Friday 24th April 2020

Dear Parents of Nursery Class 2020,

**Re: September Start**

We are delighted that you have chosen to send your child to our school Nursery.

We are very much looking forward to working in partnership with you so that together we can ensure your child is very happy here.

The following information we are sharing with you is to help you and your child settle into nursery life at Trinity St Peter’s smoothly, particularly if you are new to our school.

**Teaching Staff**

The teaching staff/key workers in Nursery are: Mrs S Bevin, Mrs J Molloy and Miss K Emmett.

**Drop-Off and Collection Arrangements**

* The Nursery morning session is from 8.45am – 11.50am each day and the afternoon session starts from 12.00pm – 3.00pm.
* If your child is attending Breakfast Club in Clubhouse, they are to be dropped off from 7.40am at Clubhouse via Paradise Lane entrance. They will be brought to Nursery by Clubhouse staff at 8.45am.
* Children attending from 8.45am only, are to enter via the Nursery door, which will be open daily from 8.45am. Children and parents/carers are to come into class until their child has put their belongings away and are settled into an activity. We request that parents/carers have left by 9.00am, as the gate will then be locked. If you do come in with your child, please encourage them to hang up their coat and put their bag away independently.
* The morning session finishes at 11.50am. If your child is attending the morning session only, please arrive from 11.45am at the Nursery entrance, as this is where the children will take their lunch break after eating in the school hall each day. Children arriving at 12 noon should have already had their lunch.
* If your child is attending Nursery for the afternoon session only, please bring your child to the Nursery entrance at 12.00pm.
* Afternoon sessions finish at 3.00pm. Please arrive from 2.55pm to the main Nursery entrance if collecting your child for 3.00 pm.
* If your child is attending Clubhouse, a member of the Clubhouse staff will collect your child from Nursery and take them to the Clubhouse for the session. Collection of children for Clubhouse is to be from the main entrance of Clubhouse anytime up until 6pm.

**Safeguarding**

The safeguarding of your child will always remain our priority. The school’s designated safeguarding lead is: Mrs L Martin (Deputy Headteacher) alongside deputy safeguarding leads: Mrs Bevin and Mrs Molloy (Nursery class teachers). For further safeguarding information please visit our safeguarding section of our school website.

**Absence from School**

If your child is absent you must contact school on the first day of sickness. When your child returns to school please provide written confirmation for the absence, which should be given to the class teacher so that they are aware of why your child was absent. This is then given to the school office. If you know in advance that your child will be absent for a session due to a medial appointment, please complete a ‘Notification of Absence’ form which is available from the school office. Please return this to school with a copy of the medical appointment letter. For any other absences, please inform school in writing.

**Admission Documents**

Admission documents will be shared with you in July. The school will keep your personal information safe and secure. Please see the school’s data privacy statements and policies which can be found on the school’s website and or copies can be obtained from the school office.

**Home Visits**

Currently due to Covid-19 we are unable to offer home visits. However we can offer you a meeting via Zoom. If so or you have any questions that you would like us to answer or concerns that you would like to discuss please do not hesitate to contact us via [admin@tsp.sefton.school](mailto:admin@tsp.sefton.school).

**Diary Dates**

At the start of each school term, diary dates are shared for the term ahead via our school website.

**Lunchtime**

Nursery Lunchtime is from 11.15am – 12. 15 pm. The children will eat a school dinner in the school hall and return to their Nursery classroom / outdoor area for play. If your child is attending all day or only attending a morning session, they will be able to have a school lunch at a cost of £1 per day. The menu will be agreed and parents will be notified of the menu in advance of the September start. Children who are only attending a morning must be collected at 11.50 am and children who are only attending an afternoon session must have eaten their lunch before being dropped off at 12noon.

**Medicine**

If your child requires medicine during the school day this will be given in accordance with the school’s Medicine Policy which can be found on the school’s website. Parents are asked to complete a form that is available online or from the office. Please note school can only administer medication that has been prescribed by your child’s doctor and is needed to be given four times a day.

**Medical**

If your child uses an Asthma inhaler it is important that one is kept in school at all times. It must be in the original packaging, be in date and contain a prescription label. It needs to be kept in a bag or container, with a volumatic spacer device, which is clearly named with instructions enclosed. We will support and guide your child if they need to take the inhaler, but it is important that they are familiar with the process. Other medicines are only administered in school if they have been prescribed by the doctor and the dosage is **more** than 3 times in a day. Please keep us informed of any other medical conditions or changes to your child’s health.

**School Nurse**

Our school nurses can be contacted on 01704 395723 to discuss any concerns you may have with your child. They also attend drop in sessions once a month. You will be notified of these dates at the beginning of each term.

**SEND (Special Educational Needs)**

The school’s Sendco is: Mrs Molloy (Nursery class teacher) If you have any concerns about your child’s development we encourage you to discuss this Mrs Molloy. Equally, if we should have any concerns we will endeavour to work closely with you.

**Early Years Pupil Premium**

Early Years Pupil Premium provides extra funding for 3 to 4 year olds whose parents are in receipt of certain benefits or if their child were previously in local authority care. This extra funding will help us to improve the quality of the early years education that we can provide for your child. If you feel that you are eligible please contact the School Office.

**Uniform**

When your child starts Nursery they will wear the Foundation Stage uniform. This uniform is available to buy online from *Whittaker’s in Southport*. It is important that your child’s name is clearly marked in **all** clothing and shoes. It would be very useful if your child can recognise their name in their clothing.

**Winter Uniform**

Charcoal grey v neck jogging suit with school logo on top

Yellow polo shirt with no logo

Black school shoes (no shoe laces or buckles please!)

Charcoal grey socks

**Summer Uniform**

Yellow polo shirt with no logo

Charcoal grey knee length joggers with school logo on

Black school shoes (no shoe laces or buckles please)

Charcoal grey socks

**Book Bag**

It would be really helpful if your child could bring a school book bag (available from Whittakers) every day. It is useful when taking home pictures, letters and books. Children in the school Nursery will have a ‘belonging’s box’ that will be used to keep their letters and pictures safe. Please check these at the end of each session.

***Please can a spare pair of underwear, socks and jogging bottoms be provided and kept in your child’s school book bag in case of emergencies.***

Children are able to play with water and go out in all weathers, so it is really useful if your child can bring an all in one waterproof suit and a pair of wellies to leave in school. Please ensure these are also clearly labelled.

**Sun Safety**

When it is sunny, we will be encouraging children to wear sun hats when playing outside. Please send a named sun hat into school each day for your child and provide your child with a small bottle of sun cream (which is clearly labelled) for them to apply during the day. We will presume the child will come to school wearing sun cream.

**Snack**

We offer a variety of fruit and vegetables alongside milk every day. Please can a labelled water bottle for your child be provided, this will go home each day and to be returned the following school day. Please advise us of any allergies your child may have. In the Foundation Stage, we use a variety of ingredients on a weekly basis to enhance the provision in our classroom e.g. baking and food tasting. In order for us to continue to do this we request a contribution which is detailed in a separate letter.

**Parent Links and Communication**

In line with our open-door policy, if you have any concerns or questions, please do not hesitate to contact us. If you do need to arrange an appointment to meet with myself, your child’s class teacher or a senior leader you can request a meeting via, informing the member of staff on the Nursery door in the morning, call into the school office at the start or end of the school day, telephone or email: [admin@tsp.sefton.school](mailto:admin.trinitystpeters@schools.sefton.gov.uk) where Mrs Meredith, Office Manager, will share your message with relevant staff.

In addition, we have Parent & Teacher meetings twice a year, which are held in October and February. At this meeting, you will have the opportunity to discuss your child’s progress with their teachers and to see their learning to date.

**WOW Service**

The children will attend a WOW Service on the first Wednesday of each month at St Peter’s C.E Church at 2pm. Parents and Carers are welcome to attend.

**Social Media**

All other school information is found on our website [www.trinitystpeters.org](http://www.trinitystpeters.org) , please check this regularly for letters and our Nursery class blog is uploaded every Friday for you to see what we have been up to. We would also love you to follow the school’s Twitter account @TSP\_Primary and your child’s class account too e.g. @Nursery1TSP

**Team TSP**

Team TSP is run by parents or friends of the school and raises funds to support projects for the children throughout the school. All parents automatically become members of the team. If you would like to become more involved in Team TSP or have some suggestions, please email: TeamTSP@tsp.sefton.school

**Payments**

Most payments will be requested through the school’s online payment system. You will be sent a text with a ‘link’ and a password for your child’s account. If anything is requested to be paid by cash or cheque it would be very much appreciated if these payments are sent to school in a clearly named envelope with details of what the payment is for. This can be put inside your child’s book bag or handed into the school office or a Nursery member of staff.

**Acronyms**

Education loves acronyms! Here is a list of acronyms that will be used during your child’s schooling:-

**FS** – This stands for Foundation Stage. This is how the Government and early year’s professionals describe the time in your child’s life between birth and age 5.This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. From when your child is born up until the age of 5, their early years experience should be happy, active, exciting, fun and secure, and support their development, care and learning needs. It can also be called EYFS – Early Years Foundation Stage.

**ELG** – This stands for Early Learning Goal. Teachers and other professionals follow the Early Years Foundation stage Framework. There are 7 areas of learning and development which guide professionals’ engagement with your child’s play and activities as they learn new skills

and knowledge. These assessments will tell you about your child’s progress. At the age of 5 years old your child should reach the expected levels usually at the end of Reception. These expectations are called Early Learning Goals (ELGs).

**KS1** – This stands for Key stage 1. This is the legal term for the two years of schooling in maintained schools in England and Wales normally known as Year 1 and Year 2, when pupils are aged between 5 and 7. This Key Stage normally covers pupils during infant school.

**KS2** – This stands for Key Stage 2. This is the legal term for the four years of schooling in maintained schools in England and Wales normally known as Year Three, Year Four, Year Five and Year Six, when the pupils are aged between 7 and 11.

**Mufti** – This means that on a ‘Mufti Day’ pupils can wear their ‘own’ appropriate clothes instead of their school uniform. This is usually done to raise awareness of events whereby children may be requested to bring in a donation of money or an item to support worthwhile causes.

If you are in doubt or unsure of school procedure and policy please ask a member of staff who will be only willing to assist you.

Finally, we hope you and your child will really enjoy and cherish the memories they are about to make in the next exciting chapter of their life.

Best wishes,

Mrs D Pringle Mrs S. Bevin & Mrs J. Molloy

Headteacher Nursery Class Teachers