The School Day

Structure

Little Griffins sessions will run from 8:40am, although children may arrive any time between 8:00am and 8.40am.

Timetable

- 08.00 Quiet classroom activities/outdoor play
- 08.40 Registration and morning session (**All children to be in by 8:40am**)
- 10.30 Morning break (healthy snack and outdoor play)
- 10.55 Morning sessions resume
- 12.20 Lunch

Afternoon sessions will run from 1.00pm-3:45pm

- 13.00 Outdoor play
- 13.25 Afternoon sessions
- 14.40 Afternoon break (healthy snack and outdoor play)
- 15.05 Afternoon sessions resume
- 15.50 School day ends (pick up from 15:45)
- 15:45 After School Care session 1 begins
- 17:00 After School Care session 2 begins
- 17:50 After School Care ends

Nursery Hours

Children can attend sessions during the school day from 8am-1pm or 8am-3:45pm, they can then be booked in for EYFS After School Activities until 5pm or 5:50pm. Little Griffins follows the school term time calendar, and we also provide holiday club out of term time. A Holiday Club booking form is sent out in advance so parents are able to let us know any block bookings or days they will need during the holidays. If your child has an all year round nursery place, you do not need to book After School Activities or Holiday Club, your child will be automatically enrolled.

PLEASE NOTE

We are unable to offer refunds for any sessions missed due to family holidays or sickness. One term's notice in writing is required if you would like to make any changes to the number of sessions your child attends.

Childcare Vouchers can be used to pay for Holiday Club. Please contact finance@stedwardsprep.com for more information.

During the holidays parents will need to provide a healthy packed lunch and snacks for the day alongside a named water bottle as the school kitchen is closed. We are a **nut free** school, so please ensure any food sent in complies with this policy. Lunch boxes are checked on arrival.

Going Home and After School Care Arrangements

Pick-up at 1pm or 3:45pm

Parents collecting from school should come to the gate at the front of the school, where the Teacher will meet them to dismiss the children. After Class Teachers have dismissed to parents, remaining children will be taken to class and registered for After School Care.

If a child is to be collected by someone other than named carers, this information is required to be confirmed in a letter or email (with photo attached) to the front office and Class Teacher in advance.

Late collection

Parents arriving after 3:50pm for the 3:45pm collection time should come to the front door of the school, where office staff will be on hand to help.

After School Care

Any Little Griffins that are signed up to do After School Care will have different activities to take part in each evening such as construction, yoga, puzzles or games, among other things.

After School Care is split into two sessions:

After School Care 1 – 4:10pm – 5pm

After School Care 2 - 5pm – 5:50pm

Children staying for After School Care will be provided with a sandwich before the sessions start.

After School Care is always available on an ad-hoc basis as long as staff to pupil ratio can still be met. We request you notify the school office by telephone if you want your child/children to be part of After School Care prior to the end of the day. The school office is open until 6pm and there is always a member of the School Leadership Team on site.

Physical Education, Music and Drama Education

Little Griffins are lucky enough to take part in lessons with specialist subject teachers for P.E, Music and Drama throughout the week.

Computer/Internet Use

Pupils in Nursery may use technology such as 'Bee bots', 'Cubetto', educational games on the interactive whiteboard, and other hands on Computer IT equipment.

Home Learning

This is an important part of your child's early learning. In Nursery, the focus is on continuing to develop communication, language and social skills. Activities such as, but not limited to, playing board games, taking turns, jigsaw puzzles, playing with play dough and other fun, hands on activities are encouraged. Alongside this we recommend daily story time and conversation.

Absence Procedures

Although Little Griffins are not required to attend school by law, we will always follow up on any absences to ensure everything is ok, and to ensure we are aware of any illnesses that may be circulating. Please assist us in this procedure by notifying the class teacher and office by email in advance of any known reason for absence. In the case of illness or lateness, please contact the office on the first day of absence between 7.45 am and 9.15 am by either telephone or email david.hogg@stedwardsprep.com

If your child needs medication such as Calpol in the morning in order to get them through the day, we would advise that your child is not currently fit for school and should stay at home until they fully recover.

If a child becomes ill at school and cannot partake they will be sent to the Medical Room for an assessment by one of our first aiders. A named carer will be contacted if we need to administer medication or your child needs to be collected. In the event of a child showing symptoms of COVID-19 or a disease / illness believed to be infectious which may pose a risk to other pupils, they will be isolated in the Medical Room until a named carer is able to collect them. In either case they will not be expected back in school until they have been well for the recommended period of time.

Holidays

As Little Griffins are not legally obliged to be at school, you are of course able to take your children off on holiday when you wish. All we ask is that you let us know in advance so that we are aware your child will not be attending. Please note that we cannot refund any fees or swap days for holidays taken. We also ask you to consider when you are taking your children away and check the school calendar for anything special the children may be missing, parents are always informed in advance of special dates and these cannot be moved because of holidays or absences.

Car Parking

TO ENSURE THE SAFETY OF EVERYONE ON SITE, THERE IS STRICTLY NO PARKING FOR PARENTS ON SITE BETWEEN 8 AM AND 6 PM.

There is limited parking available in Southcote Road and Western Elms Avenue. Please be considerate to our neighbours and do not block entrances and driveways and please do not park on double yellow lines.

School Mini-buses

Please be aware that Little Griffins go on a trip to the woods at Pangbourne College each half term and make use of the school mini-buses to do so. School Mini-buses may also be used for other trips. Seat belts within the bus are fully adjustable and car seats are available where needed. Little Griffins will always be accompanied by a teacher in the school minibus.

As we are unable to provide additional supervision on the morning and evening school bus routes, Little Griffins are unable to make use of this service until they join Reception.

Food

At St Edward's Prep we encourage all our pupils to maintain a healthy lifestyle. Therefore, all food provided by the school is in adherence to the school's Healthy Eating Policy. A healthy snack will be provided by the school for breaks and a healthy lunch with a variety of choices available every day. Children are requested **not** to bring in snacks, biscuits and sweets to school. Fresh water is available to refill water bottles.

Food Allergies – WE ARE A NUT FREE SCHOOL

We have a number of children with nut allergies. Please refrain from sending nut products into school.

Pastoral Care

The emphasis on behaviour management is very much on reward and positivity. Encouragement and expressions of approval are used whenever possible and a positive attitude is adopted to behaviour. A well-managed, orderly environment in school will help children to react in a positive way.

If there is a problem or difficulty with your child at school you will be contacted so the problem can be resolved as quickly as possible.

Home Life

It is vital that the school is informed of any family upheaval or changes within the home life as this can affect a child's emotional well-being. St Edward's Prep is a family school; therefore, school and home need to work together in partnership so that we are mindful of every child's needs whether it emotional, personal or educational.

Houses

When your child joins St Edward's Prep, they are assigned to one of our four Houses: St Andrew's, St Patrick's, St George's and St David's. Every child remains in their House group throughout their time at the school.

Little Griffins enjoy taking part in houses in an age-appropriate way. They are awarded house points visually via 'Class Dojo', either as a whole class or individual points for children to reward certain behaviours. They are always made aware of why they are receiving the house point/s and we link these points to our Early Years Woodland Explorers.

Being part of houses from the beginning of Nursery allows that house spirit to begin forming and also allows the children to take part in something that is so important to the wider school, allowing them to feel a real part of the school community.

Star of the week

'Star of the Week Certificates' are presented at the Celebration Assembly each Friday. You will be informed prior so you may attend if you wish to do so. This certificate will reflect our 'Woodland Explorers' which help children understand our attitudes to learning.

Reporting, Assessment and Curriculum

Reporting to Parents

In the Early Years Foundation Stage we use Tapestry as a means of recording the learning taking place in and out of the classroom. Observations including photos and written words are uploaded to your child's online learning journal and allows you to see the important learning journey taking place.

In addition to this, parents with children in Little Griffins Nursery will receive a written report at the end of the Autumn, Spring and Summer terms in order to keep you up to date with your child's progress. We also hold Parent Consultation meetings during the Autumn and Spring terms.

Parents are able to consult with members of staff by arrangement at any time. The class teacher is the person most likely to have an up-to-date collective view on a child's formation, so should be the first point of contact for parents. Meetings with teachers are actively encouraged in line with our perception of education as a co-operative process in which the pupil, the school and the parents work together.

If there is a concern, the first step is to raise it with your child's teacher and then the Head of Early Years if necessary. For the most serious concerns contact the Headteacher via his Personal Assistant.

Internal Assessments

No formal assessments take place during the Nursery year, however children's progress will always be monitored by the Class Teacher and also recorded through their Tapestry Online Learning Journals. If we have any worries about your children's progress at any point, we will always contact you to discuss this. Your input in to your children's Online Learning Journal is very much appreciated, it is so important for us to see what they can do at home too, so please do upload and share these important moments.

Curriculum Overviews

Here at St Edward's Prep we truly believe that children of all ages are confident and capable learners and our Early Years Curriculum reflects this, encouraging curiosity and independence from our youngest children. We follow the children's interests, observing the children closely and tailoring the learning to their interests and levels of development, allowing the children to take the lead in their own learning and therefore promoting high engagement and a deeper level of learning. The overall school Theme of Investigation is used as a 'starting point' here in the Early Years, and from there the children guide their own learning.

English as a Second Language

Pupils with English as a second language are taught within the framework of the Early Years Foundation Stage curriculum. Every effort is made by teachers to enhance pupils' vocabulary and understanding of English. Help and advice is available from Learning Support, and the Head of English.

Learning Support

As part of St Edward's Prep's belief in treating every child as an individual we have a Learning Support Department which can provide children with additional support. This can take the form of additional adult support within the classroom, small group or one-to-one specialist teaching outside of the classroom. Small group and one-to-one lessons take place in - a room designed to help children concentrate and focus in a calm, relaxed environment.

Our fully trained Learning Support teacher works alongside, pupils, staff and parents to design a Learning Profile suited to individuals needs to enable them to access the many opportunities St Edward's Prep has to offer and reach their full potential. This communication and the establishing of good relationships are crucial to your child's progress so if you have any questions or queries in this area, please do not hesitate to contact Ms Mahmood, Head of Learning Support on

Sadiya.Mahmood@stedwardsprep.com

Other Communication

Calendar

Each term the School Calendar containing information about forthcoming events, assemblies, sports fixtures, trips, meetings, term dates and holidays is available on the School website. This is an important document and should be consulted regularly in order to keep abreast of current events.

School News

Latest News is posted on the school website and social media on a regular basis.

Website

Please take a moment to browse through the 'Latest News' section www.stedwardsprep.com

Accident Forms

If your child has a minor injury requiring either no treatment, or simple on-the-spot treatment, you will be informed and asked to sign our 'bumps and graze form' at pick up time. If your child receives an injury that results in a trip to the Medical Room, then an Accident Form will be emailed to you, please acknowledge receipt of the email. Both forms give details of what happened and treatment given.

If your child has an accident/injury that occurred outside of school, please do email your Class Teacher so that they are aware of any injuries, treatment given and any further care needed.

First Aid and Medications

It is very important that staff are made aware of any allergies that your child may have and any relevant medication, such as an EpiPen. First Aid is administered by a member of staff that has completed Paediatric First Aid training. If your child requires medication during the school day, prescribed by their doctor, please contact the school office for the required forms which will need to be completed **before** any medication can be administered.

If your child requires an EpiPen, please ensure that the one held in school is in date.

Please remember to collect any medicines at the end of the school day.

You will be asked to confirm if you consent to staff administering paracetamol, ibuprofen, antihistamine and antiseptic and applying plasters and sun cream for you child when you join the school and then annually. Please apply sun cream first thing in the morning, staff will then help your child to reapply for the afternoon.

Questionnaires

Please take the time to complete our annual questionnaire. We always appreciate the importance of feedback from parents and guardians as this helps to plan the School's future development.

Evening with Senior Leadership

This is a time where the Senior Leadership Team invites parents to discuss and learn about different aspects of the school. This could be exciting new developments, planned changes or to seek feedback from the school community on educational trends.

Parents Information Evenings

There are events and information evenings planned for parents to keep them up to date or to support them with their child's academic & pastoral journey. In term's 1 & 2 we hold parent & teacher meetings, however we run an open-door policy and should you need to speak with us, please email or call the front office.

Parent Teacher Association, Friends of St Edward's (FREDS)

The Parent Teacher Association exists to provide a social focal point for parents to raise funds for projects that all children in the school will benefit from. Please do not wait to be asked to help! FREDS meeting dates are emailed to parents and appear on the School Calendar so just turn up!

Celebration Assemblies

Celebration Assemblies- every Friday the Headteacher welcomes you to join the school to celebrate the various successes of the St Edward's Prep pupils during that particular week.

Open-Door Policy

The School offers an open-door policy. If you have any messages or queries please email your child's class teacher directly and the teacher will endeavour to personally deal with them as soon as possible. If you require a more formal meeting teachers are available at 8.00am or 4.00pm. Longer appointments should be booked through the school office. Alternatively, you can contact the teachers by email using the following email addresses;

Mrs K. Turner	kelly.turner@stedwardsprep.com
Mrs. H. James	h.james@stedwardsprep.com
Ms. S. Mahmood	sadiya.mahmood@stedwardsprep.com

Finance

Please refer to the fee schedule on our website for details of our current fees.

The school belongs to the Early Years Funding scheme. This means that we are able to claim 30 hours of funding for children in Little Griffins and 15 hours of funding in Reception for any terms which commence prior to the child's 5th birthday.

Childcare Vouchers

St Edward's Prep is happy to accept childcare vouchers from parents but there are HM Revenue and Customs regulations that do need to be observed. These can be found on <http://www.hmrc.gov.uk/calcs/ccin.htm>

Currently, the regulations allow parents to use childcare vouchers for care provided by the governing body of a school; on school premises; outside the normal hours of compulsory education. In practise this means that:

For Little Griffins Nursery pupils who are not yet statutory aged (i.e. until the term after they reach 5 years old) the vouchers can be used towards school fees as well as the above out of school activities. The payment of childcare vouchers to the school should be made, as with all school fees, before the start of term to which they relate.

Policies

A list of School Policies can be found on the School's website

ST EDWARD'S PREP
EYFS Department Uniform and Clothing List

LITTLE GRIFFINS NURSERY - BOYS and GIRLS

SCHOOL UNIFORM:

Children in Little Griffins can choose to wear the usual school uniform described below or wear the Maroon PE Tracksuit with the polo top.

Boys:

Maroon short sleeved polo shirt with school logo
Grey jumper with school logo
Dark grey trousers or shorts
Velcro shoes/trainers
Maroon waterproof school winter coat

Girls:

Maroon short sleeved polo shirt with school logo
Grey cardigan with school logo
School grey pinafore dress or skirt
School summer dress
Velcro shoes/trainers
Maroon waterproof school winter coat

Extras

School Back Pack (Optional)
School sunhat
School woolly hat
Wellington Boots
Water bottle

Spare Clothes

On rare occasions accidents do happen so we ask that all children in Little Griffins Nursery pupils have a spare set of clothes in school.

No variation from uniform or colour is allowed

All the above uniform is supplied by Stevenson in Reading. Their shop is located at 11-12 Market Place, Reading or online at www.stevensons.co.uk

IT IS ESSENTIAL THAT ALL ITEMS MUST ARE CLEARLY MARKED WITH THE OWNER'S NAME

Special tapes with your child's initials are supplied by the school for sportswear - you will be advised when these are ready for collection from the school office