

Nursery Parent Handbook

**Welcome Pakeman nursery!**

We would like to warmly welcome you and your child to Pakeman Primary School. We hope that you will find the information in this pack useful to you. If you have any questions please do not hesitate to contact a member of staff.

**Pakeman nursery team**

 

**Tegan Havens**

Class Teacher

EYFS Team Leader

**Janet Kaizik**

Nursery Nurse

Cover Supervisor

 

**Vana Manaj**

Teaching Assistant

**Julie Saunders**

Nursery Nurse



**Session Times**

Morning Session – 9am - 12pm

Afternoon Session – 12.30pm - 3.30pm

Full Day – 9am (includes lunch) - 3.30pm

**Is my child entitled to a full-time place?**

The government introduced the 30 hour free childcare entitlement in September 2017. This means your child is now only entitled to a full-time place if you meet the following criteria:

* *Your child is either 3 or 4 years old*
* *Both parents must be working - or the sole parent is working in a lone parent family*
* *Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage*
* *Each parent must have an annual income of less than £100,000*

If you meet ALL of the above criteria and believe your child is entitled to a full-time place, please speak to the school office for more information.

**Home visits**

The settling in process begins with a home visit. This gives staff a chance to meet with you and your child in a setting where your child is confident and happy. It enables us to meet with you 1:1 and is a time for sharing information and building relationships between home and school.

Home visits last approximately 15 minutes and during this time we will talk with you and your child about your child’s interests and any important information that we need to know to help us plan for your child’s learning.

We carry out home visits at the beginning of September. You will receive a letter in the post over the summer informing you of the date and time of the visit.

If you are unable to meet at the time we provide, please contact the school. Our telephone number is 0207 607 2575.



**Settling-in**

All children new to the nursery will complete a settling-in period. This is for the benefit of your child and helps ensure they settle-in well.

*Please see your start date letter for details on when your child will start and the times and dates of their settling-in period.*

Please note that if we feel a child needs longer to settle-in we will adapt these times to meet the child’s needs.

**Dropping off your child**

When dropping your child off in the morning please use the nursery playground entrance (this is accessed via the main school playground). Please avoid using the hall entrance as it is not possible to have a member of staff at both doors and it is not safe to have an unsupervised door being opened and closed when there are children in the nursery.

If your child attends the afternoon session you will enter via the main school entrance/office and come in via the hall entrance door.

**Picking your child up**

We ask all parents to make sure that they are prompt in collecting their children at both 12pm and 3.30pm.

If your child attends the morning session you will enter via the main school entrance/office and come in via the hall entrance door.

If your child attends the afternoon session or is full-time they will be collected via the nursery playground entrance (this is accessed via the main school playground).

Children can only be collected by an adult or older sibling over the age of 14 who is known to the staff. Therefore, could you please ensure that the staff know if anyone other than yourself is going to collect your child, e.g. friend, grandparent.



**Attendance and punctuality**

It is very important that your child is on time and attends school every day unless they are too ill to do so. Good attendance enables your child to fully settle into nursery and reach their full potential.

All lateness/attendance is recorded and monitored by the school and the Education Welfare Officer.

**Absences**

Please ring the school office by 9.30am if you know your child is going to be absent (0207 607 2575) and bring in a note with your child on their first day back.

Authorisation for absence will not be given for outings, shopping trips or family visits. Holidays should be taken during the school breaks and not during term time. In exceptional circumstances permission may be sought from the headteacher and every case will be treated individually.

Medical appointments should be made out of school hours if at all possible. If your child has to see a doctor or dentist in school time they should attend school for as much of the day as possible. It is not permitted to take a whole day off school for a medical appointment unless the appointment lasts all day.

**Parent Contact Details**

It is vital that we have accurate telephone numbers for you in case we need to contact you. Please make sure that we have these and that you update us with any changes as necessary.

**School Uniform**

It is expected that children wear the correct school uniform. Pakeman uniform is available daily from the school office. Please make sure that clothing is marked with your child’s name! Nursery children are expected to wear:

* navy blue Pakeman polo t-shirt
* navy blue Pakeman sweatshirt jumper
* black or grey skirt or trousers (nursery children are allowed to wear tracksuit bottoms)
* black or grey tights or socks
* appropriate footwear – trainers are fine, but no flip flops or shoes that are dangerous to run around in
* In the summer term black or grey shorts can be worn or a blue and white gingham dress



* Pakeman book bag

**Jewellery**

For safety reasons children are not permitted to wear jewellery at school. Plain stud earrings are allowed.

**What to bring to nursery**

* Pakeman book bag (available in school office)
* Spare set of clothes (these can be kept in a bag on your child’s peg and should be replaced if used)

All items that are brought in must be CLEARLY NAMED. We can not be responsible for items that are lost or damaged.

**Snack**

We will provide your child with a healthy choice of snacks, milk and water. These will be offered mid-morning and in the afternoon after lunch. Drinking water is available for your child within the classroom.

**Lunch**

Children who attend all day will have a school lunch. If you would like to provide your child with a packed lunch please ensure it does **not** contain any nuts, chocolate, full-fat crisps (baked/low fat options are allowed), sweets or fizzy drinks.



**Cooking Money**

In order to be able to carry out regular cooking activities we ask for a contribution of £2 per half-term for each child. You will receive text reminders when it is due. Please hand cooking money to a member of the nursery staff.

**Keeping up to date**

***Newsletter***

Each week you will receive a school newsletter. This will include news, updates and important dates so it important that you read it.

***School Website***

The school website is an excellent way to keep up to date with current topics and links and get information on ideas for how you can support learning at home.

***Class email address***

Each of the EYFS classes has their own email address. This is to enable parents and carers to share exciting news and photos. You may be asked at different points in the year to send some photos so that your child can share them with their classmates at news time.

**Contact details**

Pakeman Primary School

Hornsey Road

London

N7 6DU

Tel: 020 7607 2575

Fax: 020 7609 8147

Website: [www.pakemanprimary.co.uk](http://www.pakemanprimary.co.uk)

Email: admin@pakeman.islington.sch.uk