



# Cotteridge Primary School

## Nursery Class Parent Handbook

Welcome to Cotteridge Primary School Nursery Class. We are delighted that you have chosen our Nursery to help your child grow and flourish!

We offer a safe and secure environment where each child is encouraged to experience enjoyment and excitement so that they have fun, explore and learn.

We believe that young children learn most effectively through the medium of play and need opportunities to explore both indoor and outdoor environments.

We encourage the children to be actively involved in investigating and exploring.

We work in partnership with families and actively encourage you to be involved in your child's learning, valuing all the contributions made.

We hope that this handbook will answer most of your questions for now, but if you have any questions or concerns about your child or the school, please contact us. You will find us approachable, understanding and responsive.

We want you and your child to have a happy time with us!

### **Opening times**

Our Nursery is open Monday to Friday 9:00am till 3:00pm, term time only.

There are three attendance patterns for Nursery. By now, you would have already been informed which of the attendance patterns you have been offered.

We also offer a breakfast and afterschool club facility. Details of this can be found further on within this handbook.

### **Nursery fees**

All 3-4-year-olds are entitled to 15 hours attendance free of charge. Therefore, if you have signed your child up for one of our part-time patterns (15 hours), you will not need to pay anything for their attendance.

If you have signed your child up for our full-time pattern (30 hours), you will need to pay for the extra 15 hours. These are charged at £4.50 per hour, payable a term in advance.

Some parents can access additional funding so that the full 30 hours are free of charge. You can check your eligibility for this here: [www.tax.service.gov.uk/childcare-calc/](http://www.tax.service.gov.uk/childcare-calc/)

To apply for 30 hours free childcare, please visit: [www.gov.uk/apply-30-hours-free-childcare](http://www.gov.uk/apply-30-hours-free-childcare)

If you find you are eligible, you will need to provide Mrs Widdicombe, the Nursery Admissions Co-ordinator with your 15-digit eligibility code and national insurance number via the Parent Declaration

form sent with your registration pack. For any questions, she can be contacted on 0121 464 2865 or at [l.widdicombe@cotridge.bham.sch.uk](mailto:l.widdicombe@cotridge.bham.sch.uk).

Please note that parents/carers must renew their childcare codes on the government website every 3 months for 30 hour 3 - 4-year-old funding. If codes are not renewed by the deadline, the government may not authorise the funding for the place for the following term and therefore the Nursery place is at risk of being lost or you may be charged.

### **Inductions into Nursery**

If your child is starting in our large September intake, all parents/carers will be invited in for a Nursery presentation in June. This will be an opportunity to meet all of the staff who will be looking after your child, learn all about the Nursery, the structure and ask any questions you may have.

Your child will then be invited in for a transition play session in July. This is usually during a morning for a couple of hours. Parents are encouraged not to stay so that the children get to experience being at Nursery without their parent there. Don't worry – our Nursery staff are extremely experienced so know all the tricks of the trade for helping your child feel comfortable and to settle in quickly. In fact, we often find it is the parents who find this more difficult than the children!

Following this, you will be invited for a one-to-one meeting in September, before your child's first day. This will allow you to meet the Nursery teacher on a more informal level and is where you can ask any final questions or share any concerns you may have. The Nursery teacher will also inform you of the Nursery expectations.

The final step will then be your child's first day in September! You will be told the date that your child will be starting in June/July. Your start date will usually be a week after the rest of the school community return after the summer holiday. We adopt a staggered start over a week's period so that the children are not overwhelmed. Therefore, some of the Nursery group will start on one day, then a few more the next, and so on and so forth until all children have experienced their first day.

If your child is joining us in our smaller January or April intakes, the induction process is a little different. We find it is a much quieter time with fewer children starting and children tend to settle into the new routine much quicker.

There will not be a large parents' meeting, but you will still be invited in for a one-to-one chat with the Nursery teacher and your child will still be invited in for a play session before their official start date.

### **What will your child be learning?**

The Early Years Curriculum is play based and the children will learn through well-structured continuous provision, engaging carpet sessions and adult focus groups.

The Early Years Curriculum has 7 areas:

**3 prime areas** - Communication and Language, Personal, Social and Emotional and Physical Development and **4 specific areas** – Literacy, Mathematics, Understanding the World, Expressive Arts and Design.

### **Things you can do to help your child before they start Nursery**

Practise:

- Using the toilet and washing their hands independently
- Recognising their name and encouraging them to mark make
- Counting, recognising numbers and touch counting to 10
- Getting dressed independently – putting on and zipping up
- Sharing stories with your child

- Fine motor activities such as threading beads, playdough, writing in sand/glitter using fingers, small construction
- Playing and sharing with other children
- Recognising and naming colours

These are just ideas of things you and your child can practise before they start Nursery to give them the best possible start, but please don't worry if your child cannot do all of these; they will be supported with these things in Nursery.

### **Wraparound childcare**

We have a wraparound childcare facility for working parents:

- Before School Club: 8:00am - 9:00am £3.50 (optional 7:30am start for an extra £1)
- After School Club: 3:00pm – 5:30pm £9.00

If you would like to apply for a position on the waiting list, there is an application form with your registration pack. Alternatively, you can contact the Breakfast and Afterschool Club Manager, Cheryl Sweeney, on 0121 464 2865 or at [c.sweeney@cotridge.bham.sch.uk](mailto:c.sweeney@cotridge.bham.sch.uk).

For the children starting in September, Cheryl will inform you if you have a place in June/July. This is because she needs to find out from the parents of the existing children who will be staying on and who will be leaving the facility in the new school year to work out how many spaces there will be.

For children starting in the January and April intakes, she will be able to inform you immediately whether you have a place in the breakfast/afterschool club or whether you will be on the waiting list.

### **Lunch arrangements**

- Your child will need to bring a balanced packed lunch from home (except on a Wednesday if they are part-time beginning of week and are finishing at 12:00pm)
- Please put their lunch in a small lunch bag, labelled with their name
- No glass bottles or fizzy drinks please
- **No nuts of any kind** – we are a nut free school due to some children who have serious allergies. This includes spreads such as Peanut Butter and Nutella (chocolate spread)
- Sometimes, there may be a child in the school/Nursery who has an allergy to something else i.e. seafood. In this case, it would be communicated to you and you will be asked to exclude these foods from your child's lunch box too
- The school will provide your child with a portion of fruit or vegetables for their morning break
- If you sign up via [www.coolmilk.com](http://www.coolmilk.com), you can order free daily milk for your child. More details about this will be in your registration pack

### **Attendance and reporting absences**

Even in Nursery, we encourage good attendance. This will help them prepare for when they start school, when attendance is compulsory.

Anything below 90% is considered a persistent absentee and if your child's attendance falls below this, you will be invited in for an attendance support meeting where we will see if there is anything we can do to help you with encouraging your child into Nursery on a more regular basis.

Holidays during term-time are not permitted. You would not be penalised for an absence for a holiday in Nursery because the children are not of compulsory school age. However, like regular attendance, we feel it is a good habit to get into ready for when they start school.

If your child is to be absent from Nursery for any reason, we do ask that you contact the school on the office number before 9:15am.

We take safeguarding very seriously at Cotteridge Primary School and any unaccounted absences will be followed up. You must continue to contact the school office before 9:15am on each day of your child's absence unless the office instructs you otherwise i.e. when it is known from day one that your child will be absent for a set period, for example, with vomiting.

### **Change to pick up arrangements**

We understand that sometimes, during the day, things can change, and you may not be able to collect your child from Nursery so may enlist the help of a relative or friend. If anyone other than yourself is going to be collecting your child, you MUST inform the Nursery before their pick-up time via the main school office number. We will not let children go home with anyone other than their legal parent/carer if we have not had a message from you.

### **Allergies/medical conditions**

If your child has an allergy or medical condition i.e. nut allergy, epilepsy, asthma etc. it is important that you inform us as soon as possible.

This will allow us plenty of time to make staff aware and implement any adaptations or staff training if needed.

### **Uniform**

The uniform for the Nursery is the same as the rest of the school and can be found on our website here: [www.cotteridgeprimary.co.uk/school-uniform/](http://www.cotteridgeprimary.co.uk/school-uniform/)

The children will be provided with a book bag by the school during their first week.

They will also need a small lunch bag for their packed lunch.

Please ensure that all school uniform (even shoes) is named as we do end up with lots of lost property around school. If things are labelled, we will always return it to your child. Un-named items are kept for two months, after which it is either disposed of or donated to the PTA to sell at one of their second-hand uniform sales.

### **Medication**

Our medicine's policy can be found here: [www.cotteridgeprimary.co.uk/wp-content/uploads/2023/10/Administration-of-Medicines-Policy.pdf](http://www.cotteridgeprimary.co.uk/wp-content/uploads/2023/10/Administration-of-Medicines-Policy.pdf)

It is quite comprehensive, so please do take the time to have a read of this.

Please do inform the Nursery team of any medication/medical needs as soon as possible.

### **Accidents or illness during the Nursery day**

There are always plenty of first aid trained staff around during the school day. Most minor accidents will be dealt with by one of these and you will be informed with a bump note at the end of the school day and sometimes, the teacher will inform you in person when you collect.

For some head bumps and anything which we feel is slightly more serious, we will telephone you during the school day.

If we feel that your child needs some Calpol, we have some in school that we can give, but we do require verbal consent from you, so again, we will telephone you to obtain this.

If we feel that your child needs to go home for any reason, we will contact you and ask that you pick up.

Due to the aforementioned, it is really important that you keep us updated with any changes of contact details at all times.

### **Communication with parents/carers**

Most of our communication of what is happening in Nursery/school is via email. This will be sent to the person who you put on the registration forms as the first contact. We can also send emails to a second contact; please include their email on the same form.

We do also send text messages, particularly for more urgent things, such as snow days etc. Unfortunately, our communication system only allows for one parent/carer to receive text messages. This will always be to the first contact.

We also send a newsletter by email every other Friday, which can also be found on our website. This is the main way to keep up to date with important messages, upcoming events, trips, policies etc. Please do make sure that you get into the habit of reading this on the Fridays that they are sent or over the weekend.

### **Payments to school**

For Nursery fees (for those who need to pay), breakfast/ after school club and Nursery trips, we use a system called Teachers2Parents. This is an app you can find in your app store. Alternatively, you can use the desktop version, which is called SchoolMoney.

We will provide you with your individual login details during your child's first fortnight at Nursery. Therefore, you will not be able to make any payments until you have received this. Don't worry though, if your child will be attending breakfast/ after school club, they will still be able to attend as soon as they start Nursery even if you have not been able to make payment in advance due to not having a log in. We just ask that you pay your bill as soon as you do have a log in and then continue to pay in advance going forwards.

If you are not eligible for the Working Parents' Entitlement (30 hour funded childcare) and your child will be attending full-time, we ask for your child's Nursery fees a term in advance. For the first payment, you will not be able to do this via Teachers2Parents/SchoolMoney. This is due to the setting up of your child's account which cannot be done until they have started. Therefore, you will receive an invoice in May along with our bank details for your first payment to be made via bank transfer before your child starts. It is a good idea to start putting the payment aside now so that you can pay it once your invoice arrives. If you are unable to work out what you will owe, please contact the school office or Mrs Widdicombe using the contact details mentioned earlier in this handbook.

### **Paying for breakfast/after school club with workplace vouchers/government tax-free childcare scheme**

If you will be paying for breakfast/ after school club using workplace vouchers/government tax-free childcare scheme, you will not need to make any payments for breakfast/after school club on SchoolMoney/Teachers2Parents, providing your vouchers cover the full amount owed each month. It is entirely up to you how often you arrange for payments to be sent to us i.e. weekly, monthly, termly etc. just as long as you have made payment for all sessions at least one month in advance. For example, you will need to send September's payment via your scheme in August. You should be able to work out how much you will owe by how many days your child will be attending, for example, if your child will be attending after school club two days per week you will owe £18.00 per week.

Once you have set up an account with a workplace voucher/government tax-free childcare scheme please could you email us at [enquiry@cotridge.bham.sch.uk](mailto:enquiry@cotridge.bham.sch.uk) with your child's full name, the company name i.e. government tax-free childcare, Sodexo, Edenred, Computershare etc., and your unique childcare reference number (if using the government tax-free childcare scheme). This way, we can keep

an eye on our bank statements for your payments. Once your payment has made its way to our account via your scheme, we will then credit the amount paid to your SchoolMoney/Teachers2Parents account.

**Please note there is often a one-to-two-week delay between the payment being made via your scheme and the payment reaching our account so, please account for this delay when making your payments and please do not be alarmed if you make a payment via your scheme and don't receive a receipt from us for up to two weeks afterwards.**

### **PE lessons**

The Nursery children will take part in regular PE lessons. This means that they will need a PE kit. Details can be found on our website via the link in the uniform section further up in this handbook.

Although you will be informed in advance of what days your child will be doing PE, we ask that their PE kits are always kept in Nursery. The Nursery teacher will arrange for their kits to come home for washing during the school holidays.

### **Water bottles**

For those that will be staying for lunch, we ask that Nursery children bring a full water bottle.

Please could this be a clear bottle and labelled.

No glass bottles and to be filled with water only please.

Other than at lunch time when they will use their water bottle, the children are given plastic cups to drink from during the day.

We hope that this handbook has given you most of the information that you will need before you are invited in for your parent meetings and play sessions. In the meantime, if you do have any questions, or would like to inform us of any medication/medical needs, please contact the Nursery admissions co-ordinator, Lisa Widdicombe on 0121 464 2865 / [l.widdicombe@cottridge.bham.sch.uk](mailto:l.widdicombe@cottridge.bham.sch.uk).

We very much look forward to welcoming you and your child to the Cotteridge School family!

