



SQUIRRELS NURSERY of PYRFORD PRIMARY SCHOOL

Parents' Information Booklet 2020 – 2021



Pyrford Church of England Primary School is compliant with the General Data Protection Regulation which means we seek your specific consent to use the data we collect from you for the purposes as detailed within the Privacy Policy on the school website.



Contact details

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Pyrford Church of England Primary School
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GU22 8SP

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Website: www.squirrels-nurserypyrford.co.uk
Email: squirrels@pyrford.surrey.sch.uk

Term Dates 2020 – 2021

Autumn Term 2020	
INSET Days	Tuesday 1 st & Wednesday 2 nd September
First Day of Term for Children	Staggered starts WB Monday 7 th September
Half Term	Monday 26 th – Friday 30 th October
INSET Day	Monday 2 nd November
Last Day of Term	Thursday 17 th December (finish at 1:30pm)
Spring Term 2021	
INSET Day	Monday 4 th January
First Day of Term for Children	Tuesday 5 th January
Half Term	Monday 15 th to Friday 19 th February
Last Day of Term	Thursday 1 st April (finish at 1:30pm)
Summer Term 2021	
First Day of Term	Monday 19 th April
Bank Holiday	Monday 6 th May
Half Term	Monday 31 st May to Friday 4 th June
INSET Day	Monday 7 th June
Last Day of Term	Wednesday 21 st July (finish at 1:30pm)

Child Protection & Safeguarding Children

Squirrels Nursery is committed to the protection and safety of its children.

A copy of our Children Protection & Safeguarding Policy is available on the school website and from the school office.

The school's Designated Safeguarding Lead is Rachael Pollard. Our Deputy Designated Safeguarding Leads are Gemma Newman and Anne Leahy. Our Early Years Foundation Stage Designated Safeguarding Lead is Sophie Murray.

If you are concerned about a young person's welfare, you should record your concern and report to the DSL as soon as possible. Likewise, if your concerns relate to the actions or behaviour of a member of staff.



Uniform

Squirrels has a compulsory uniform of a logo'd polo shirt and navy jogging bottoms. Parents and carers are asked to co-operate fully by providing the uniform and ensuring children wear it correctly. Some items are only available from the nursery's supplier, Valentino Schoolwear. Orders can be delivered free to nursery for parents to collect.

Shop: 23-29 Broadway, Knaphill, Woking, GU21 2DR
www.valentinoschoolwear.com

Please ensure that all articles of clothing and other items brought into school are clearly marked with the child's name. It is useful to provide a spare set of clothes in case of toilet accidents and water play.

** These items listed below are only available from Valentino's.
 All other items can be obtained from any high street store.

Essential Items
Winter <ul style="list-style-type: none"> • Navy Jogging bottoms • Red or blue polo shirt with Squirrels logo ** • Red or Blue jumper with Squirrels logo ** • Winter coat Summer <ul style="list-style-type: none"> • Navy shorts

Outerwear

In winter, children need a warm waterproof coat. In summer an anorak, mac, cagoule or similar should be brought to school.

Footwear

Shoes should be suitable for nursery wear enabling your child to play safely outside.

Children may wear/bring boots or wellingtons to school on wet and snowy days. Again, please ensure that all are clearly labelled with your child's name.

Personal Appearance

Shoulder length hair should, for safety and hygiene reasons, be tied back from the face. Hair accessories should be plain in style and in school colours. Hair gel, mousse, nail varnish, temporary tattoos etc should not be worn in school. Patterns should not be shaved into hair.

No jewellery should be worn to school. If children have pierced ears only plain metal studs should be worn.

Sunglasses are not permitted at school unless they are prescription sunglasses.



Toileting

The nursery staff will work with parents to support toilet training. If your child wears nappies, please provide spare nappies, wipes and spare clothing.

The Nursery Day

8.30 am	Gates open
8.50 am	Early Drop Off – Doors open
9.20 am	Nursery Registration
11.50 am	Lunchtime
12.20 pm	Nursery afternoon registration
3.20 pm	End of Nursery

Punctuality

We request that children attend nursery on time. Doors will open for our Early Drop off session at 8.50 and close at 9.10 for a story time. Parents are welcome to come in between 8.50 – 9.10 to settle their child before leaving. Registration will be at 9.20 am following our Early Drop off session and story time. A member of staff will open the door at 9.20 to welcome the children for their session. We request that children being dropped off at 9.20 are said goodbye to at the door by parents so that the children enjoying story time with the teacher are not disturbed, staff will be on hand at this time to help your child and relay any messages to the teacher.

Attendance and Medical

If your child is absent please contact the school as soon as possible, especially if this is due to illness of an infectious or contagious nature. If your child is absent and we do not know the reasons, you will receive a text message asking for clarification.

To help with the smooth running of the system, please ensure that you:

- Inform the school if your child is going to be absent from school by phone call, email or letter;
- Provide a doctor's certificate if the illness is prolonged and the school requests a copy;
- Advise the school if your child is going to be late for any reason.

If a child is ill during the nursery day they will be seen by designated paediatric first aid trained staff. A decision will then be taken whether or not to contact parents/carers.

Please inform the nursery if your child contracts an infectious or contagious disease; these include head-lice infestation, worms, chicken pox, mumps, slapped cheek and German measles (rubella) which can have serious implications for other pupils and staff.

Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after the last episode.



Medicine

If your child requires medicine to be administered during the nursery day, a form must be completed and accompany the medicine. All medicine must be clearly labelled with your child's name and dosage requirements and given into the nursery staff by the parent/carer. This permission form must be signed by the parent/carer allowing staff to give medicine to your child.

Children with serious medical conditions will need a care plan. The Inclusion Leader will meet with the parent/carer to arrange a time to complete this.

Children should bring sun cream to nursery in a named bottle. We recommend a 'once' product of sun cream is applied at home before the start of the school day but are happy to re-apply under your instruction/when necessary with your permission.

Supporting Children with Medical Conditions

We wish to ensure that children with medical conditions receive appropriate care and support at school. We will do all that is reasonable to ensure that we can administer medication and care to enable them to access school life. Our Medical Conditions Policy has been developed in line with Department for Education guidance is available on our school website or from the school office.

Lunches

Meals are provided daily in the school hall and these are cooked on the premises. The children are supervised throughout the lunch break by nursery staff and have their own quieter area in which to eat their lunch. Meals need to be ordered and paid for in advance. Information will be given prior to your child starting nursery. In addition to the main option children are provided with bread and salad.



If you wish to provide your own packed lunch, please note:

- No sweets of any kind are allowed.
- No fully coated chocolate biscuits
- No fizzy drinks should be brought in to school.
- **We have several children with severe allergies, therefore children should NOT bring in any food to school that contains nuts.**

Fruit and Vegetable Scheme

The nursery takes part in the Fruit and Vegetable Scheme which enables each child to receive a piece of fruit or vegetable each day free of charge.



Invoices

Parents will be invoiced monthly in advance. It is essential that prompt payment is received as late payments will incur additional charges.

Communication to Parents

Emails	Letters, messages and reminders are sent by email. Please inform the school if you change your email address.
Letters	Letters are regularly sent home via 'pupil post' and email.
Text Message	Urgent messages and reminders are sent by text message. Please inform the school if you change mobile number.
School Newsletter	The school newsletter is sent out every Friday by email and is posted on the school website.
Nursery Newsletter	A half termly update to let you know what we have been learning.
Progress Reports	Parent consultation evenings take place in the Autumn and Spring terms with additional meetings for children on the Special Needs register. Parents/carers receive a full written report at the end of the Summer Term.
Website	The school and nursery website holds a host of information. The address is www.pyrford.surrey.sch.uk
School Calendar	The calendar is on the newsletter each week.

Parents/carers can write to the nursery or email squirrels@pyrford.surrey.sch.uk. Any correspondence will then be forwarded to the staff member concerned.

Meeting with Staff

The nursery teacher is available at the door at 8.50 drop off in the morning and 3.20 collection in the afternoon. If you wish to have a longer conversation please contact the teacher directly to arrange a mutually convenient time. The Headteacher, Deputy Headteacher, Early years Leader and Inclusion Leader are available if necessary. Please contact the school office to make an appointment to meet with them.

Emergency Communication

Emergency messages, for example during bad weather, will be posted on our school website and text messages and/or email communication will be sent out. Please make sure that the office is informed of any changes to phone numbers or email addresses.



Parking

Parents and carers are not permitted to use the school's staff car parks at any time. This is to ensure the safety of our children.

The Church of the Good Shepherd has kindly agreed that parents may park for drop off and pick up only. We would ask that parents respect this and park with consideration and only at these times.

If you have to park on nearby roads, please do so with consideration for our neighbours. It is illegal to park on the zig-zag lines outside the school. Please do not park in the entrance to the church car park, on the verges or where you may block a driveway.

Security

During the day all visitors, including parents, should arrive at the school main entrance and report directly to the office. All visitors must sign in and out of the visitors' book and collect a badge which should be worn whilst in the school.

Smoking and Vaping

Smoking, including e-cigarettes, is not allowed on the school premises; this includes the playgrounds and car parks.

Dogs

Dogs are not permitted on school premises. Some children are not used to dogs and get anxious and the behaviour of dogs when in close proximity to small children can be unpredictable. Dog fouling is also an issue.

Nursery Photographs

Individual photographs are taken in the Autumn term and class photographs in the Summer term. Parents/carers will have the opportunity to purchase a package of photographs.

Valuables

Children should not bring any valuables into school. The school cannot take responsibility for any items brought into school.

Bikes and Scooters

Bikes and scooters cannot be used once inside the school gates and children and adults must dismount. Bike and scooter parks are provided for storage but the school cannot be held responsible for their loss or theft.



Parent Helpers

The school welcomes any parents or carers, including grandparents, who would be willing to volunteer to help with nursery or school activities, eg cookery, reading, supervising children changing for swimming, accompanying children on outings and visits.

All helpers require a DBS check prior to helping out. Please ask at the school office for details of how to apply.

Friends of Pyrford Primary School

We have an extremely active and supportive PTA, the Friends of Pyrford Primary School. By fundraising through a number of charitable events the Friends help to provide equipment and experiences for the benefit of our children, which the school would be unable to provide through its own resources. They pay for the lease on the school minibus, provided funds for new playground equipment and pay for visits by theatre groups, etc.



Fundraising events include a Christmas and a Summer Fayre, Quiz Night, Fun Run and cake sales. They have their own website fpps.org.uk for more details.

Class Reps

Each year parents volunteer to act as Class Representatives for their children's class. They are an invaluable link between the class teachers and the parents. They also become involved in the Friends' fundraising efforts with each year group taking on a specific event or activity. If you would like to volunteer as Squirrels class rep then please let your class teacher know.

Curriculum

Teaching and learning are the fundamental purpose of the nursery and school community and as such it is recognized that all members of that community have an essential role to play in its success. The school has a Teaching & Learning Policy which provides a focus for the work of the school and an Early Years Policy for the Nursery and Reception year.

EARLY YEARS FOUNDATION STAGE

The Nursery follows the Early Year Foundation Stage Curriculum which encompasses seven areas of learning and development:

- ✓ Personal, Social and Emotional Development
- ✓ Physical Development
- ✓ Communication and Language
- ✓ Literacy
- ✓ Mathematics
- ✓ Understanding of the World
- ✓ Expressive Arts and Design



This EYFS Curriculum continues in the Reception year at school.

As a church school, Religious Education plays a central part in the life and ethos of the school and nursery. We aim to promote and contribute to the spiritual, moral, social and intellectual development of pupils and to help them learn about and from religion, by encouraging respect of and tolerance towards those holding beliefs that differ from their own. The Governors of the school acknowledge the right of parents to withdraw pupils from Religious Education in whole or part. Parents should meet with the Headteacher to discuss the matter.

Special Educational Needs

Children are all individuals and develop at their own individual pace. Where we feel that a child is not making the progress we would expect, we start a process of identifying and addressing his/her special needs.

The child's teacher, the Inclusion Leader and parents discuss the child's strengths and weaknesses and suggest appropriate strategies or learning programmes. This may include giving a child extra support on an individual or small group basis.

With the agreement of the parents, we may call upon the advice of another professional such as an educational psychologist, speech and language therapist or occupational therapist.

Children whose learning is more severely hindered due to an impairment, specific learning difficulties, emotional/behavioural difficulties etc, may be recommended for a formal assessment. This will give a clearer picture of the child's abilities and may result in an Education and Health Care Plan and extra resources to meet those needs.

Parents are always involved in discussions from the beginning and no decisions are made without parental agreement.