

**John Randall Primary School and Nursery**  
**Queen Street**  
**Madeley**  
**Telford**  
**01952 388390**



**Mrs Riley, Mrs Maines, Miss Nikki, Miss Skeates, Mr Hudson and Mrs Downes welcome you to John Randall Foundation Stage.**

We will always welcome you into our bright, fun and nurturing environment where children can learn and reach their full potential. Parents are encouraged to take an active role in their child's learning so that together we can provide a solid foundation and achieve the best possible outcomes.

On entry to nursery children will start in one of two nursery groups and ultimately to reception. The Early Years Foundation Stage Development matters document (2012) states, '*children are born ready, able and eager to learn. They actively reach out to interact with other people and in the world around them. Development is not an automatic process*'. At John Randall, we believe that this is key to recognising the uniqueness of your child and their individual learning journey and therefore children progress through our Foundation Stage at their own pace.

**Foundation Stage Staff**

Mrs Riley – Foundation Stage Teacher and Manager  
Mrs Maines – Foundation Stage Teacher  
Miss Nikki Barnett – Early Years Educator/Family Ambassador  
Mrs Downes– Teaching Assistant  
Miss Skeates – Teaching Assistant  
Mr Hudson-Teaching Assistant

Sometimes there will be a Support Assistant working with a child with Special Needs and/or a student on placement from college.

**Nursery Session Times**

Monday to Friday

Morning 8.30 – 11.30  
Afternoon 12.00 – 3.00

## **Admissions**

Our Nursery class and the Reception class are housed together in our Foundation Stage Unit which caters for children from rising 3s to 5.

The Foundation Stage is split into three groups; two Nursery groups and a Reception class. Children usually begin their learning journey in Nursery, entering Reception when they reach school age.

Children will normally be admitted into sessions at the beginning of the term before their third birthday.

At the end of the term, prior to starting Nursery, each child and parent/carer will be invited to stay for at least two introduction nursery sessions. Unfortunately, we cannot accommodate any younger siblings during this visit.

Miss Nikki and Mrs Pugh (Inclusion Manager) make a home visit and complete a registration form prior to the start date or check that the details held by the school are correct if the form has previously been completed. Please ensure that your postcode is included. Please note that during our home visit we will need to see a copy of your child's full birth certificate.

Our Nursery class is a calm and caring environment where children can interact with their friends. The role of the adult is to promote good relationships, to foster emotional growth, to build confidence and encourage independence.

Nursery is an interesting and happy place, offering a wide variety of stimulating activities. The children are encouraged to make their own decisions about the equipment they plan to use. These experiences will allow the children to investigate and experiment and find out about the world they live in.

## **Before starting Nursery**

- ✓ Encourage your child to spend time away from you (pre-school, family, neighbours)
- ✓ Make sure they can use the toilet without adult help – if they are not fully toilet trained, we ask that you continue to work on this at home and we will also encourage your child to use the toilet at Nursery. Please keep staff informed of progress made. Due to staffing ratios we are unable to support children with toileting at nursery. If your child wets at nursery we will encourage and support them to get themselves changed. If they have a soiling accident, we may need to phone you to change them. Please send your child with a change of clothes in case of accidents, these must be named and kept in a bag which can be hung on their peg on arrival. On entering nursery, please encourage your child to use the toilet before the session begins.
- ✓ Encourage them to take off and put on their coat and use the coat hook to hang it up.
- ✓ Encourage them to remove and put on socks and shoes as we use the school hall every Wednesday/Thursday for PE. Please try to ensure that shoes are easy for them to put on themselves (Velcro is easier than laces) as they will regularly need to change their shoes for wellies during outside play and will need to put on their own shoes after PE sessions. Please try to make sure your child does not wear tights on P.E. days, unless they are able to put them back on independently.
- ✓ Nursery is a place where children work freely and enthusiastically. Please ensure your child wears comfortable old clothes as there is no guarantee that their clothes will remain clean!
- ✓ School uniform is available to buy from the school office.

## **Procedures**

Children should be brought to and collected from nursery by an adult (someone over the age of 16 years). **Please let nursery staff know if someone else is collecting your child – or we will not release them.**

Morning nursery begins at 8.30 am and finishes promptly at 11.30 am.  
Afternoon nursery begins at 12.00 pm and finishes promptly at 3.00 pm.

Please make every effort to pick up your child on time at the end of the session. If under extreme circumstances, you are going to be late, please telephone the school to let us know.

You must always ensure that nursery have an up to date phone number. If your phone number changes at any time, please let us know.

Please phone the school office if your child is poorly and not able to attend. If we have not received a phone call you will receive a text message reminding you to contact school. Good attendance is key to ensuring that your child has the very best start to school life and we ask that you make a commitment to ensuring that your child attends every day unless they are unwell.

## **Nursery Routine**

**On Arrival** - Short parent partnership time for 10 minutes before bell goes for register.

**Registration** - Children sit in their registration group and the register is taken. This is a time for children to share news with their group too.

**Phonics** – Children will engage in a variety of fun activities that will support the development of their literacy skills. This will involve listening, singing, sharing stories and having conversations.

**Planning for Project learning time**- The children make decisions about which project they would like to join. They can do this verbally or by choosing a corresponding image.

**Project learning time including outside** - The children will be engaged in Project style learning which will evolve as they initiate ideas and ask questions of others. The children will be using lots of natural resources to support their projects.

They find the equipment, work with it and tidy up. Staff are always available to help and develop positive social skills. Children put on their own coats and will go outside every day all year round. **Please provide a pair of wellies (to stay in school) and a waterproof coat for your child.**

**Tidy Up** – Using a hand bell, a child will announce the five minute warning prior to tidy up time. It will then be rung five minutes later to indicate tidy up time. All children are encouraged to put away the equipment they have been using.

**Group Time (Adult directed)** – A planned activity will be available for all children to take part in.

**Story Time** – The children will listen to a story or talk about a book.

## Health and Safety

Please make sure that we have your current telephone number and an emergency contact number in case of illness or accidents.

Toileting and hall times will be easier and happier for children if they wear clothes they are able to manage themselves – no tight belts, buttons or awkward fastenings.

When stomach bugs strike, children should not come to nursery until at least 24 hours after the last symptoms of the illness.

For safety reasons, parents are not allowed to park on the school car park at 8.30 am or 3pm. Please park in Kemberton Drive or in the Hills Lane Social Club car park.

Please **do not** use your mobile phone in Foundation Stage. Please do not be offended if staff ask to stop using your phone, this is for the safety of all pupils. Also please do not use your phone to take photos of your child in school.

School grounds are **non-smoking** areas and all cigarettes should be extinguished before entering the gates.

Please **do not** bring dogs onto school grounds.

Children are given milk, fruit and a healthy snack each day. We encourage all children to try different fruits.

**It is very important that you let us know if your child has any allergies to certain foods or to milk.**

Please remember that it is your responsibility to check your child's hair regularly for head lice and treat appropriately. If you require any further advice, please speak to **Miss Nikki or Mrs Pugh.**

## Security

The front door has two locks and children are not able to open it from the inside. Visitors to the nursery are not able to open the door from the outside and must ring the bell to gain entry. Any unknown person is challenged by the nursery staff before they are admitted.

There is a security fence all around the school and the school field. There are access gates but these are only open at certain times, when they are closed the only access to the school and nursery is through the main office.

The school gates are open between 8.30 and 9.00 and 2.45 - 3.00 Registers are taken at 8.55 and 12.10

The gate at the front of school will be open at 11.20 for morning children to be collected and at 12.00 for afternoon children to be brought in. It is not appropriate for you to talk to school children on the playground at this time. They are being fully supervised by lunchtime staff.

**The gate at the top of the school field will not be open at the beginning of the afternoon session – you must use the front gate.**

If you arrive after the gates have been closed, then you will need to go to the School Office and wait until 12.30pm to gain access to the nursery.

## Visits out of school

We may occasionally go for a visit. This is usually a local walk as the number of adults we need to take with nursery age children mean that coaches are very expensive and trips can be very over-priced as a result.

On the visits we need lots of adult help – one adult for every two children.

We cannot take younger brothers and sisters on the visit – we want you to spend time with the Nursery children.

As visits out of school can be costly and difficult to manage, we try to arrange lots of visitors in to school to give your child new experiences.



### **Are you free?**

We are always delighted when parents come to help us in the Nursery. If you would like to come and spend some time with us, working with the children, please speak to a member of staff.

### **Parent and Toddler group**

We hold a parent and baby/ toddler group every Wednesday 9.10-10.10. We encourage parents with a child who is due to start nursery to come along and join us as it helps your child to become familiar with our nursery before they start. Sessions are free and everyone is welcome. Tell your friends and bring them along with you! Our friendly and experienced Early Years Educator Nikki is on hand to chat and advise you throughout the sessions. There are always lots of fun and exciting activities for you to enjoy with your child. We look forward to seeing you!