



## **Templemoor Infant and Nursery School**



**Nursery Parent Handbook  
2020 to 2021**

# Contents

|   |         |
|---|---------|
| Welcome from the Head Teacher                       | Page 3  |
| The Transition Process and Starting Nursery 2020    | Page 4  |
| Our Nursery Aims                                    | Page 6  |
| Top Tips!   | Page 7  |
| Meet the Nursery Team                               | Page 10 |
| Clothing and Equipment                              | Page 11 |
| Starting Nursery and the Nursery Day                | Page 13 |
| Nursery Timings                                     | Page 15 |
| Lunchtimes, Fruit and Milk                          | Page 16 |
| Learning in the Early Years Foundation Stage (EYFS) | Page 18 |
| Our Class Library and Story sacks                   | Page 20 |
| Assessment/ Reporting to Parents                    | Page 21 |
| Parent Partnerships                                 | Page 22 |
| Some Really Useful Things to Do                     | Page 23 |
| Safeguarding  | Page 24 |
| Early Years Pupil Premium                           | Page 27 |
| The Friends of Templemoor                           | Page 29 |
| In and Around the School Grounds                    | Page 30 |
| The School Office                                   | Page 31 |
| Collecting Pupil Information                        | Page 32 |
| Equality  | Page 33 |
| And Finally...                                      | Page 34 |
| Contact Information                                 | Page 35 |
| School Calendar 2020 to 2021                        | Page 36 |

# Welcome from the Head Teacher

Dear Parents and Carers

## **A very warm welcome to Templemoor Nursery**

It gives me great pleasure to welcome you and your child to our thriving Nursery.

Ordinarily, I would be writing to invite you to a number of special events, meetings and induction days. Unfortunately, due to the current Covid-19 crisis, this is not possible this year. However, we very much hope that the information in this booklet

along with our other planned virtual transition materials and events, will help to make the transition into Nursery a relaxed and happy one. You can find out more about our virtual transition programme in this handbook.

We welcome children to our Nursery from the age of three and believe that this early association with our school is a significant advantage to your child's progress and development. Our Nursery offers outstanding education with highly qualified, caring and motivated teaching staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that your child will experience a wide range of well planned, exciting and motivating learning experiences that will allow them to develop at a pace suited to their individual needs and interests. The main vehicle for learning in Nursery is through progressive play and fun.

We aim to provide your child with a positive and happy start to their school life. We see parents as our partners in their child's education and we hope that you will become fully involved in your child's learning journey. We look forward to working with you and sharing the extensive knowledge you have of your child.

Good communication with parents is one of our major strengths so if you have any questions please do not hesitate to email [newnursery@templemoor.trafford.sch.uk](mailto:newnursery@templemoor.trafford.sch.uk) and we will respond as soon as we can.

We are delighted that your child will be joining our Nursery and look forward to meeting you and your child very soon.

With my very best wishes,

Mr Hodgson

Headteacher



# The Transition Process and Starting Nursery 2020

## The Nursery Transition Process for 2020

This year we find ourselves in an unprecedented set of circumstances and we fully understand how worried you might be about your child's transition into Nursery. However, the most important thing at the moment is that you and your child are well and happy. Please be assured that we are committed to working through this challenging time together. We would also like to reassure you that a virtual transition process has been carefully planned for, and we are certain that you will feel more at ease as the transition process starts. The transition programme is outlined below:

|   |  |
|---|--|
| Week beginning 22nd June 2020               | Nursery Parent Handbook and Returnable Forms sent to parents   |
| Week beginning 29th June 2020               | Video Tour of the Nursery and Getting to know the Nursery Staff<br>Nursery Story Times - Staff will read their favourite books over the next few weeks |
| Week beginning 6th July 2020                | Video message from the Headteacher and Early Years Lead<br>Nursery Story Times   |
| Week beginning 13th July 2020               | Nursery Transition Booklet sent to Parents<br>Telephone calls from the Class Teacher to answer any questions you may have<br>Nursery Story Times       |
| Week beginning 20th July 2020               | Telephone calls from the Class Teacher Continued<br>Question and Answer section set up on our school website<br>Nursery Story Times                    |
| Week beginning 20th July 2020               | Telephone calls from the Class Teacher Continued<br>Reception Story Times  |
| Week beginning Wednesday 2nd September 2020 | Home Visits (if possible) and phased transition into Nursery   |

## Starting Nursery

School is due to return after the Summer Holidays on Wednesday 2nd September 2020. During the first three weeks of term, we aim to invite Nursery children into school in small groups to meet their teacher, to meet some of the other children in the Nursery and to get used to their

new classroom environment. These small group visits will help to build up the children's emotional resilience and provide opportunities for us to:

Provide a small, nurturing environment that has the wellbeing of the children at its heart.

Gradually introduce children to the Nursery staff and to their new environment.

Allow the staff to get to know the children in smaller groups.

Ensure that the children can gradually become familiar with the new Nursery routines.

During the first three weeks of the Autumn Term, we would also like to be able to complete home visits for children. The home visit is a chance for you to tell us about your child and to ask any further questions about Nursery. The home visit also shows your child the close links which are being made between parents/carers and the Nursery staff. Further details about home visits and individual group session times etc. will be sent out at the end of the Summer Term.

We aim to ensure that transition into Nursery is a carefully supported process rather than a single event. By following a carefully planned step by step programme, with staggered starts, we hope to have all of our Nursery children in school by 28th September. We will be considering the safest way to do this nearer the time and in line with current government advice and will keep you updated accordingly. Schools are working within a constantly changing environment, with different versions of guidance coming from the Department for Education on a daily basis. We therefore ask for your patience whilst we put together plans for September which are practical, flexible and above-all mutually beneficial in supporting the best possible start to your child's school life.

Please remember that every single child in the country, who will start Nursery in the Autumn term, will be in the same position as yours.

Our promise to you is that we will continue to work in partnership, to ensure your child's start to Nursery is both as exciting and positive as we can collectively make it.





# Our Nursery Aims

## The Templemoor Mission

**To provide the Highest Quality Teaching and Learning in a Happy Stimulating Environment**

## Our Nursery Aims

A child's early learning experience begins in the home. At Templemoor we recognise and value the different experience that children have had and the important role you, as parents, play in your child's development. We aim to build a positive partnership with you so that we can support you in fostering the emotional, physical, intellectual and social development of your child. We aim to create a happy and secure environment which will stimulate and challenge, by providing activities that are exciting, purposeful and relevant to your child's stage of development. We aim to offer opportunities for all children to investigate, explore and make mistakes, to persevere if faced with a challenge and to encourage them to become independent, confident children. We aim to encourage the children to take care of themselves and to be aware of the needs of others.

We believe that through working and playing with adults and other children, in this organised setting, all children will have the opportunity to develop the skills and attitudes which will enhance their learning now and in the future.

Finally, we aim to develop close links with staff and children in the main school, ensuring a smooth transition from Nursery to Reception at the end of the academic year.



# Top Tips!

## Helpful Hints for a Successful Start to Nursery

The big day is almost here! Your child will soon be starting Nursery. You are both bound to be really excited about this new adventure - but feeling a little nervous and anxious too is very normal! Below you will find some tried and tested top tips to help you prepare for this important milestone in their life.

### 1. Be prepared

Ensure that your morning routine is the same every morning in terms of getting out the door and the journey to Nursery. Try to have everything organised the night before, so you have a little down time together before leaving the house. Whether it's having breakfast together or doing a little colouring in. Be sure to give a five-minute warning before it's time to leave. Leave your shoes by the door, so putting your shoes on together becomes a thing you do rather than a mad rush around the house trying to find your child's other trainer!

### 2. Label everything!

One of the banes of Nursery life is losing possessions - something will inevitably go astray. You can minimise losses by encouraging your child to look after their own belongings, putting things away in bags and hanging items on specific pegs. When it comes to labelling clothing, maybe ask your child to choose a special symbol that is their own unique mark - perhaps a smiley face or a star - to help them recognise their own things at a glance.

### 3. Stay calm

Try with all your might not to become overwhelmed and flustered if your child becomes distressed. If you feel good about the Nursery and the handover, then you need to lead by example and show confidence even though it can be hard. Naturally, you're the most important person in your little one's world and they need your support in helping to settle. The best advice we can give you is to get down to your child's level once bag and jackets have been hung, look your child in the eyes with a warm, happy and confident "mummy/daddy is saying goodbye now, as I need to go to work. I will be back to pick you up and take you home". Embrace your child and then leave. You can call the Nursery if you need to for that extra reassurance, but place trust in the experienced staff to ensure your little one is supported.

### 4. Toileting

There are toilets inside the Nursery and children are free to use them whenever they need to. It is not the role of schools to toilet train children entering Nursery. We expect parents/carers to

do all that you can to help your child by making sure that they can go to the toilet independently when entering Nursery. We suggest that as well as being toilet trained, your child is able to confidently manage their own toileting skills, e.g. they should be able to wipe themselves and pull up their own pants. Should small/minor accidents occur, clothes will be changed by Nursery staff. Parents may be called into Nursery to take a child home to change if we feel your child needs a shower/wash after a soiling incident. If accidents occur on a regular basis then the family will be asked to work with the school. Please show your child how to use toilet paper, to flush the toilet and to wash their hands properly, with soap, for at least 20 seconds. Please also encourage your child to blow their nose and put the tissues in the bins provided. Tissues are always available in the class in case children need them.

## **5. Give praise and promote good manners**

Remember any change is difficult and needs time and nurturing. Be on the lookout for those happy moments and offer your little champion praise! "I really liked the way you said good morning, that was very kind".

## **6. Think about nutrition!**

Opting for a nutritious breakfast will set your little one up for the day and help feelings of contentment and satisfaction. This, in turn will help your child to have a better day.

## **7. Talk about it**

Talk about Nursery and what they like about it. At times, when it doesn't seem like your child is listening, they really are! Children are actively and passively learning from the world around them and are instinctively tuned into our voices.

## **8. Be proud**

Hang creative masterpieces proudly at home provoking conversations about Nursery. You could also create an art book, as a lot of artwork does come home! You could have a masterpiece of the week on display and talk about it proudly.

## **9. Transition Booklets**

During the week beginning 13th July 2020, we will send you a transition booklet which has been specifically designed to support parents who have a child due to start Nursery in September. It identifies the different aspects of Personal, Social and Emotional development within the Early Years Curriculum. Through planned activities, some incorporated within your daily routine, you can support your child to be ready for school. We really do hope that you find this resource very useful.



## 10. And finally...

Part of this transitioning process is getting used to being amongst other children. At this point in time in their development, it is about them and their world, not that they're a person within a big world! Children parallel play at this age, but are constantly developing their social and emotional skills as they learn to be with other children and to develop relationships.

Don't be afraid to ask questions, never feel as though you're being a burden. Trust us, as teachers we need to get to know and work with parents in order to happily and positively teach your children.

Of course, there are going to be good mornings and not-so-good mornings, trust your instincts and let your little one lead the way. With constant support and reassurance from you, your child WILL settle and will soon be leading you in through those playground gates to Nursery proudly!



# Meet the Nursery Team

The Nursery Team consist of experienced Early Years practitioners. Over the next few weeks the Team will be recording videos of themselves reading their favourite stories. These videos can be found on our school website under 'Transition', 'Nursery Transition'. You will also be able to meet the team virtually on a 'Meet the Team' video! This will be available during the week beginning 29th June 2020.

## Nursery Teacher



This is **Mrs Berry**. She is the Nursery teacher from Monday to Thursday.

## Nursery Teacher



This is **Mrs Rowland**. She is the Nursery teacher on Friday.

## Teaching Assistants



This is **Mrs Jeng**



This is **Mrs Handford**



This is **Mrs Frost**



This is **Miss Ogiliev**

# Clothing and Equipment

## What does my child need to wear?

At Templemoor Nursery, we do not have a uniform and therefore children are able to wear whatever they want to from home. Parents do have the option of purchasing Templemoor sweatshirts and/or polo shirt (available in gold, royal blue, red and emerald). These can be purchased online:

## How to order

Please visit [www.templemoor.uniform4you.co.uk](http://www.templemoor.uniform4you.co.uk)

When asked for the password, this is **Nurseryclose1** (case sensitive)

Every day within the Nursery, children have the opportunity to access paints, chalks, felt pens, shaving foam, mud etc. We encourage the children to be independent learners as soon as they start in Nursery and therefore it is important that parents dress their children in clothes that are warm, comfortable and suitable for messy play activities. We do have aprons within our Nursery but find that often (despite many gentle reminders); children get so immersed in their explorations and investigations that an apron is the last thing on their mind!

The most important thing to remember is that all items of clothing and footwear must be clearly labelled with your child's full name.

In Nursery we go outdoors in all weathers, so your child will need a warm outdoor coat with a hood and in winter a hat, scarf and gloves. Children will need a sun hat and sun cream in the summer.

## Hair

Long hair should be tied back at all times. Hair accessories should be simple and limited to the school colours.

## Jewellery

Children may wear a watch/ fitbit for school but all other items of jewellery are not permitted. Please note that the school will take no responsibility for items that may go missing. Earrings must **not** be worn in school as they are a risk to health and safety.



## What equipment does my child need to bring with them to Nursery?

### Book Bag

To encourage children to use the class library and to take good care of books we are pleased to provide a book bag for each child starting in Nursery. These bags are a gift from our 'Friends of Templemoor'. The bags are for books and papers only (it's a good idea to look in them every evening to check for letters/information etc.).

### A Water Bottle

Water bottles can be brought into school and children can refill these over the day should they need to. Juice or squash must **not** be put into these bottles as the sugar and acid content is very detrimental to children's teeth, especially if sipped during the day. It is your child's responsibility to take their water bottles home each day to be refilled.

### Packed Lunch Box

If your child is having a packed lunch from home then they can bring their lunch box and place it on the class lunch box trolley.



# Starting Nursery and the Nursery Day

## Home Visits

We expect to make the transition from home to school a positive experience so we will visit your child in their home setting (if government guidance in September allows us to do this). The home visit is a chance for you to tell us about your child and to ask any questions about the Nursery. The home visit also shows your child the close links which are being made between parents/carers and the Nursery staff. Home visits will take place in September before your child starts Nursery.

## The First Day

Start dates for Nursery children are staggered so that they do not all start on the same day, enabling us to give the children the attention they need to settle happily. The settling in period is a very important time in Nursery. We endeavour to make the transition between home and school a happy experience. The settling in period is flexible and we ask parents to be guided by the experience of the Nursery staff. Please do not rush the settling in process. Remember that by introducing your child to school gradually you are keeping their best interests at heart and ensuring they feel completely happy, confident and comfortable to stay on their own and enjoy the benefits of Nursery. You will be given a start date and time at the end of the Summer Term before your child starts the Nursery.

We aim for each child to enter the Nursery classroom independently, hang up their own coat and be ready to enjoy the day. Children will have a peg in the cloakroom with their picture on it. Please send a digital photograph of your child into school over the next few weeks so that we can prepare your child's peg for September. Photographs should be sent to [newnursery@templemoor.trafford.sch.uk](mailto:newnursery@templemoor.trafford.sch.uk).

## Arrival and Collection

Nursery children must be brought to school and taken home by an adult and never by anyone under the age of 16. Please collect your child from Nursery promptly. We have no staff provision to care for children after the end of the session. If for any reason you are unable to collect your child on time, please notify us so that we can reassure your child.

If you arrange for another adult to collect your child, please let us know beforehand. At the start of the session please bring your child to the Nursery front door. At the end of the Nursery session please wait under the rear verandah, the children will be sitting on the carpet and we need to make sure that they are in your safe keeping as we dismiss them.



## Key Person

During the first few weeks of term your child will be assigned a key person who will be responsible for your child's experience throughout Nursery. Please talk to your child's key person about any significant steps you have observed at home or if you have any concerns or worries. We will always make time to listen as it is important that we know about anything that may affect your child. There will be opportunities, both formal and informal for you to discuss your child's progress throughout the year.



# Nursery Timings

Attendance at the Nursery is on a part-time basis, either morning or afternoon or full time when available.

The times are shown below. We realise that starting Nursery at 8.30 a.m. may not be convenient. Please feel free to bring your child any time between 8.30 and 9.00 a.m. for the morning session.

All children are welcome to attend The X Club: Templemoor's extra hours club providing breakfast, after school and holiday care for children from Nursery to Year 6. Details of this provision will be sent out separately via email and will also be available to download from our school website.

| Morning Session  | Activity  | Afternoon Session |
|------------------|---|-------------------|
| 7:45am to 8:30am | The X Club Breakfast – please read the X Club Handbook for more information   | -                 |
| 8:30am to 9am    | Arrival<br>The children go straight to activities   | 12:20pm*          |
| 9:30am           | Register, discussion and talking about the focus of the day   | 12:45pm           |
| 9:45am           | Free choice activities<br>The children are free to choose from indoor or outdoor activities and to have their snack when they want to | 1pm               |
| 11:05am          | Tidy up time<br>Revisit the day's focus<br>Story or songs   | 2:45pm            |
| 11:30am*         | Home time   | 3:20pm            |
| -                | The X Club After School – please read the X Club Handbook for more information  | 3:20pm to 6pm     |

**\*If you have purchased a lunchtime session this runs from 11:30am to 12:20pm.**

# Lunchtimes, Fruit and Milk

## Mellors Catering Services

Children who attend a Nursery lunchtime session can either order a nutritious lunch from school (at a cost of £6.50 per session) or bring a packed lunch from home (at a cost of £4 per session). The school has appointed Mellors Catering Services to provide lunches for the children. Meals are cooked on site in our kitchen by our catering team, led by Miss Dale. Weekly menus are available to view on our school website. Mellors provide freshly produced hot specials of the day, fresh vegetables and salad, a vegetarian choice, hot and cold desserts, snacks and sandwiches. If your child has a food allergy or specific dietary requirements, please ensure that you complete the 'Special Dietary Needs' form. Further information can also be found in the 'Allergens Parent Pack', that is available to view on the school website under 'Transition', 'Nursery Transition 2020'.



If you would prefer, you do have the option of providing a packed lunch from home. Due to allergies, we do not allow peanuts in any of the packed lunches (including spreads which may contain nuts). No chocolate bars or sweets are allowed in the setting. We do not allow grapes and plum tomatoes as they can be a choking hazard. Your child's safety is paramount in our Nursery.

Please see the Returnable Forms Booklet for details on how to register your child to receive a lunchtime session. Please note that lunches are booked on a half-term basis and cannot be changed mid-term.



## **National School Fruit Scheme**

During the morning/ afternoon your child will enjoy a healthy snack. The Government provides a range of fruit and vegetables free to the school for all of our Nursery children. We support the children over a period of weeks to become independent in helping themselves to a piece of fruit or a vegetable each morning. Parents are often amazed at the range of fruit and vegetables that the children will try, which they wouldn't necessarily try at home. Parents are not permitted to provide any alternatives for snack.

## **Milk**

School milk is free for under-5s. Parents and carers must register with Cool Milk in order for their child to receive milk. Details of how to register with Cool Milk are available in the Returnable Forms pack.



## **Treats**

Due to some children having food allergies, children are not allowed to bring into Nursery any sweets or cakes for birthday celebrations.



# Learning in the Early Years Foundation Stage (EYFS)



When children start Nursery they bring with them their own experiences, their imagination, their curiosity and a developing range of skills. In the Nursery we build on these previous experiences by offering children a stimulating environment in which they can continue to investigate and explore. This helps them to develop a greater understanding of the world around them.

At this early stage, everything that your child learns, they will learn through play.

Play is a child's work. When they play they are learning through first hand experience, practising and consolidating their ideas and developing what they know and what they think. They build social skills as they learn to take turns, share, assert themselves and empathise with others.

Planning in Nursery follows the Early Years Foundation Stage Curriculum. There are seven areas of learning made up of 3 core areas and 4 prime areas as follows:-

## **Core:**

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language



## Prime:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The 'Foundation Stage' is well named as it is the foundation on which future learning is built. The Nursery Class is the first year of the Foundation Stage. Children continue to follow the Foundation Stage Curriculum in the Reception Class.



# Our Class Library and Story Sacks



At the heart of learning to read lies a love of books. Children never tire of hearing stories read to them, discussing the content of the story, gazing at the pictures and repeating their favourite parts back to you.

Reading stories to children forms a crucial part in helping them to learn to read, therefore, we have put together a wide selection of lovely books, which the children may borrow on a daily basis. The children will be able to change their books at the end of the session every day. We would be grateful if you could sign the books in and out, using your child's library card from the box.

Sometimes your child may choose a book to read alone, but we are asking you to help us, and more importantly, your child, by finding a few quiet moments every day to read or tell a story or stories to your child. This is probably the single most important way in which you can support your child's education and even children who are fairly independent readers will benefit from being read to.

Books are expensive – please encourage your child to take care of books and carry them to and from school in their book bag. If you have an accident with a book or find a damaged book, please inform one of the Nursery staff.

In Nursery we also have story sacks that the children can borrow. Each sack has a story inside it, with a selection of props linked to the story. The children love taking them home and the extra objects really help bring the story to life through play whilst enriching learning. As story sacks prove very popular, we ask that you don't keep the story sack for longer than one week, and please hand the sack to a member of staff on return. Thank you!

**We hope you and your child enjoy the Nursery library and story sacks together.**

# Assessment/ Reporting to Parents

Assessment is an integral part of the daily routine of the Nursery. It provides information about the children's learning and development that informs future planning procedures. Observations and assessments on individual or groups of children are focussed and selective. This information is shared with parents through informal discussion, parents' meetings and the end of year report. Children's progress and achievements can also be found in their own Learning Journey, which is shared with parents. Each child's learning journey provides a record of learning with pupil comments, photos and termly overviews of learning targets.

## Reporting to parents

It is our aim to work as a team with you and your child to gain the best from their Nursery experiences. There are two sets of parent consultation evenings; one in the Autumn Term and one in the Spring Term. All children receive a written report in July. This report will give parents specific information relating to the levels of attainment and achievement in curricular areas as outlined in the national guidelines. Children contribute to this report by including their own statement on their strengths and achievements in and out of school. A copy of the report is also sent to your child's receiving school at the end of the year.

We value the informal daily discussions with you and these interactions help everyone to keep up to date and foster a mutual commitment to the development of your child. If you feel the need to contact the staff on any matter, do not hesitate to do so. We are usually available after your child's session or if not an appointment can be made.





# Parent Partnerships

We are very proud of our strong parental partnerships. We ensure that parents feel secure in the knowledge that their child is well cared for and happy at school. Our parents are welcome to be actively involved in their child's learning in Nursery and are able to share learning experiences through learning journeys, volunteering and parent workshops. We recognise that parents are the first educators in children's lives and value contributions to judgements about children's development. We use this information to support our assessments and share information about what your child needs to do next to develop and thrive. We also stay in touch via:

## **Monthly Newsletter**

The school newsletter is sent to all parents every month by email. It will also be published on the website. It provides parents with reports on events of the previous or forthcoming month and other information that is of interest. Why not look at this month's newsletter on the website?

## **The School Website**

Our school website is updated on a regular basis and is an ideal tool for parents to use to get up to date information about the school, including the Nursery curriculum.

## **Parents' Evenings**

Over the academic year parents are invited into school for a 10-minute consultation with the class teacher once a term. We hold a formal parent evening in the Autumn Term to discuss how your child has settled into Nursery and in the Spring to discuss your child's progress. Towards the end of the year, we hold an optional parent evening in July so that we can discuss your child's achievements and next steps as they enter Reception.

Should you have any worries or concerns about your child's learning or well-being, please let your child's class teacher know as soon as possible. Staff are always happy to meet with you informally in order to discuss your child's needs.

## **Parent Forums**

At Templemoor Infant and Nursery School, we hold Parent Forum meetings where parents are invited to come and express their views on a range of issues within the school. For example, we have recently worked with a parent forum to develop the school's 'Rights Respecting Behaviour Policy'. We welcome as many viewpoints from parents as possible and so hope that you will be able to attend some of these meetings in the future. Please look out for details in our monthly newsletter.

# Some Really Useful Things to Do

Make time for your children. Talk to them, play with them and enjoy learning together.

Talk to us, as we are interested; we really do want to share your knowledge of your child.

Use the library and the Story Sacks in Nursery, every book you enjoy together makes it more likely that your child will want to be a reader.

Find interesting places to visit.

Ask lots of questions, and answer your child's.

Get to know the School Governors, talk to them about the school and your hopes for your children. Governor profiles can be found on our website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).

Attend meetings for parents held at school; we want you to know about us.

If you have time, offer your help in school, we always have jobs to be done and appreciate help in or out of the classroom.

Join the 'Friends of Templemoor', to give your support. You may want to join their Facebook page too, just search on Facebook for 'Friends of Templemoor'.

Follow us on Twitter @TemplemoorINS.

Ensure that your child sees you following and respecting the school rules which are there for the benefit of all.

Read the monthly school newsletter to stay informed of up coming school events.

Research shows that where there is a positive working relationship between parents and teachers, children make best use of all the opportunities offered to them in school and are most likely to succeed.



# Safeguarding

## Safeguarding Children

Templemoor takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. We have a regularly reviewed and rigorous Safeguarding Policy. A copy of the Safeguarding Policy is available on request from the office, or from our school website. All staff, including our volunteers and supply staff, must ensure that they are aware of our rigorous safeguarding procedures. All adults who work in the school are subject to Disclosure Barring System (DBS) investigation procedures as well as rigorous employment and interview checking procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

The well-being of each child is the responsibility of the class teacher under the oversight of the Early Years Lead, Deputy Head Teacher and Head Teacher. If you have any concerns about safeguarding, please do not hesitate to contact a member of the safeguarding team.

Our Designated Safeguarding Lead is Mr Hodgson.

Our Deputy Designated Safeguarding Leads are Mrs Brown and Mrs Cundick.

The Governor responsible for safeguarding is Mrs Davenport.

## Site Security

We are all very aware of the need to keep children safe at all times. We ask you, as parents, to help us with this. During lunchtime collection times the main gate will be locked - press the buzzer and speak through an intercom to gain entrance to the Nursery. When leaving you will be given the code to open the gate. **Do not** share this code with your child, or allow them to enter the code themselves on the keypad. When entering or exiting the school grounds please ensure that you close any gates behind you.

## Medication

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. Staff cannot give medicines of any kind to the children without a medical prescription requiring medicine during the school day for a long term condition.

On the rare occasions where a first aider is required to administer medicine at school, you will be required to fill in a medical consent form and ensure the medicine is in date, labelled and has dosage instructions.

With the exception of inhalers and epipens, no medicine is kept in the classrooms.

## **Illness**

If your child is ill, please contact the office to let us know. If your child is displaying Coronavirus symptoms, you must keep your child off school and get them tested. Please inform school of the test results. If your child has suffered from vomiting or diarrhoea they must stay at home for at least 48 hours after the last bout suffered. This is to protect all of the other children and staff. If your child becomes ill at school we will contact you. It is important that we have your up to date contact details. If any of your details change please inform the office immediately.

## **Punctuality**

It is essential that your child arrives on time every day. Lateness affects your child's education. Five minutes late every day adds up to 3 days missed from school over a year. 15 minutes late adds up to missing 2 weeks over a year. So being late can add up to a lot of lost learning time. Please help your child to be punctual.

It is also important that you are punctual in collecting your child at the end of the session. If you are going to be late you must call the school to inform the Office staff who will pass the message to the Nursery Team.

## **Attendance**

We give attendance a high priority in our school. Low attendance is always investigated. If your child is ill you **MUST** contact the school office before 9.30a.m. to inform us of the reason for absence.

We **do not** authorise any extended leave or holidays during term time, even for children under the age of five. In the interests of children's safety it is our policy to follow up any unexplained absences.

## **First Aid**

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the Nursery classroom. Minor injuries can be treated in school but parents will be informed immediately in the event of a more serious injury. Parents must inform the office of any change to emergency contact telephone numbers.

## Behaviour

Our school has high standards and expectations of behaviour for all children. We have a whole school Rights Respecting Behaviour Policy and Class Behaviour Charter that we follow. A copy of this policy and Charter can be found on our school website. If we have any concerns about your child's behaviour, we will contact you in order for us to work together and support your child.

We do not tolerate bullying of any child.

We do not tolerate racist or homophobic comments in our school.



# Early Years Pupil Premium

## What is the Early Years Pupil Premium?

In January 2015, the Government introduced Pupil Premium funding for early years. It is already paid to schools for older children so that they can provide the very best learning opportunities for children to help them to make progress.

## How is it spent?

The Government expects Templemoor Infant and Nursery School to choose how to spend their Early Years Pupil Premium money, as we are best placed to identify what would be of most benefit to the children who are eligible. Please see the Pupil Premium Report on our school website for a detailed breakdown of how we have spent this year's funding and how we intend to spend the Pupil Premium next year.

Often, all of the children in a class will reap some benefit from how the school spends its pupil premium: for example, if the money is used to fund an additional teaching assistant who works across the whole class, rather than providing one-to-one support.

## How to claim your child's pupil premium

Children are eligible for the Early Years Pupil Premium if they are 3 or 4 years old AND if their parents are in receipt of one or more of these benefits:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit – provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

### OR if they have been:

- Looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and



- Subject to a child arrangement order – setting out with whom the child is to live (formerly a 'residence order')

To claim this money for your child, you are asked to complete an Early Years Pupil Premium Form which has been sent to you along with this booklet. Registering could raise money for your child to fund valuable support like additional teaching staff. The money follows the child and it will be same in all settings.

**Therefore, it is vital that parents still apply to register to ensure that funding is available to provide children with the support they require.**



# The Friends of Templemoor

## **A Message from the Friends of Templemoor**

Welcome to Templemoor Nursery and welcome to the Friends of Templemoor! As a parent, you are automatically a member of the school's Parent-Teacher Association and we hope you will enjoy the events which we organise throughout the year. We are made up of volunteers from all years of the school, including Nursery and representatives of the teaching staff. Everyone is welcome at our meetings and input from all year groups is vital to our success so we really do hope that you will be able to get involved.

We aim to raise money for the school but also to have fun in the process. Our committee consists of a Chair, Vice Chair, Secretary and Treasurer. Friends of Templemoor works closely with Friends of Moorlands (our Junior School PTA) and we try to organise events together where possible.

## **Events**

The Friends of Templemoor calendar is quite busy, we organise (to name but a few) monthly cake sales, lolly sales in the summer term, family nights, an Easter egg hunt and our biggest events of the year are our Christmas Fair and Summer Fair. We are always keen to hear ideas for new events so please do let us know if you think of anything.

## **How can you help?**

We always need volunteers! Some examples of ways you can be involved are - help for 30 minutes on a stall at one of the fairs, bake a cake, secure raffle prizes from the local community, organise our uniform sales and/or we'd really be grateful if you'd consider a role on the committee. The possibilities are endless!

Please come along to a meeting, make some new friends and find out more.

Search for Friends of Templemoor on Facebook, or email [templemoorfot@gmail.com](mailto:templemoorfot@gmail.com)

# In and Around the School Grounds

## Parking in and around school

**Do not** bring cars or taxis into Nursery Close when bringing children to or collecting children from school. Parking is **not permitted** within the school grounds. We do allow parents who are Blue Disability Badge holders for either themselves or their child to park for a short period at the beginning and end of the day to collect their children. Please inform the office if you require this space.

We promote that as many children as possible walk to school as the fresh air and exercise on a daily basis gives huge health benefits, helps reduce carbon footprint and is free!

## School Gates and Doors

Please ensure you close doors and bolt gates as you go through them.

## Bikes and Scooters

Bike/scooter storage is provided and children are encouraged to ride/scoot to school. Please make sure that on arrival your child dismounts at the school gate, pushes their bike/scooter along the railed footpath, walk through the gate and park their scooter/bike.

**Please do not let children scoot or ride in the playground at any time, including younger siblings who do not attend the school.**

## Dogs

Dogs are **not** permitted in the school grounds at any time. This is not because we assume that your pets are badly behaved: infant children are unpredictable and sometimes approach animals from behind or make sudden movements/noises which could result in a dog biting. Dogs can be tied up outside of the school playground, however they must be able to be left on their own without getting distressed.

## Smoking

Smoking is prohibited in all areas of the school premises. This includes the use of Electronic cigarettes, E-cigarettes, Personal Vaporizers (PVs) or any other cigarette substitute which may become available.

# The School Office

School office hours are 8.30am until 4pm. Our School Business Manager, Mrs. Beck, and our School Secretary, Mrs. Merryman and Miss McCartney are happy to help. Please help them by:

- sending children to school with everything they need e.g. P.E. kit, book bag etc.
- bringing and collecting your child on time.

## Money/Other Slips

Please send money into school in a clearly marked envelope (please send cheques or correct money). You do not need to hand the money and slips in at the school office.

## Absences

Please let the school office know of any absences before 9.30am.

## Deadlines

Some letters require a reply by a specific deadline. Please make sure that replies are sent before the deadline.

## Communication to Parents/Carers

We aim to become a paperless school, so we try to communicate with parents via emails and texts. Please make sure that we have up-to-date mobile phone numbers and email addresses.

We will send text messages, only for high priority messages. If you want dates/times or any other information please check your newsletters, and if you have misplaced them, please check our school website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).



**Mrs Beck**

**School Business Manager**



**Mrs Merryman**

**Secretary**



**Miss McCartney**

**Secretary**



# Collecting Pupil Information

## **Pupil Data**

Pupil Data is essential for the school's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect pupil information via registration forms at the start of the school year. In addition, when a child joins us from another school, we receive a secure file containing relevant information called a Common Transfer File (CTF). We also ask parents to keep pupil information up to date through SIMS Parent Lite, an online and app service for parents to update information. You will receive invites to register from the school and reminders to update your information regularly throughout the school year. We may also collect information such as consents for trips through online services, such as our school website portal.

## **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule, and how we keep your data safe, please read our Data Protection Policy which is available to view on our school website.

## **Supply of Emergency Contacts from Parents**

In line with 'Keeping Children Safe in Education' parents are required to provide the school with at least 2 emergency contact numbers. These numbers will be confidentially stored as per the GDPR guidelines.



# Equality

At Templemoor Infant and Nursery School we welcome the equality duties placed on schools. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstance.

We are committed to creating a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality in relation to all protected characteristics (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. Our commitment to equality and diversity is a fundamental part of our drive towards continued excellence.

We recognise that equality will only be achieved by the whole school community working together and expect that you will support this fundamental part of our work.



# And Finally...

We hope that you and your child will enjoy your time with us here at Templemoor Nursery. We appreciate the trust you are showing by placing your child in our care. Together we will provide the best education we can to unlock your child's full potential.

You may like to become a school volunteer and work with small groups of children on a range of activities such as cooking, reading, IT activities, gardening and sewing. If you have any special skills you would like to share, please let us know. All parent volunteers need to complete a DBS check which can be arranged by appointment through the school office.

If you require any further information, please speak to any member of the Nursery Team, or visit the school website at [templemoorinfants.co.uk](http://templemoorinfants.co.uk).



# Contact Information

Here is some information about our school which may be useful to you.

## Contact Details

Templemoor Infant and Nursery School  
Nursery Close  
Off Temple Road  
Sale Moor  
M33 2EG

Telephone: 0161 969 1622

Email: [admin@templemoor.trafford.sch.uk](mailto:admin@templemoor.trafford.sch.uk)

Website: [templemoorinfants.co.uk](http://templemoorinfants.co.uk)

## The X Club

Telephone: 07443 468842

Email: [xclub@templemoor.trafford.sch.uk](mailto:xclub@templemoor.trafford.sch.uk)

Other people you need to know are



**Mr Hodgson**  
**Head Teacher**



**Mrs Brown**  
**Deputy Head Teacher**



**Mrs Cundick**  
**EYFS Lead**



**Mrs Drinkwater - SENCO**



**Mrs Davenport - Chair of Governors**



# School Calendar

## 2020 to 2021

### Autumn Term 2020

|               |                              |
|---------------|------------------------------|
| <b>Opens</b>  | Wednesday 2nd September 2020 |
| <b>Closes</b> | Friday 23rd October 2020     |
| <b>Opens</b>  | Tuesday 3rd November 2020    |
| <b>Closes</b> | Friday 18th December 2020    |

### Spring Term 2021

|               |                           |
|---------------|---------------------------|
| <b>Opens</b>  | Monday 4th January 2021   |
| <b>Closes</b> | Friday 12th February 2021 |
| <b>Opens</b>  | Monday 22nd February 2021 |
| <b>Closes</b> | Thursday 1st April 2021   |

### Summer Term 2021

|   |                        |
|---|------------------------|
| <b>Opens</b>                                | Monday 19th April 2021 |
| <b>Bank Holiday Monday (Club is closed)</b> | Monday 3rd May 2021    |
| <b>Closes</b>                               | Friday 28th May 2021   |
| <b>Opens</b>                                | Monday 14th June 2021  |
| <b>Closes</b>                               | Friday 23rd July 2021  |

### Staff Training Days (School will be closed to children)

|                            |
|----------------------------|
| Tuesday 1st September 2020 |
| Monday 2nd November 2020   |
| Monday 21st December 2020  |
| Friday 11th June 2021      |
| Monday 26th July 2021      |