



Thomas Coram Nursery School

**Handbook for Parents and
Carers**

2019- 2020

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Website: www.thomascoram.camden.sch.uk

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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 school and how it works.

Please come and speak to me, our deputy head teacher, Jan, or your child's key worker if you have any questions.

**Best wishes,
Perina Holness, Head Teacher**

Governing Body

The work of the Nursery school is supported and developed by our Governing Body. This consists of representatives of all those who have an interest in the Nursery school. For example: parents, staff, Coram (our landlord and partner), the local authority and Kids (charity supporting disabled children and their families). The Governing Body can be contacted via our office and welcome your thoughts, comments and offers of help. We are always keen to include parents to our Governing Body- please speak to Perina, Jan, Lisa or Amisha if you are interested in getting involved.

**Best wishes,
Tegan Morrison, Chair of Governors**

Introduction

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. The current nursery school was built in 1998. You can visit Coram or The Foundling Museum to find out more about our history.

At Thomas Coram 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

About the Nursery School

Organisation

There are 2 wings (Moses and Lamb Wing) with a nursery class and toddler class:

- There are places for children between the ages of 2 and 3 years in the Toddler rooms in each wing.
- There is a Kindergarten room in each wing for children aged 3 and 4 years old.
- **Professional Training**-The nursery school closes for five days per year for staff training and Nursery school development work.
- **Creche** -There is a weekly staff meeting every Wednesday at 3.30pm. In order to enable as many key workers to attend these important meetings as possible, there are a small number of crèche places available for Wednesday 3.30- 5.30pm. If you would like to be considered for a place, please contact Reception.

Todders (2 years old)

2 Year Offer (Free entitlement for parents, where the government determine they are entitled to 15 free hours of education per week)

- Monday to Friday (9.30am - 12.30am) -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 (3.30pm on Wednesdays), 46 weeks per year
- Monday to Friday-8.30am - 5.30pm, 38 weeks per year

Kindergarten (3 & 4 years)

Core Day/Term-Time (school year) 38 weeks per year. Monday to Friday- 9.30am - 3.30pm or Monday to Friday-9.30am -12.30/1.30pm (including lunch-lunch cost may apply). These sessions are funded by the government and Camden Council for most families.

Extended Day (fees apply outside of the core day):

- Monday to Friday 8.30am-5.30pm (3.30pm on Wednesdays), 46 weeks per year
- Information on current fees dinner money charges, and term dates is available from reception and on our website.

Starting at Thomas Coram

What is a Key Person?

When your child is offered a place at our Nursery School they will be allocated a key person. Your child's key person is a qualified, experienced Teacher or Early Years Educator whose role is to accept responsibility for the education and welfare of your child. They work in partnership with parents and carers, keeping them informed of progress and development through monitoring and record keeping. The key person begins building a relationship with key children and their families from the home visit and is your first point of contact from then on.

The other staff in the room are known as co-workers. Children build relationships with their co-workers and the other children in their base room and across the school. This ensures that they always have a well-known member of staff on duty.

Each child's key person will have regular meetings with parents 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.

Key persons are in their base wing every morning to welcome children and parents. If you would like to speak to your key person in more detail or in private, please call the office, or talk to your key person 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.

Settling-In and Moving On

The key person alongside parents settle new children into their classroom. This may take up to two weeks 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 rooms or key groups within the school your key person will discuss this process with you. Children make a series of visits to their new room before they transfer to help them get to know their new key person. They will then settle into their new room over a period of a week or 2 weeks with the support of their parents and new and old key person.

On your first day, please bring:

- a photograph of your child for their peg (or we can take one)
- a change of clothes, which should be placed in your child's bag and left on their peg.
- nappies 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 and there are lots of ways to get involved:

- There are regular meetings between parents and key workers to discuss the children and their progress.
- 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.
- We produce regular newsletters which we also email to you. If there are any items you would like included, please tell us.
- Come and join us to help us enhance our provision by cooking, reading and sharing your special talents with us.

Attendance

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

Holidays during term time will not be authorised.

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.
- All children with core day places are welcome to arrive between 9.20am and 9.30am and wait at the reception area until 9.30am.

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 at this time to enable you and your child to share any news.
- Please arrive on time every day. If you arrive after 9.40am you will be asked to wait until 9.55am to avoid disrupting the other children's key group time.
- 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.
- The register is closed at 9.55am and to ensure children's safety. If you arrive after 9.55am without prior agreement, you may be asked to take your child home and return at given time during the day (ie 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 starting form and is aged 16 or above. 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.

Children who are new sometimes benefit from a shorter day. If you need to collect your child early from nursery so that you can collect their older brother or sister from school, please let us know. 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 2.50pm to cause the least disruption.** Parents must notify the school in advance if they wish to collect early. Regular, early collection to attend extra curriculum 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. If you arrive close to our 5.30pm 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.

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 should be 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 do 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.**

Generally, the 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.

Please check each day to ensure your child has:

- a change of named clothes, which should be placed in your child's bag and left on their peg. Please regularly check your supply of nappies and creams.

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.
- We are sometimes able to give prescribed medication. You will be asked to sign a parental consent form. In the first instance, please speak to your key person for further advice.
- When your child has an infectious disease (e.g. 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 follow the illness exclusion periods as advised by the Health Protection Agency.
- If your child has a medical appointment or is unwell, it is important that you call us(020 7520 0385) on their first day of absence.

Individual Health Care Plan

All children with specific health or medical needs (e.g., allergies, severe intolerances) that will impact on their time at nursery will need an individual health plan completed and signed by a doctor, community nurse or other health professional.

Accidents

In the event of your child having a minor accident (e.g. 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 there are religious/ethical or medical reasons (such as allergies), why aspects of the menu are not suitable then an alternative will be provided. Milk or water is available throughout the day.

We ask parents to bring some plain rice cakes, vegetables or fruit (1 or 2 pieces a week) for the morning snack.

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.

No pork or nuts are included in the menu.

Please let us know if your child has any allergies.

A sample menu can be seen on our website and is displayed in each room.

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 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 when organising an outing.

Toys from Home

Personal toys can get lost or broken which often causes distress to the child so please encourage your child to leave them at home. We do understand however if a new or unsettled child needed to bring a favourite toy to help them settle in and we will try to take good care of it.

Buggies, Scooters and Bikes

We do not have room to store buggies, bikes, scooters etc. inside so we ask you to leave them outside by the front door. We strongly recommend you buy a lockable chain as we cannot be responsible for any losses.

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. 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 as and when the need is 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 expressed permission of the Nursery school or the parent of the child involved.** During our special nursery school events, parents can take photos of their own children. Our only request is that photos taken are not put on social media sites.

Mobile Phones

In line with Camden and our Nursery school's Safeguarding Policy, Parents or Carers are **NOT ALLOWED to use their mobile phones whiles in the nursery school. Please do not take or make calls, send text messages, film or take pictures when you are on the premises of the nursery.**

The Curriculum and the Importance of Play

Introduction

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, they 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, please talk to your key person. The information here is based on our Curriculum Statement. If you would like a copy please ask at Reception or have a look on our website.

The Early Years Foundation Stage Curriculum consists of:

- **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.
- **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.
- **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 choices in relation to food.

- **Literacy**
This involves encouraging children to enjoy books and develop early reading and writing skills.
- **Mathematics**
Providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.
- **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.
- **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, roleplay, and design and technology.

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 encourage the children to respect each other and their environment. Children are helped to make amends if they hurt or upset another child.

Special educational needs

We want to ensure that all the children have the opportunities they need. Sometimes children have special needs, which means that they need additional support and consideration. This may be temporary or long term. Our Special Educational Need Co-Ordinator (SENDCo) alongside specialist advisers help us to plan additional support for as long as the child needs it. If you are concerned about any aspect of your child's development and wish to talk to us, please tell your key person and they will make an appointment to meet with you and our SENDCo.

We are keen to include physically disabled children and will make the necessary arrangements to include all children.

Administrative Matters

Contact Numbers, Text messaging and Email

It is vital that we have up to date contact numbers 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.

We contact Parents and Carers by sending text messaging to inform you of events within the nursery school and the locality. **Equally, if both parents would like to receive regular text messages, please inform reception.** Please remember to tell us when you change your email address or mobile numbers so that we can update your records accordingly.

We also use email addresses to contact you with additional information and newsletter updates. If you do not have an email address, then please let us know that paper copies of letters are made available.

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). 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 and before their expected transfer to primary school. Notice should be given in writing. This is to give us time to find a replacement for your child's place.

Fees

The fee you pay is calculated according to your household income. You will need to provide evidence of this.

If your child is in Kinder you will be required to apply for an 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 payable when your child is sick or on holiday, and on bank holidays. You can pay by standing order, cheques, cash, or by telephone banking. A four-week non-refundable deposit is required when your child starts nursery. The four-week deposit will not be returned if you decide you no longer want the place prior to your child starting.

Lunch Money

Dinner money is payable by all children in Kindergarten. The cost is £2.40 for each day your child attends during the school term (38 weeks per year). If you are in receipt of Income Support or Job-seekers allowance you might not have to pay. Please fill in a free school meals form available at Reception.

Car Parking and Walking to Nursery

We have a scooter, bike and buggy park. Please note this is used at your own risk and you may prefer to use a lock to keep your items safe.

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, instead 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.

Transferring to Primary School

In Camden children transfer to reception class in primary schools, in the September following their 4th birthday. Example - children born between 1st September 2014 and 31st August 2015 will start reception class in September 2019.

All schools now have one admission per year. Most children finish at Thomas Coram at the end of the summer term before they start reception class in primary school (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 we find that this helps them to settle. We also send a record outlining your child's achievements in nursery to their new school.

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 (Head teacher). Our Deputy Designated Safeguarding Leads are Jan Stillaway (Deputy Head teacher) and Marcia Frazer (Team Leader). The Governor with responsibility for safeguarding in our school is Tegan Morrison (Chair of Governors).

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

Please note: Only staff members are allowed to go into the children's bathroom. If you need to change your own child for any reason, please 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.

Concerns and Complaints

If you have any concerns about the Nursery school at any time, please 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. 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

*A copy of our complaints procedure is available at reception and on our website.

Staff List

(See front cover for school contact details)

Senior Leadership Team

Perina Holness
Head of Nursery school
BA (Hons) PGCE NPQH

Jan Stillaway
Deputy Head Teacher
PGCE
MA (Early Childhood Studies)

Team Leaders

Lamb Wing
Sarah Warren
PGCE- Teacher
BA Hons Early Childhood Studies
MA Early Years Education
National Award for SEN
Co-ordination

Moses Wing
Nicole Montier
PGCE- Teacher

Marcia Fraser
Team leader
NVQ3, PLA Cert.1 , 2 Tutor

Jennifer Stewart - Byfield
Team Leader
NNEB

Early Years Educators

Kimberley Grimsditch
BA(HONS) EYTS

Chloe Reid
NVQ3

Ben Agbaimoni
NVQ3, BA(Ed)

Amisha Patel
NNEB BAHons

Lisa Rawlings
NNEB, Health and
Community Care

Annesa Peara
NNEB, B.Ed
B.Ed Hons Early

Remi Tayo
NNEB

Joanna Feeley
NNEB, Forest School

Kerry Lucraft
NNEB
BA Hons Early Childhood

Kim Yates
NVQ 3

Eunice McKenzie
NVQ2/3 NNEB

Sharon Caffrey
BA Hons Ed, NVQ3

Sasha Flanore
CACHE Diploma Lvl 3

Nursery / Learning Support Assistants

Zahura Akter
NVQ3

Syeda Alam
NVQ3

Jannat Shahid
BA (Hons)

Music Specialist

Finn Chatwyn-Ros PGCE, (Early Years music specialist)

Midday Supervisors

Meena Damore
CACHE lvi 3 NVQ3

Anna Correia
Forest school (Natural
Thinkers)

Reception and Office

Albert D'Lima

School's Business Manager
CSMB level 4

Diana Kiyingi

Administrative Officer
*Diploma in School Business
Management*

Housekeeping and Kitchen Staff

Tracey Stewart

*Kitchen Assist. Food
Hygiene Certificate*

Leah Clarke

*Cook Food Hygiene
Certificate*

Olabisi Yusuff

House Keeper

Lucia Dembo

Kitchen Assistant

Training and Staff Development

It is the policy of the Nursery school that all staff are encouraged to develop and extend their own skills. Sometimes this training is available within the school and other courses are taken at local colleges or Camden's education department.

Training Days (Inset days)

This is a time for the whole staff team to meet together and to plan and develop the work within the Nursery school. There are 5 days (Inset days) per year when the Nursery is closed.

Students

The Nursery school is committed to providing training opportunities for students from a range of backgrounds such as speech and language therapy, music and art therapy, NVQ, PGCE. We are part of the Camden Primary Partnership Teaching School Alliance. We are the joint-lead school for Camden's Early Years Hub. We sometimes have volunteers supporting key persons.

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.

Other Services

The nursery is part of the **Coram Community Campus** and part of the **Camden Primary**

Partnership Teaching School Alliance. The campus consists of a range of voluntary and statutory organisations who work together to support children and their families.

Other sources of information;

- ask your child's key person for advice
- ask in the school office
- school newsletters, displayed at the nursery entrance
- school policy and other information is available on the Thomas Coram website
<https://www.thomascoram.camden.sch.uk>

Key policies include: Thomas Coram Complaints procedures; Thomas Coram Healthy Centre Policy; Thomas Coram Curriculum statement; Thomas Coram Safeguarding and Child Protection Policy.

Thomas Coram Donation Fund Account

This donation account helps us to buy special items or organise additional events for the children.

We ask for a suggested termly donation of **£5.00** (or roughly 50p per week) from each family but please free to donate more or less!

We thank you in advance for your much appreciated support!

Donations can be made in cash or via bank transfer:

We will have a box in the office for your cash donations.

Bank details- **Account number 61745468/Sort code 40-06-07**

Many thanks for your support!