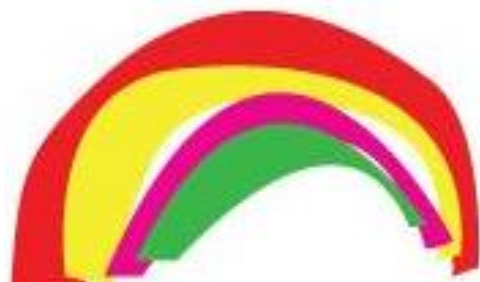


# Thomas Coram Centre and Nursery School

## Handbook for Parents and Carers 2024-2025

Thomas Coram Nursery School  
49 Mecklenburgh Square  
WC1N 2NY



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***Rated 'Outstanding' by Ofsted since 2012- Current***

## **1. Welcome to Thomas Coram Nursery School**

Dear Parent / Carer,

We are delighted that you and your child are joining us! At Thomas Coram, we are committed to giving all children every opportunity to learn and thrive so that they have the best start to their education.

We are also keen that Parents and Carers are actively involved. During your time here, we will invite you to join us in a range of ways so that you can participate in your child's learning and life at Thomas Coram.

We hope that you and your child will be very happy during your time with us and we welcome any contributions and suggestions from you on how best to achieve this.

This handbook is designed to give you as much information as we can about the Nursery School and how it works. Please come and speak to me, our Deputy Head Teacher, Jan, or your child's Key Person if you have any questions.

**Perina Holness**  
*Head Teacher*



The Nursery School is supported and developed by the *Governing Body*. The *Governors* include staff, parents, and people from the local community and national organisations with an interest in the welfare of children. Names and photographs of the *Governors* are displayed outside Reception.

You can get in touch with the *Governors* via the office - we welcome your thoughts and comments! Parents are represented on the *Governing Body* and you will hear from us if a vacancy for a *Parent Governor* arises. We look forward to welcoming you and your child to the wonderful community at Thomas Coram.

**Lucy Razzall** *Chair of Governors*

## 2. Introduction to the Nursery School

### Our History

The campus that the nursery school is situated on has been a special place for children since the middle of the eighteenth century when Captain Coram opened the Foundling Hospital. Built in 1998, the current nursery school is housed within the Coram Community Campus which consists of a range of voluntary and statutory organisations that work together to support children and their families.

At Thomas Coram Nursery School we:

- Provide a safe, secure, stimulating environment which embraces all children and values their race, gender, age, disability, culture, class and religion;
- Value all children as individuals and appreciate their uniqueness;
- Value parents and carers as the primary educators of the child;
- Have high expectations of ourselves and the children;
- Value the wider community as a means of adding to the richness of our curriculum and Nursery school.

### Our Aims

Our work is based on the belief that the early years of a child's life are really important. During the first five years much of children's learning takes place. This is the time when attitudes are shaped, first relationships formed, concepts developed and the foundations for later learning made.

Our aim is to support the learning and development of each individual child and to provide a secure learning environment, which enables children to be:

- Respectful of themselves and others;
- Happy, confident and independent;
- Compassionate and caring;
- Tolerant and patient;
- Curious and creative;
- Appreciative and appreciated.

### **3. The Curriculum and the Importance of Play**

Our approach to supporting children's development is that children learn best through play. Play underpins learning and all aspects of children's development. Through play, children develop language skills, creativity, social and intellectual skills. We encourage children to play indoors and outdoors every day. It is here they practise new ideas and skills, take risks, develop imagination and solve problems on their own or with others. A playful approach to learning builds on children's interests, responds to their ideas for play and builds confidence and resilience to learn.

Young children learn best from experiences and activities which interest them, and which start from their existing knowledge and experience. These should allow them to explore and investigate at their own pace, control their own learning through choice of activities and availability of resources, to set and plan for their own goals and to devise strategies for persevering to completion.

The role that adults have is crucial to provide time, space and appropriate resources. They value play and provide safe but challenging environments that support and extend learning and development.

If you would like more information on the curriculum, based on the government document 'Development Matters 2021', please talk to your child's Key Person. The information here is based on our Curriculum Statement, which can be found on our website (under 'Curriculum') or obtained from Reception.

The Early Years Foundation Stage ('EYFS') curriculum consists of:

#### **1. Communication and Language**

Giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

#### **2. Personal, Social and Emotional Development**

Helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

#### **3. Physical Development**

This involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are helped to understand the importance of physical activity, and to make healthy eating choices.

#### **4. Literacy**

This involves encouraging children to enjoy books and develop early reading and writing skills.

#### **5. Mathematics**

Providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction; and to explore shape, space and measure.

#### **6. Understanding the World**

Supporting children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

#### **7. Expressive Arts and Design**

Enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Further information about the 'EYFS' can be found on the 'Birth to 5 Matters' website.

### **Planning and Assessment**

We plan to provide learning experiences based on observations of children's interests as well as assessment of their needs. Observations of the children and profile books, containing examples of their work are kept as part of our assessment system. Parents are welcome to look at their child's records at any time.

### **Behaviour**

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We encourage the children to respect each other and their environment. Most importantly, we are committed to providing children with the relevant social skills and understanding, to ensure that they are supported to learn key social skills such as turn taking and how to be a good friend. Children are helped to make amends if they hurt or upset another child. They are also supported to learn specific strategies which will help them develop their personal and social skills.

## Special Educational Needs

We want to ensure that all the children have the opportunities they need. Sometimes children have special educational needs, which means that they need additional support and consideration. This may be temporary or long term. We welcome all children and we understand that if your child needs extra help in any aspect of their development that they also have unique strengths and lots to contribute at nursery school.

Our Special Educational Needs Co-Ordinators ('SENCO'), alongside specialist advisers, helps to plan additional support for as long as a child needs it. If you are concerned about any aspect of your child's development, please talk to your child's Key Person or our SENCO, Jan and Kate.

## Organisation

The school is divided into two wings. Our 'Toddler' wing accommodates up to 36 two-year-olds. Our 'Kinder' wing has the capacity of up to 100 three- and four-year-olds. Both wings are subdivided into stimulating activity areas with adjoining rooms for meals, and corresponding outside space with age-appropriate equipment and landscaping.

Attendance options are as follows:

### 1. Toddlers (2 and 3-year-olds)

**Free entitlement for parents ('2 Year Offer')** where the government determines they are entitled to 15 free hours of education per week:

- Monday to Friday (9.30am - 12.30pm), 38 weeks per year
- Monday to Friday (1.30pm - 4.30pm), 38 weeks per year
- Two full days: in order for your child to settle well and have continuity, we offer a minimum of two consecutive days

**Extended Day (fees apply), available:**

- Monday to Friday (8.30am - 5.30pm), 44 weeks per year
- Monday to Friday (8.30am - 5.30pm), 38 weeks per year

### 2. Kinder (3 and 4-year-olds)

These sessions are funded by the government and Camden Council for most families. All children are entitled to 15 hours per week and eligible parents must also apply for either the HMRC or Camden Enhanced offers. Kinder children must attend a minimum of five mornings each week.

### ***Core Day / Term-Time (school year)***

- Monday to Friday (9.30am - 3.30pm), (including lunch; lunch cost may apply), 38 weeks per year
- Monday to Friday (9.30am - 12.30/1.30pm) (1.30 departure includes lunch; lunch cost may apply), 38 weeks per year

### ***Extended Day (fees apply outside of the Core Day)***

- Monday to Friday (8.30am - 5.30pm), 44 weeks per year.

Information about funding and current fees is available from reception and on our website (under 'Parents & Carers'). For eligibility criteria and application form(s) for additional support, visit the 'Help with Childcare Costs' page on HMRC's website and the 'Camden Enhanced Offer' page on Camden's website.

### **Enrichment**

Group music lessons, led by an Early Years music specialist, take place in a multi-use studio between the two wings. A parents' room is available for meetings and workshops, and serves as an informal community hub.

Given our central London location, we are especially keen to instil a sense of wonder and curiosity in the natural world through the 'Forest School' approach to outdoors learning. Kinder children have the opportunity to make a number of visits to our Forest School sessions which are held off-site, a short walk from the nursery.

### **Training ('Inset') Days**

The Nursery School closes for five days a year for staff training and development work. Information on term dates is available from reception and on our website (under 'Parents & Carers').

## **4. Starting at Thomas Coram Nursery School**

### **Key Person**

When your child is offered a place at our nursery school, they will be allocated a 'Key Person' (also referred to as a 'Key Worker'). Your child's Key Person is a qualified and experienced Teacher or Early Years Educator. They work in partnership with parents and carers, keeping them informed of their child's progress and development.

The Key Person begins building a relationship with their key children and their families from the home visit (or new starter meeting at nursery) and is your first point of contact from then on. The other practitioners in the room are known as 'co-workers'. Children build relationships with their co-workers and the other children in the classrooms. This ensures that they always have a well-known member of staff on duty. The team will plan engaging activities and experiences for all the children and assess their progress.

Each child's Key Person will give regular feedback to families at the beginning or end of the day as well as offering termly meetings to discuss each child's progress and respond to parents' questions. We are, of course, happy to hear your views and answer questions at any time.

Your Key Person will welcome you and your child every day. If you would like to speak to them in more detail or in private, please talk to them or call the office, to arrange a convenient time.

On occasion your child's Key Person may be absent due to annual leave, training or sickness. A member of staff who is familiar to the child will assume the Key Person's responsibilities when possible. Agency staff are only used if cover is not available from within the school. All agency staff are carefully vetted by a reputable agency. All staff have been police (DBS) checked and have training in safeguarding procedures. We will always try to let you know who will be your point of contact.

### **Settling-In and Moving On**

The Key Person alongside parents settle new children into their classroom. This usually takes one week and it is important that the parent or another familiar adult is available to support the child during this period. We want to make this transition a positive experience. We will work together with you to make this exciting new journey a happy experience.

When your child is ready to move from Toddlers to Kinder, your Key Person will discuss this process with you. Children make a series of visits to their new class before they transfer to help them get to know their new Key Person. They will then settle into their new class over a period of a week or two with the support of their new and old Key Persons.

On your first day, please bring:

- A photograph of your child's family, if you have one, for their Key group 'special place';
- A change of clothes, with your child's name clearly marked. These should be placed in your child's bag and left on their peg;
- Nappies, wipes and creams, if needed;
- Some fruit or vegetables to share at snack time.

### **Parental Involvement**

We welcome parents' involvement in the work of the Nursery School. There are lots of ways to get involved:

- There are regular meetings between parents and Key Workers to discuss the children and their progress, as well as time to talk at the beginning or end of the day.
- Information on meetings and workshops is available in the reception area and in the Parents' Room. Each term we run a series of workshops about children's learning and development for parents and carers. If you have a particular interest in a topic, please leave a message with the office team and we will try to arrange a relevant workshop.
- Newsletters are regularly sent to parents and carers, via ParentHub - if there are any items you would like to be included, please tell us.
- Come and join us to help us enhance our provision by cooking, reading and sharing your special talents with us.
- Let us know if you are interested in joining the Governing Body, if a vacancy for a Parent Governor arises.
- Please join us on educational visits. We take children in small groups to a range of mainly local places and we also take older children to Forest School and to the Foundling Museum. We rely on parents and carers to come along to make the visits safe and great fun - we can't do it without you!

- Please make sure you can access 'Parent Hub' on a mobile telephone or tablet so you are up to date with everything that is happening.

## 5. Attendance

We have a waiting list for places at the Nursery School. If a child who has a place is not using it fully, we will ask the parents / carers to come in and discuss whether they still need a place. Children really benefit from regular attendance at nursery. Holidays during term time will not be authorised.

It is important that you and your child arrive on time every day. Attendance and punctuality are carefully monitored because poor attendance and lateness can:

- Affect your child's confidence and sense of belonging;
- Your child's ease of access into friendships and activities;
- Distract the teachers from the children and their tasks, as they have to confirm each latecomer in the register;
- Compromise the safety of the children. For example, in the event of a fire, a completed register is essential to ensure everyone has been evacuated from the building.

For further information, please see our Attendance Policy on our website:

<https://www.thomascoram.camden.sch.uk/wp-content/uploads/2022/12/Attendance-Punctuality-Policy-December-2022.pdf>

## Drop Off

Staff carefully plan activities which are based around each child's interests and development:

- Breakfast for extended day children is between 8.30am and 9am- please arrive by 8.40am.
- Children cannot go to their classes before 9.30am as staff are busy setting up the rooms, garden and preparing work.
- The day starts with a social time between 9.30am and 9.40am, so please arrive on time to enable you and your child to share any news and settle your child into their chosen activity. If you arrive after this time, you will be asked to wait until 10.00am. If you arrive after 10.00am you may be asked to return at 1.30pm or the following day.

- If you know your child has a medical appointment, is unwell or an emergency occurs, it is important that you call us (020 7520 0385) on their first day of absence by 9.30am.
- The register is closed at 9.45am to ensure all children's safety. If you arrive after 9.40am without prior agreement, you may be asked to take your child home and return at a given time during the day (i.e. 1.30pm for full-time children).

## Collection

We have a duty of care for your child and so we will only allow your child to leave the school with someone who is named on their background information form and is aged 16 or above. Please make sure your background information form is always up to date by informing the school office of any changes. If you need to arrange collection at short notice, you must telephone us to tell us beforehand the name of the new person who is coming to collect and they must bring a form of ID with their name on it (bank card, driving license etc...).

Children should never be collected between 3.00 and 3.15pm due to key group time. Children who are collected early should only be collected at 2.55pm to cause the least disruption. Parents must notify the school in advance if they wish to collect early. Regular, early collection to attend extra-curricular activities will not be agreed.

To enable staff to plan the next day's activities, it is vital you collect your child between 3.15pm - 3.30pm. If you arrive after this time, your key person will not be available to tell you about your child's day.

If you have an extended day place it is important you arrive to collect your child by 5.30 pm. If you arrive too near to closing time, you may be unable to hear about your child's day.

Many children find it distressing to be left at nursery after their normal collection time. Whilst we will always make sure they are safe, they will not necessarily be with a familiar adult or in their usual room. If you know you are going to be late, please call us so we can reassure your child and let them know what is happening.

## 6. Practical Matters

### Clothing

Please dress your child in practical clothes and safe flat shoes which are easy to run in (no flip flops or sandals without backs please). In the summer, please ensure that they are wearing sun block and their shoulders are covered in sunny weather. Please ensure that clothes are easy to manage - Velcro, elastic waists, tracksuits are ideal. This is especially important when children are toilet training.

It is important that the children have access to all areas of the rooms and garden, and this includes potentially messy materials such as clay, mud, water and paint. We encourage children to wear the aprons provided but not all children comply all the time! We cannot take responsibility for any stains or damage to clothes.

Each child has a peg for their clothes. ALL items of clothing should be clearly marked with your child's name. Please check each day that your child has a supply of named clothes, as well as nappies and wipes if applicable.

Generally, children should not come to school wearing jewellery. If they do, then please ensure that any jewellery is safe and practical and cannot be caught when the children are playing. We cannot take responsibility for any lost items.

### Medication and Illness

- When your child is unwell, they may find it hard to cope with being at nursery and so may need to stay at home until they are feeling better.
- At the first sign of high temperature, rash, vomiting and / or diarrhoea you will be asked to come and collect your child.
- When your child has an infectious disease (eg. chicken pox), they should stay at home as long as advised by your GP. If your child has diarrhoea or vomiting, you will be asked to keep your child at home for 48 hours from the last episode.
- We are sometimes able to give prescribed medication. You will be asked to sign a consent form. In the first instance, please speak to your key person for further advice.

We follow the illness exclusion periods as advised by the Health Protection Agency:

| <b>Illness</b>              | <b>Attendance</b>                                                                |
|-----------------------------|----------------------------------------------------------------------------------|
| Chickenpox                  | Your child must <u>not</u> attend nursery until all spots have crusted over.     |
| Hand, Foot and Mouth        | Your child can attend nursery as usual.                                          |
| Diarrhoea and / or vomiting | Your child must not attend nursery until <b>48 hours</b> after the last episode. |
| Flu (influenza)             | You child can attend nursery when s/he has recovered.                            |

**If your child has a medical appointment or is unwell, it is important that you call (020 7520 0385) or email (admin@thomascoram.camden.sch.uk) before 9.00am on their first day of absence.**

### **Individual Health Care Plan**

All children with specific health or medical needs (e.g. allergies, severe intolerances, or long-term health conditions) that may affect their time at nursery will need an individual health plan completed and signed by a doctor, community nurse or other health professional. If your child has a medical need, please let your Key Person and Jan/ Kate know as soon as they start.

### **Accidents**

In the event of your child having a minor accident (eg. a cut or bruise) we will give basic first aid. If your child needs emergency treatment, we will try to contact you first but, if necessary, the Key Person will take your child to hospital whilst someone continues to contact you. A majority of our staff hold a paediatric first aid certificate.

## Food and Drink

All meals are cooked on the premises offering a wide range of well-balanced meals from a range of cultures. Children sit in small groups with a member of staff and the meal is served at the table. Children are offered all the food and encouraged to try it but we never force a child to eat anything.

- Our menus are nutritional, balanced and meet the needs of all our children. If your child has a confirmed allergy, please inform your Key Person so that the menu can be modified. Water is available throughout the day.
- Please do not give your child food, snacks or treats to bring to nursery in their pockets or bags, as they might share with children who might have life threatening food allergies.
- Please bring some plain rice cakes, vegetables or fruit (1 or 2 pieces a week) for the morning snack.

A sample menu can be seen on our website and is displayed in each room. No pork products or nuts are included in the menu:

<https://www.thomascoram.camden.sch.uk/wp-content/uploads/2023/01/Bi-weekly-menu-January-2023.docx.pdf>

## Educational Visits

We take groups of children to visit the local community (e.g. local shops, Coram's Fields, Foundling Museum) and further afield (e.g. galleries, farms, museums). We ask you to sign a consent form before your child starts and we will notify you when your child is involved in an outing. Each adult is responsible for up to 2 children whenever an outing leaves the campus to ensure health and safety procedures are followed at all times. We always appreciate the help of parents and carers when organising an outing.

## Toys from Home

Personal toys can get lost or broken which often causes distress, so please encourage your child to leave them at home. However, we understand if a new or unsettled child needs to bring a favourite toy to help them settle in, and we will try to take good care of it. Please help us by making sure this, 'Transition object' is small and that your Key Person is aware that your child has brought this item in to support them in feeling secure.

## **Birthdays, Celebrations and Festivals**

Children celebrate their birthday with their key group. As a healthy school, we prefer you to bring some fruit or vegetables to share, rather than cake. Party bags are not allowed. When your child's birthday is coming up, please check with your child's key person if you wish to bring something. Please ensure that there are no nuts or nut products. We enjoy celebrating a wide range of festivals with you. Please talk to your key person if you can help us and would like to get involved.

## **Toilet-Training**

Most children start to learn to use the toilet between 2- and 3-years old. If your 3-year-old is still learning to use the toilet independently, we have strategies in place to support them develop the skills they need, which will help them once they start in Kinder. Please speak to your key person and bring in extra clothing, especially pants and socks, so that we can change your child when required.

## **Photographs**

In line with Camden and our Nursery School's Safeguarding Policy, parents or carers are not allowed to take photographs of other children, without the express permission of the Nursery School and the parent of the child involved. During our special events, parents can take photos of their own children. Our only request is that photos are not put on social media sites or shared via the internet.

## **Mobile Phones**

In line with Camden and our Nursery School's Safeguarding Policy, parents or carers are not allowed to use their mobile phones inside the Nursery School. Please do not take or make calls, send text messages, film or take pictures when you are inside the Nursery building.

## 7. Administrative Matters

### Contact Numbers, Parent Hub app and Email

It is vital that we have up to date contact details for all parents and carers as well as emergency contact numbers for each child. We may need to contact you quickly for a variety of reasons so it is important that you let us know when your contact number changes.

Please tell us if you change your email address or mobile numbers so that we can update your records accordingly.

We ask all parents and carers to download the 'Parent Hub' app and join '@Thomas Coram' so we can keep you up to date with news and information about the school.



*The 'Parent Hub' app is available to download on Apple and Android phones and tablets. To download the app, go to your app store and search for 'Parent Hub'. Once installed, you will be invited to create an account or sign in as a user. If you haven't registered yet, choose 'Create an Account', then add your name.*

*When you are prompted to 'Add a School', type '@ThomasCoram' to join.*

### Changing your Type of Place

If you wish to alter your child's place to a different type of place, please apply in writing to Perina, the Head teacher ([admin@thomascoram.camden.sch.uk](mailto:admin@thomascoram.camden.sch.uk)). Your name will be added to an internal waiting list.

When a vacancy occurs, places will be allocated using the following criteria:

1. Parents in particular need;
2. Parents wishing to change a child's place to match that of a sibling.

## Notice of Leaving

All parents are required to give one month's notice if their child is leaving the Nursery School (other than before their expected transfer to Primary School). Notice should be given in writing to the head teacher. This is to give us time to find a replacement for your child's place and to say a proper farewell to your child.

In addition to the mandatory four week notice period, if a child wishes to leave the nursery in the final half-term of the academic year (between May half-term and the summer break) then the minimum notice period will be the remainder of term OR four weeks, whichever is greater

i.e - if notification is received by the school on 8<sup>th</sup> June 2023 then the notice period would run until 21<sup>st</sup> July 2023, the final day of the academic year. This would result in a notice period of 6 weeks.

## Funding & Fees

As funding is paid directly to Early Years providers, you will not need to make any payment for the agreed funded hours of early education. On applying for a place, we will confirm the actual hours and weeks your child can access which will be funded, and details of any additional hours where fees will apply. Charges for additional hours will be billed at the start of each term based on your child's proposed weekly attendance pattern.

Fees are calculated according to household income. You will need to provide evidence of this. If your child is in Kinder, you will be required to apply for assessment through HMRC or Camden to ascertain your entitlement to the additional 15 hours per week. For more information, please speak with the reception staff.

Fees are payable in advance. The fees are still payable when your child is sick or on holiday. You can pay by standing order, BACS, cheques or cash. A four-week non-refundable deposit is required when your child starts at the Nursery. The four-week deposit will not be returned if you decide you no longer want the place prior to your child starting; however, it can be used to pay the final month of your child's fees.

## Lunch Money

The 15 or 30 government funded hours must be able to be accessed free of charge to parents however government funding is not intended to cover the costs of meals. We therefore ask families who are not entitled to Free School meals to pay for your child's meal.

## **Car Parking and Walking to Nursery**

There is no on-site car parking for Nursery families. For your safety and that of your children, please do not walk through the car park. Please follow the footpath to access the Nursery School. Camden operates a 'Walk to School' policy and we strongly encourage families to walk with their children.

## **Buggies, Scooters, and Bikes**

We do not have room to store buggies, bikes, or scooters inside so please leave them outside by the front door. Please do not leave food in parked buggies as this attracts squirrels, and do not obstruct doorways.

We strongly recommend you buy a lockable chain as we cannot be responsible for any losses. There are bicycle racks on the campus where buggies/ bikes can be locked up - please ask at Reception for directions.

## **Transferring to Primary School**

In Camden, children usually transfer to the reception class at primary school in the September following their 4th birthday. For example, children born between 1st September 2019 and 31st August 2020 will start Reception in September 2024. To find out more about admission to primary school in Camden, visit the 'Primary Admissions' page on Camden's website.

Schools usually have one admission per year. Most children finish at Thomas Coram at the end of the summer term before they start Reception in the autumn term. Please tell us when your child has been offered a primary school place. We like to take children on visits to their new school beforehand, as this helps them to settle. We also send a record outlining your child's achievements at Nursery to their new school, with your agreement.

## 8. Safeguarding Children

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed on our website.

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 ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Perina Holness (Headteacher). Our Deputy Designated Safeguarding Leads are Jan Stillaway (Deputy Headteacher) and Marcia Fraser (Team Leader). The Governor with responsibility for safeguarding in our school is Sue Parry Davies (please see the Governors' notice board for more information).

**The Camden Multi-Agency Safeguarding Hub (MASH) can be contacted on:  
020 7974 3317 (office hours) / 020 7974 4444 (out of office hours)**

Please note that only staff members are allowed to go into the children's bathrooms. If you need to change your own child for any reason, please contact Reception or speak to a member of staff and they will offer to find you a place to do so.

For the safety of your children, parents are reminded to always hand over your child to a member of staff before leaving the premises. Please ensure that you do not leave the doors open when you arrive or leave. This is to avoid the possibility of other children leaving their areas without adult supervision.

### School Visitors

We often have visitors who are interested in our work and may provide a valuable additional resource for children's education. These visitors are international or UK based. Sometimes they wish to take photographs of our children's work or our children working, if you do not wish your child to be photographed, please tell us and sign the appropriate section of the form in your Welcome Pack.

The school is committed to providing training opportunities for students such as speech and language therapy, music/ art therapy and trainee teachers. We are part of the Camden Primary Partnership Teaching School Alliance and are the lead school for Camden's 'Early Years Hub'. We sometimes have volunteers supporting key persons.

## Concerns and Complaints

If you have concerns about anything that has happened at Nursery School at any time, please always tell us. In the first instance the best person to talk to is usually your child's Key Person. If you are still unhappy, please talk to the Head Teacher or Deputy Head Teacher.

A copy of our complaints procedure is available on our website (under 'Policies'). If the problem or concern is still unresolved, it will be referred to the Governing Body and finally to Camden Local Education Authority or Ofsted at the address below:

Ofsted  
Complaints & Legal Team  
33 Kingsway  
London  
WC2B 6SE

If you feel you are experiencing conflict with another parent, please always come and speak to us.

Equally, please do not speak to another parent about their child's behaviour in front of the child or in public. We always ask that you share your concern with either your Key Person or a member of the Senior Leadership Team first so that we can actively listen to both perspectives, try to understand the root cause of the conflict, and work collaboratively to find a solution that addresses everyone's concerns.

## **Thomas Coram Centre and Nursery School Staff**

### **Senior Leadership Team**

Headteacher - Perina Holness, BA (Hons), PGCE, NPQH

Deputy Headteachers/SENDco - Jan Stillaway, PGCE, MA (Early Childhood Studies),

National Award for SEN co-ordination

Kate Nicolson, PGCE, MA (Education - SEND)

### **Team Leaders**

Nicole Montier, PGCE

*Team Leader - 'Kinder' (3- and 4-year-olds)*

*Peri Mustafa*

*Team Leader - 'Kinder' (3- and 4-year-olds)*

Marcia Fraser, NVQ3, PLA Cert. 1, 2

*Team Leader - 'Toddlers' (2-year-olds)*

Amisha Patel, BA (Hons), NNEB

*Team Leader - 'Toddlers' (2--year-olds)*

### **Early Years Educators**

Ben Agbaimoni, BA (Ed), NVQ

Emily Brooks, BA (Hons) EYPP

Daisy Tuvey, CACHE Diploma Level 3

Joanna Feeley, NNEB (Forest School)

Sasha Flanore, CACHE Diploma Level 3

Kimberley Grimsditch, BA (Hons), EYTS

Lisa Rawlings, NNEB

Chloe Reid, NVQ3

Kerry Stocking, BA (Hons) Early Childhood, NNEB

Remi Tayo, NNEB

Maria Connolly NVQ3

Lucia Connor, NVQ3

Shara Haji-Rashid, NVQ3

Pamela Witcher, NVQ3

Roberto Duran, NVQ3

### **SEN Nursery Assistants / Learning Support Assistants / Midday Supervisors**

Zahura Akter, NVQ3

Syeda Alam, NVQ3

Anna Correia, Forest School ('Natural Thinkers')

Meena D'amore, NVQ3, CACHE Level 3 Diploma

Sheetal Herman

Shirley Lagos Guzman

Catherine Cornford

Julie Chung

Alema Khatum

Shamima Rahman

Roushanara Chowdhury, CACHE Level 3 Diploma

Donna Walmsley

Jannah Shahid

Maisha Khan

Mukta Begum

Hasna Begum

Eliza Greenslade

Malachi Annon-Nicolson

Samantha Hawkins

### **Music Specialist**

Finn Chatwyn-Ros, PGCE (Early Years)

### **Administrative Staff**

Manoj Patel

*School Business Manager*

Philomena White,

*Administrative Officer*

### **Housekeeping and Kitchen Staff**

Leah Clarke, Food Hygiene Certificate

*Cook*

Lucia Dembo

*Kitchen Assistant*

Tracey Stewart, Food Hygiene Certificate

*Kitchen Assistant*

Olabisi Yusuff

*Housekeeper*

Junior Superbi

*SSO*