

Nursery School Parent Handbook 2017 - 2018



HULL COLLEGIATE SCHOOL

Independent Education 3 – 18 Years

Dear Parents,

It gives me great pleasure to welcome you and your child to the Hull Collegiate Prep School Nursery.

Here, in purpose built classrooms surrounded by large impressive grounds, we offer your child the opportunity to achieve high standards within our carefully planned Curriculum.

Our aim is to pursue academic excellence, develop broad interests, excite curiosity and prepare children for life-long learning and work. Our small classes foster a constructive relationship between teacher and pupils.

We are proud to be able to cater for your child's educational needs during this important stage in their development.

I am sure all our children will enjoy and benefit from their time in our Foundation Stage Department.

A handwritten signature in black ink, appearing to read 'A Kell', written in a cursive style.

Yours sincerely

Mrs A Kell

Head of Hull Collegiate Prep School

HULL COLLEGIATE PREP SCHOOL

Our Aims

Hull Collegiate Prep School is a place in which children are happy and confident enough to take advantage of their opportunities. We aim to give our children the individual care and attention they need to develop their skills and talents fully.

In a changing world we strive to create a learning environment which enables our children to be adaptable and resilient, capable of using their abilities in many ways, ready for anything and afraid of nothing.

The school's Christian ethos is central to our desire to develop young people who are tolerant, courteous, kind and unselfish; people with a strong sense of personal and social responsibility.

At all times we strive for excellence, both academically and personally. High standards will be celebrated and all achievement will be encouraged and rewarded.

United Learning

Hull Collegiate School is a member of United Learning, a leading education charity which currently operates a family of over 50 independent schools and academies across the UK. United Learning offers the stability of an organisation with a long-term commitment to education in this country and the experience to run successful schools. As a member of the United Learning family, Hull Collegiate School shares the objective of bringing out 'the best in everyone', enabling each pupil to become a balanced, happy and articulate person with the intellectual freedom to be creative; confidence to initiate; flexibility to respond to challenge, change and adversity; compassion to serve others; spirit to enjoy life; integrity to be trustworthy; and motivation to have a lifelong love of learning.

The Company Officers are:

President	The Rt Rev & Rt Hon the Lord Carey of Clifton
Chairman	Mrs Angela Crowe
Group Chief Executive	Mr Jon Coles

**HULL COLLEGIATE PREP SCHOOL
NURSERY STAFF**

Head of Hull Collegiate School	Mrs R Glover
Head of Prep School	Mrs A Kell
Assistant Head of Prep School	Mrs C Smith
Foundation Stage Coordinator	Mrs J Maltby
Nursery Teacher	Mrs T Escreet
Deputy Nursery Managers	Mrs J Taylor Mrs C Hardy
Nursery Nurses	Mrs A Haworth Mrs K Rogers Miss R Stopper Miss D Porter

Welcome to the Nursery

Thank you for choosing Hull Collegiate Prep School Nursery for your child's first experience of school. At Hull Collegiate School we believe that the education of very young children should be universally recognised for its concern with the most important foundation years and that the education of these children is vital for their all-round development, happiness and potential.

At Hull Collegiate Prep School Nursery we ensure that our children feel secure and valued. We build on positive relationships with our parents in order to work effectively with them and their children. We work together with our parents in an atmosphere of mutual respect within which their child will have security and confidence. Each child's nursery experience will build on what they already know and can do. No child will be excluded or disadvantaged because of ethnicity, culture or religion, family background, special educational needs, gender or ability.

We provide for all our children to have enjoyable, rich and stimulating experiences in well planned and well organised environments so that they can explore, experiment, plan and make decisions for themselves, thus enabling them to learn, develop and make good progress.

This year will see some substantial changes taking place in the Nursery area, including a complete re-building of the outdoor area and a remodelling of the Nursery toilets.

We look forward to helping your child to experience all that our Nursery and Foundation Stage Department has to offer.

A handwritten signature in black ink, reading "Janet Maltby". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Janet Maltby
Foundation Stage Coordinator

Terms and Conditions

Age range

Children may attend Hull Collegiate Prep School Nursery from the beginning of the term in which their third birthday falls (September if their birthday is on or before 31 December, January if it is on or before 31 March or April if it is on or before 31 August), continuing through the year in which they turn 4. They will move on into the Reception classes in the September of the year in which they will turn 5.

Sessions and rates

Opening hours are from 7.30am to 6.00pm Monday to Friday, with the option of full time (closed over Christmas to New Year and Bank Holidays) or term time only attendance.

Options for morning, afternoon, long afternoon, school day and full day sessions are available.

Early Years Funding Options through the 15 hours Free Early Years Entitlements for children aged between 3 and 5 years are also available. Nursery children of 3 and above may also be entitled to up to 30 hours Government funding.

Please contact the Registrar, Mrs McEwan, Tel: +44(0)1482 657016 or email: enquiries@hullcollegiateschool.co.uk for further details, options and fee structures.

Notice of Withdrawal or reduction in sessions

One term's notice must be given in writing to the school, as indicated by the terms and conditions already issued to you. Fees in lieu of notice will be charged should withdrawal take place without the agreed term's notice.

Absences

There will be no refund for absences. Full fees are charged for all bank holidays. Any holidays taken during usual times of attendance are charged for at the standard rate, other than two weeks holiday per annum which is offered in accrual free of charge for full time pupils only.

Day to Day Procedures

Entry to both Nursery classes from 7.30am onwards is via the main Nursery door. All children must be brought in and collected by an adult. Each Nursery year group has a home base room with Key Workers who will make your child feel safe and secure as they part with you at the beginning of the day. Once our children have settled they will have opportunities to participate in a wide range of activities which take place around the varied environment of the Nursery unit, in the wider school community, in the school gymnasium, with its specialised climbing and gymnastic equipment, and out in the beautiful school grounds.

Please collect your child at the end of their session via the main Nursery door. If your child is being collected by an adult other than a parent, please inform us. Children with older siblings in the school may use our Late Stayers facility.

Most children settle into our comforting environment very quickly. If you have any worries, please feel free to ring the school at any time: Prep School on 01482 652172 or the Nursery on 01482 579112. We also want your child to be happy and settled and will ring you if we are at all concerned about their wellbeing.

Meals and Refreshments

Lunches: Lunchtime is from 11.30am to 12.30pm, when all our children have the opportunity to stay for a tasty cooked lunch consisting of a main course and a cooked pudding, yogurt or fruit. All dietary needs can be catered for. Our school caterers provide a carefully thought-out nutritious menu for our children, and often come up with ingenious ways of introducing new vegetables! We do recommend that all children stay for lunch. Through experience we have found that the children's social skills, table manners and food preferences improve when they stay. They are encouraged to use a fork for the main course, eventually using a knife as well, and a spoon for the dessert. Lunches take place in the main school Refectory within a specially designated Foundation Stage lunch area.

Breakfasts and teas: For those of our children attending an early morning or evening session, breakfast is served between 7.30am and 8.00am and tea between 4.45pm and 5.30pm.

Refreshments: All our Nursery children are provided with a mid-morning and afternoon drink of water or milk and a small healthy snack. Drinking water is also available throughout the day. Please do not send any food, drink or sweets in to Nursery for your child. If they are celebrating a birthday, please feel free to help them share this exciting experience with their friends at Nursery by sending in buns, biscuits or cakes if you wish, but please include a list of ingredients and ensure that they are "nut free". Please speak to a member of the Nursery staff if you have any queries or concerns regarding this.

Nursery Uniform:

Girls

HCS Nursery polo shirt with school badge (available from HCS Uniform shop)

HCS Nursery sweatshirt with school badge (available from HCS Uniform shop)

Navy skirt or pinafore dress (Navy trousers/leggings optional in inclement weather)

Navy socks/tights (winter wear) *

White socks in summer*

Optional summer wear: Navy and white collared dress (available from HCS uniform shop or local stores)

Black shoes/footwear appropriate to current weather conditions

Black plimsolls

Navy legionnaire-style sunhat

Navy waterproof trousers

Boys

HCS Nursery polo shirt with school badge (available from HCS Uniform shop)
HCS Nursery sweatshirt with school badge (available from HCS Uniform shop)
Grey trousers/shorts (optional grey joggers where required for ease of toilet training)
Grey socks
Black shoes/footwear appropriate to current weather conditions
Black plimsolls
Navy legionnaire-style sunhat (available from HCS Uniform shop)
Navy waterproof trousers

Our Nursery uniform items of monogrammed polo shirts and sweatshirts and summer wear dresses are available from the School Uniform shop (please check the school website to confirm opening hours), you can also order by email at uniform.shop@hullcollegiateschool.co.uk or order on-line through the school website (the "Information/School Uniform" tabs can be located on the HCS homepage).

Robust shoes which protect all parts of the feet are essential. They should be simple for your child to take off and put on again and should not be able to slip off or become entangled with equipment during activities. Fashion boots, open-toed sandals, high heeled shoes and crocs are not appropriate for the above reasons. Please ensure that your child has a bag containing a change of clothes in Nursery at all times. In addition, they will need a pair of plimsolls, preferably with Velcro fastening, and a pair of wellingtons. **All items of clothing should be clearly named to avoid confusion over ownership.**

Health and Safety

The school First Aiders and Nursery staff look after the first aid needs of our children. Each area has access to first aid equipment and all Nursery injuries are recorded by the school, with details sent home to inform the child's parents. The school First Aiders and numerous members of staff hold up to date paediatric first aid qualifications. Minor ailments will be dealt with by the school First Aiders, teacher or Key Worker; however, any major problems will be reported to parents immediately.

The school reserves the right to take a child to hospital in an emergency.

Fire drills are carried out each term.

Illness

If your child is unable to attend school, we would appreciate a message via the Prep School Office. Tel: 01482 652172.

We request that children stay at home for 48 hours after a bout of sickness/diarrhoea and for the first few days of any course of antibiotics or other medication. Any medication which needs to be taken during nursery hours must be handed to Mrs Escreet or the Deputy Nursery Manager and signed for in person.

Children should not be sent to school unless they are healthy enough to go outside to play. Please inform your child's key worker if they have any contagious disease or head lice. Please notify us of any special health or dietary needs.

Learning and development in Hull Collegiate School Nursery:

THE FOUNDATION STAGE CURRICULUM

Personal, Social and Emotional Development

Successful personal, social and emotional development is critical for very young children in all aspects of their lives and gives them the best opportunity for success in all other areas of learning.

The main aim of our department is to provide a warm and caring environment where children feel safe, secure and able to trust the adults who work with them. Children develop a sense of belonging and can learn to develop as confident, independent individuals.

Our children are given the opportunity to work individually and in small and large groups. They are encouraged to learn about the importance of friendships, to take turns and to share fairly. Circle time activities, when small groups gather together, help our children to express their opinions and to be respectful to the opinions of others. They are taught about different cultures and religious events and are encouraged to be sensitive to the needs and beliefs of others.

Our children are encouraged to develop a sense of right and wrong. Staff consistently use encouragement and praise to promote good behaviour and use firm but fair discipline if necessary. Throughout the Foundation Stage the children's concentration span is extended with longer activities. Our children are encouraged to be independent in dressing, putting on shoes and wellingtons, and in their personal hygiene. They are also encouraged to experiment in their learning, to be independent in selecting activities and resources and to tidy up afterwards.

Physical Development

Physical development in the Foundation Stage is about improving skills of coordination, control, manipulation and movement. It also has two other very important aspects. It helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active. Our children are encouraged to develop their gross motor skills by using large and small equipment in the gymnasium or outside. They learn how to balance, climb and handle equipment, to develop control, co-ordination, an awareness of space and to move in safety. Music and movement sessions also encourage our children to move confidently and with imagination.

Fine motor skills are developed using a range of tools and equipment through creative activities, the use of scissors, jigsaws, simple wood work, construction toys and bead threading.

Communication and Language

Successful communication and language depend on learning and being competent in a number of key skills, together with having the confidence, opportunity, encouragement, support and disposition to use them. Our children are given many opportunities to develop their language skills. They are introduced to songs, nursery rhymes, stories and poems and are encouraged to have a love of books. There are many opportunities for them to develop their talking and listening skills through discussions about their experiences and the world around them. Each class is a word-rich environment with role play activities, puppet shows, book corners and many more experiences to encourage all children to be proficient communicators, readers and recorders of our language.

Literacy

Our children are given numerous opportunities to develop their reading skills through being exposed to books and texts on an on-going basis and will be able to borrow books from our libraries on a weekly basis. They are introduced to phonics through the Read Write Inc scheme and often start to word build and to read and write while still in the Nursery. The children are taught the correct pencil grip and their fine motor skills are developed through a variety of activities. They are encouraged to mark make using finger painting, chalk, whiteboards and all kinds of pens and pencils. They learn to make legible letters, to write their own name and then to begin to form different words and phrases.

Mathematics

Numeracy, reasoning and problem solving skills depend on becoming confident and competent in learning and linking ideas.

Our children's mathematical skills and language are developed by many practical activities. They become aware of matching, sorting, counting, ordering, pattern-making and sequencing using a wide variety of objects. Learning through play and drama is very important so we listen to, join in with and act out many number rhymes, songs and stories.

Our children are encouraged to recognise, count and order numbers. As they progress through the department they learn early recording skills such as pictorial representation and tallying, and are introduced to a range of strategies for early addition and subtraction. They are encouraged to see mathematics in the environment, to recognise shapes and to be aware of comparative vocabulary, quantity and measure.

Understanding the World

In this area of learning, children are developing the crucial knowledge, skills and understanding that help them to make sense of the world. This forms the foundation for later work in science, history, geography and ICT.

Learning throughout the department is based on topics which are carefully selected to stimulate children's interests and knowledge. Work on the seasons is ongoing throughout the year and our children can observe change and continuity in the wonderful grounds around our school. The immediate area offers many opportunities for learning about birds, minibeasts, trees and plants. Our children are encouraged to talk about their families and to recall events outside the department. They are encouraged to have a positive attitude to experimentation, to question why things happen and to ask open ended questions, thereby developing problem solving skills. Our children have access to the computers within each room, learning how to use the mouse and whiteboard pen and to recognise the icons and tools within a range of programs. During the year trips and visits are organised which are usually connected to our topics. These may include visits from people with different cultures and also professionals such as vets, nurses and the fire service.

Expressive Arts and Design

Creativity is fundamental to successful learning. Being creative enables children to make connections between one area of learning and another and so extend their understanding. This area of learning includes art, music, dance, role play and imaginative play.

Our children are given the opportunity to select from and experiment with a wide range of media, materials and equipment to produce 2D and 3D small and large pieces of work. They are encouraged to use their senses to explore different textures, colours, strengths, flexibility, tastes and sounds. Many role play scenarios are set up to encourage the children's imaginations. Stories, poems and songs also play a very important part in this development.

Ways you can help us

- Please teach your children how to put their feet into their shoes and boots with as little help from you as possible.
- Please encourage them to go to the toilet independently and to wash their hands afterwards.
- Encourage them to hold a pencil, a paintbrush and scissors correctly.
- Playing simple games e.g. snap, jigsaws, lotto and dominoes.
- Please count everything: the stairs, how many cups on the table etc.
- Sing nursery rhymes, read stories; encourage your child to recognise colours and shapes.
- When writing words for your child please use lower case letters except when capital letters are necessary e.g. London.

- Please help your child to write their full name, using a capital followed by correctly formed lower case letters.
- Enjoy exploring and investigating with your child as much as possible.
- Encourage them to ask questions about anything and everything.
- Help them to understand that making mistakes is a very valuable part of learning.
- Ensure they get a good night's sleep.
- If you have any problems, please contact a member of staff.

PARENTS AS PARTNERS

An effective partnership between teachers and parents has a positive impact on a child's development and learning. We aim to have a constant two-way flow of information, knowledge and expertise. The following features will play an important role in achieving a partnership with our parents:

- Respect and understanding for the role parents play in a child's education.
- The experiences of the child's past and future are recognised and encouraged.
- Our staff listen to, learn and address parents' concerns, offering the time and opportunity for discussion at the beginning and end of the day.
- Settling in arrangements allow for a happy and secure feeling in a new environment, building a knowledge of each child's circumstances, interests, skills and needs. Our policy of shared communication invites parents into the Nursery and therefore helps to eradicate any problems or concerns.
- Parents are encouraged to inform us immediately of anything that is upsetting or worrying their child, either in school or at home. e.g. worries about playtime, a pet dying, a parent away from home or any illnesses.
- Parents are welcome and valued via involvement, through invitations to school events and giving talks in the classroom.
- Opportunities to incorporate the knowledge and expertise of family members in order to support our learning programme through involvement with themed activities and events
- Many means to inform parents about the curriculum through information meetings and literature provided on The Foundation Stage, Nursery routines, long term plans, the library, notice boards and regular letters to parents.
- Regular discussions on each child's progress via day to day meetings, opportunities for formal parents' consultations and termly reports, on-going records of achievement, Learning Journey evidence folders and documentation.
- Encouragement of relevant learning and playing activities at home to support our programme: reading activities, letter formation, jigsaws, counting, playing games e.g. dominoes, lotto and snap, promotion of independence skills e.g. putting on coats, shoes, washing hands, using the toilet, carrying out simple instructions, tidying away. Similarly, home experiences used in the classroom: - shared experiences of celebrations, topics, visits, religions etc.

Ways to Contact Us

School address:	Hull Collegiate School Tranby Croft Anlaby HU10 7EH
School phone number:	01482 657016
Registrar, Mrs McEwan:	01482 657016, Email enquiries@hullcollegiateschool.co.uk
Prep School office:	01482 652172 Email Hull.Admin@hullcollegiateschool.co.uk
Nursery phone number:	01482 579112
Foundation Stage Coordinator, Mrs J Maltby	Email Janet.Maltby@hullcollegiateschool.co.uk
Nursery Teacher, Mrs T Escreet	Email Tracy.Escreet@hullcollegiateschool.co.uk
Deputy Nursery Managers, Mrs J Taylor Mrs C Hardy	Email Jackie.Taylor@hullcollegiateschool.co.uk Email Chloe.Hardy@hullcollegiateschool.co.uk

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