

Chadsmoor Community Infant & Nursery School Information Booklet



Chadsmoor Community Infant & Nursery School is part of the Chadsmoor Federation with Chadsmoor CE (VC) Junior School.

Our Motto is:

"Enjoying, Achieving Together"

www.chadsmoorfed.staffs.sch.uk



CHADSMOOR FEDERATION

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Welcome to **Nursery** at

Chadsmoor Community Infant & Nursery School and the start of a **positive partnership**, where we can all play our part to ensure your child feels happy, safe and makes good progress.

Over the next 12 months your child will develop in confidence and independence and become little learners. Expectations in Nursery are very high and will be shared with you at every stage so you can support your children.

Our Nursery as an important part of the school family and therefore policies and procedures are the same. All staff including Teachers, Teaching Assistants and our Pastoral Support Worker will support your child with their learning whether academic, social or emotional.

We cannot emphasise enough how important your support is in developing your child's self-reliance.

We look forward to working with you.

Mrs. Jennie Westley - Executive Headteacher

Mrs. Sue Johnson - Head of School

Values & Behaviour

At Chadsmoor Federation, **Values** are very important to us and an integral part of all our work. We particularly focus on:



As part of encouraging children to develop these values, we use an online program called 'ClassDojo'. Children earn **GREEN DOJO** points for positive behaviour. By providing your email address you will be provided with an account where you can see your child's achievements. **RED DOJO** points are introduced as consequences if rules are broken. These are given as a last resort, following a number of reminders and warnings.

Learning Activities taking place in Nursery will also be shared with you and ideas for developing learning further at home.

Safeguarding

School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. School recognises its legal duties to work with other agencies in safeguarding children, to protect them from harm.

This means that we have Child Protection policies and procedures in place. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these policies and procedures. Parents and carers are welcome to read these policies on our website

www.chadsmoorfed.staffs.sch.uk/federation/policies

The staff seek to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. Staff hope that families and children will feel free to talk about any concerns and will see school as a safe place to do this. Children's worries and fears will be taken seriously if they seek help from a member of staff.

We have a legal responsibility to report any child protection issues. Staff who observe significant injuries, which appear non-accidental, or are told anything significant by a child, **must** report their concerns to the staff responsible for Safeguarding. Families will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local "Children in Need" procedures. Clear and accurate information will be kept on record in line with data protection laws.

In our school:

Designated Safeguarding Lead is Mrs. J Westley

Deputy Safeguarding Lead is Mrs. S Johnson

Pastoral Support Worker is Mr. W Moreton

Designated Safeguarding Governor is Mrs. M Whiteman

Uniform

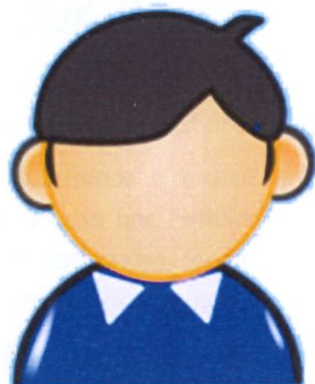
Uniform

White shirt or polo shirt

Black or grey trousers or skirt or pinafore

School sweatshirt or cardigan (royal blue)

Black 'sensible' shoes (no trainers)



In the Summer children may wear:

Blue & white checked dress

Black or grey shorts

We have 2 suppliers of school uniform:

Crested School Wear

1 Wolverhampton Road

Cannock Town Centre

(Situated next to Subway)

www.crestedschoolwear.co.uk

School Trends

www.schooltrendsonline.com

It is recommended that Long hair is tied up jewellery is NOT worn except for a watch and a pair of stud earrings.

Important!

Please make sure all clothing is clearly labelled with your child's full name.

Snack Time

Healthy Snacks

During the Nursery session your child will be given a snack. This changes on a daily basis and includes foods such as cereal, toast, fruit, yogurt, biscuits, etc. On special days such as Shrove Tuesday and Bonfire Night associated food items are provided, pancakes are hot dogs!

In order to provide this for children we ask for a **£1 per week**. This money also helps to provide ingredients for cooking activities and other consumables.

	Morning	Afternoon
Monday	Cereal	Crackers & Cheese
Tuesday	Toast	Toast
Wednesday	Cereal	Crackers & Cheese
Thursday	Toast	Toast
Friday	Yogurt	Yogurt



The children are also provided with a slice or small portion of fresh fruit and vegetables which is provided by School.

Attendance

Good attendance is really important to ensure children make progress and get the most out of their school experience. As a school we monitor attendance on a half termly basis.

Every half-day absence from school has to be classified by school as either **Authorised** or **Unauthorised**. This is why information about absence is vitally important.

If your child's attendance is **95%** or better, they will receive an attendance certificate – This is great!

If your child's attendance falls **below 95%** you will receive a letter informing you that your child has had above average amount of time off school. This will be expected to improve over the coming half term.

Our **Pastoral Support Worker - Mr. Moreton** will make contact with you to discuss concerns and any support you may need. Our Attendance Policy states that you may receive a home visit if your child does not attend regularly.

If your child's attendance drops **below 90%**, this is a significant concern. Attendance will be monitored regularly and **must** improve over the next half term. Medical evidence of illness may be requested for illness at this point. This is standard expectation across the school.



If your child is unwell you need to contact the school office on the first day of the absence either by telephone **01543 570718** before 9.30am/12.45pm or call into the office and speak to a member of staff.

Text messages are sent out to absentees if you have not contacted us.

Any un-notified absences will be classed as unauthorised!



If you are planning to take a holiday in school time you must complete a leave of absence form for your child, in advance. Forms are available from the school office. Leave of absence for holiday is not authorised except in exceptional circumstances for a maximum of 10 days in a year.

If your child is unwell at school or if an accident occurs we will notify you immediately. It is extremely important, therefore, that we always have your up to date contact details i.e. address, telephone numbers or other contacts.

If it is necessary for your child to leave school during the day a message to the school office is most helpful. You will need to come to the school reception to sign your child out of school.

Further information about attendance is available in the Attendance Policy that can be found on or school website.

Arrival/Departure Procedures

(Morning Session) 08.40am - 11.40am

On your child's first day at Nursery, you should enter Nursery via the gate on **Kingsway** and make your way through the playgrounds to the Nursery gate. On hearing the bell ring please make your way to the Nursery door. It is here you will be greeted by a member of the Nursery team. When you arrive at the door, **tell your child that you are going, whilst making it clear that you will be returning in a short while to collect them.** We feel that this is the best way to leave your child feeling safe in the knowledge that you have gone but will be coming back soon! From this point onwards the staff will ensure you child's safety and help them to settle inside.

Children usually settle quickly once parents have gone and you can always message the staff on ClassDojo. Of course if you have any concerns or messages please don't hesitate to speak to a member of staff.

At home time, parents are asked to wait alongside the pathway near to the main entrance of school (**near school office**). The children will be walked around the building by staff and dismissed one at a time to each adult collecting.

Please Note, school will not release pupils to anyone under **16 year old**.



Arrival/Departure Procedures

(Afternoon Session) 12.15pm - 3.15pm

On your child's first day at Nursery, you should wait alongside the fence at the main entrance to school (near the school office) where the gate will be opened by a member of staff who will greet the children, then parents will follow the path round to the Nursery door. When you arrive at the door, **tell your child that you are going, whilst making it clear that you will be returning in a short while to collect them.** We feel that this is the best way to leave your child feeling safe in the knowledge that you have gone but will be coming back soon!

Children usually settle quickly once parents have gone and you can always message the staff on ClassDojo. Of course if you have any concerns or messages please don't hesitate to speak to a member of staff.

At home time, parents are asked to enter the school grounds via the **Kingsway entrance**. Please make your way round to the Nursery gate via the two playgrounds. A member of staff will open the gate at which time you can proceed to the Nursery door. Your child will be allowed to leave Nursery once you have been identified by Nursery staff.

Please Note, school will not release pupils to anyone under the age of **16 years old**.

Uncollected Children

If you know you will be late collecting your child please phone the school to let us know - (01543) 570718. This helps us to reassure your child and prevent any upset.

Morning children will wait with staff in the nursery for as long as possible. You will need to arrive at the office and your child will be collected and brought to you.

Afternoon children will wait in nursery until the gate has closed. After this children will wait in the office. Please go to the main front entrance of school.

- At 12.45pm/3.30pm we will phone you and if you are not available we will phone the other contacts on the emergency contact list.
- At all times the happiness of your child is paramount and children will be reassured by staff that they will soon be collected and kept informed of who is picking them up and when.

BRINGING & COLLECTING YOUR CHILD FROM SCHOOL



Please, please can we ask that for the
safety of all our children you
do not park on the school car park
or outside the school gates.

Medication in School

If your child has been **prescribed** medicine which must be taken **4 times a day** (and therefore during school hours) or your child requires an asthma inhaler, you will need to complete our medicines form. Medication should be in the original packaging with the dispensing label from the chemist.

You can collect a for at the school office.

The medicine/inhaler can then be administered by an appropriate adult at the required time.



Website

Please take a look at our website.

Our website can be found at...

www.chadsmoorfed.staffs.sch.uk

Our website contains everything you need to know about our school and our school life!

Newsletters with up to date information about events taking place can always be found on there.

And Finally!

Concerns, Questions or Worries.

A member of staff is always available each day on the gate. Should you wish to speak to a member of nursery staff please speak to them at the end of the session as the sessions start promptly with learning activities and the supervision/safety of your children are paramount. You can send them a message through dojo and staff will respond as soon as they are available to.

The school office are very friendly and approachable with answers to most organisational questions and information about events.

Important messages about school closures/events/trips etc will sometimes be sent direct to your mobile phone. Therefore it is **VERY** important that we always have an up-to-date mobile contact number for the main parent contact.

If you change your mobile number ...PLEASE LET US KNOW!

