



**Rushey Green Primary School
Culverley Road
Catford
London SE6 2LA
Tel: 020 8698 5001**

RUSHEY GREEN PRIMARY SCHOOL

NURSERY HANDBOOK

June 2014



RUSHEY GREEN PRIMARY SCHOOL

CULVERLEY ROAD
CATFORD
SE6 2LA

TEL: (020) 8698 5001
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www.rusheygreen.lewisham.sch.uk

Headteacher:	Ms Y. Morris	
Deputy Headteacher	Ms N.K. Badar	
Nursery Staff	Ms. C. Thomas	Teacher-in-Charge
	Miss T. White	Teacher
	Miss K. Williams	Nursery Nurse
	Miss C. Huxley	Nursery Nurse
	Mrs C. Feeney	Nursery Nurse
	Mrs D. Sullivan	Mid-day cover Nursery Nurse
	Mrs O. Akinklolemiwa	Mid-day cover Nursery Nurse

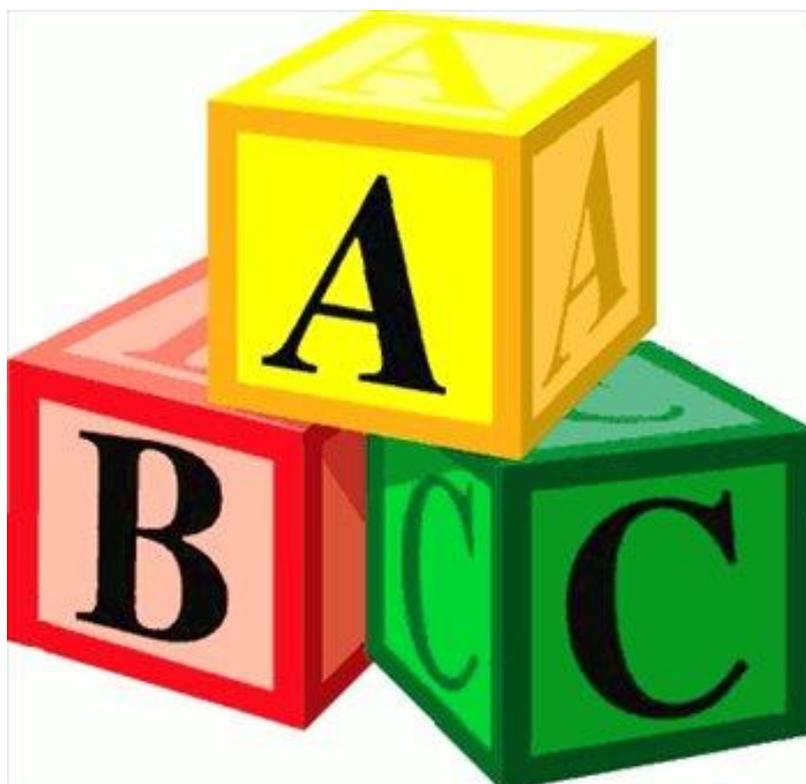


Unless you have an older child who already has a place in the school, there is no guarantee that your child will automatically receive a place in our main school. As the time approaches for school place applications we can assist you and we recommend that you put your child's name down for a number of local schools.

Applications must be made to:

The School Admission Team
London Borough of Lewisham
3rd Floor Laurence House
1 Catford Road
Catford
LONDON SE6 4RU

We hope the information in this booklet has been useful. We look forward to getting to know both you and your child.



FOOD AND DRINK

Milk, water and fruit are available for children during each session. We will also sometimes make snacks such as toast and sandwiches with the children as a treat.

SUPER MUMS & SUPER DADS GROUPS

Rushey Green School has active groups of Mums and Dads who meet together with school staff to plan events, build friendships and get involved in school life. We hope you will get involved and we will keep you informed of what's going on through the school's weekly newsletter.

SWEETS, TOYS AND MONEY

We occasionally allow children to bring in something special to show and talk about. Please check with the teacher first. Toys can easily get lost or broken, so we do not encourage children to bring these. Sweets and money should be left at home please. Sometimes children do go home with nursery toys in their pockets by mistake. Please always bring these back, so that we always have plenty of toys and resources for the children to use each day.



Welcome to Rushey Green Nursery

We hope that both you and your child will be very happy during your time with us. This booklet will tell you a little of what we are about as well as informing you of some of our policies and routines.

THE NURSERY UNIT

Rushey Green Nursery is part of Rushey Green Primary School, which is a large multi-cultural primary school. In the nursery unit, we have 100 children on roll- with a maximum of 50 children at any given time.

The daily staffing is made up of 2 teachers and 2 nursery nurses, together with 2 lunchtime-cover nursery nurses and a part-time teaching assistant. We also regularly have students working with us. During the Autumn term we also employ an additional nursery nurse to help us with settling the children in.

NURSERY HOURS

**Nursery 1 – Monday and Tuesday 9.00AM to 3.15PM and
Wednesday Morning 9.00AM to 11.30AM**

**Nursery 2 – Wednesday Afternoon 12.45PM to 3.15PM and
Thursday and Friday 9.00AM to 3.15PM**

We do appreciate your efforts in ensuring that children are brought and collected on time. When you arrive, please help your child to find his or her name and then hand them over directly to a member of staff. Please make sure that your child is never just left at the door or in the coat area.

If someone other than a parent or guardian is bringing or collecting your child, they must be over 14 years of age and a member of staff will need to be informed in advance by telephone, verbally or in writing so they can be allocated a password.



SETTLING INTO THE NURSERY

Whatever pre-nursery experience your child has already had, Rushey Green Nursery is a new environment for them to adjust to. At first, we may ask you or a familiar adult to stay until your child has settled. Because each child is an individual we are very flexible in our arrangements for settling children into nursery. Working together with you, we will suggest the most helpful arrangements for your child.

PARENTAL INVOLVEMENT

We welcome parents into the nursery to help with activities and events. In this way, we hope to develop good relationships between home and school so that together we can provide a secure and stimulating environment for all our children. Staff are always available to talk with you at the beginning and the end of the session, and we will regularly find opportunities to talk with you about how your child is settling and progressing.

KEEPING TRACK OF CHILDREN'S PROGRESS

We assess each child's progress through talking with parents and observing the children as they work and play. This information feeds into our future planning and into the report which we write at the end of your child's time in the nursery. It is you who knows your child best, so do make sure you tell us about any of those significant milestones you may have noticed in your child's development at home.



NURSERY LIBRARY

You are welcome to borrow a book from the nursery on a Tuesday for N1 children and Thursday for N2 children, which are our library days. Your child will be given a plastic wallet to keep books in. Please choose a book with your child at the beginning of the session and show it to the member of staff who is at the teacher's desk. You may choose a different book when the last one you have borrowed has been returned. We operate this system on the understanding that we may need to ask for a contribution if books or folders are lost or damaged.

COLLECTIONS AND CONTRIBUTIONS

Occasionally we take collections to support particular charities such as Save the Children and the annual Poppy Appeal. This gives us a good opportunity to talk to children about being grateful for what we have and to begin to think about those people who are in need.

To cover the cost of cooking ingredients, drinks and snacks, we will write to you each term and ask for a termly contribution.



TEACHING AND LEARNING

As you will know, young children learn through watching, listening and trying things out for themselves. With this in mind, the nursery staff carefully plan a range of activities and play situations for each day.

The staff work with children in a number of different ways. Sometimes this will be with a fairly large group at what we call “carpet time”. At these times we do things such as talk about and listen to children’s news, read stories, learn nursery & number rhymes, write about things we are doing, talk about alphabet letters and the sounds they make and practice counting and recognising numbers.

We also target activities with small groups of children, working to encourage particular skills or understanding. At other times we come alongside individual children, talking with them as they play and work and making the most of opportunities to encourage their learning.

Activities are planned and organised to encourage learning in the following areas:

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

(If you would like more details of the nursery curriculum, please ask a member of staff or check our Notice Boards).



CHILDREN WITH SPECIAL NEEDS

Children develop at different rates and most will have some strengths and weaknesses. Sometimes, however, a child may have a particular difficulty or need. We aim to work closely with parents and any appropriate support agencies in our efforts to meet each child's needs. If you do have any concerns about your child please do talk with one of the teachers. Most children have a development check shortly after their 3rd birthday. This usually takes place at your local clinic. The school nurse is also available by appointment to talk through any medical concerns you may have about your child.

HEALTH AND SAFETY

Serious accidents at school are very rare. However, there may be times when we need to get in touch with a parent straight away. It is therefore essential that we have current telephone numbers for each child's parents. Minor accidents are dealt with by us and parents will be given details when they collect the child. All incidents are recorded in our accident book and signed by a member of staff.

If your child develops any allergies, please let us know. We are generally not allowed to give children any medication other than inhalers prescribed for asthma.



BEHAVIOUR

One of our aims in the nursery is to help each child to learn how to behave well both with other children and with adults. Making mistakes is part of growing up and when children do misbehave our aim is to correct them kindly but firmly. If we have any particular concerns about your child's behaviour we will always talk this through with you. This way we can work together to find ways to help your child overcome any difficulty.

EQUAL OPPORTUNITIES

In our nursery, we are determined that every child should feel secure and valued. We believe that children learn best when they feel this way. For this reason, we will always challenge negative attitudes from either children or adults towards a child's colour, race, religion, language or sex. We also want every child to feel that they have equal access to all the different learning activities on offer in the nursery and we are always anxious to encourage this.



CLOTHING

Rushey Green has a school uniform, although we do not insist that children wear uniform in the nursery. Some nursery activities will be messy and although children are encouraged to wear aprons, the mess still often seems to find its way onto clothes! Please dress your children in comfortable and suitable clothes which they can easily manage themselves. Children will need to wear trainers or sensible fitted shoes, as they will be using climbing apparatus throughout the session.

No jewellery is allowed, but if your child has pierced ears then studs can be worn. Please ensure all items of your child's clothing are clearly labelled with his or her name.

CHANGING CHILDREN'S CLOTHES

We do understand that young children have occasional accidents, for example when they get wet or when they have not managed to get to the toilet in time. For this reason we keep a small stock of spare clothes. If we do need to change your child please make sure you return the nursery clothes within four days to help us keep our stocks at the right level.

