



WELCOME TO
NURSERY

Starting School
at Claycots

Welcome to Claycots School Nursery and thank you for choosing our school.

At Claycots we are passionate about Early Years and ensuring that children have the very best start to their school life so that they are able to fulfill their potential later on. We believe that every child can make progress if they are given the right support.

All children learn more in the period from birth to five years old than at any other time in their lives and during the Nursery year you will see your child develop quickly in all areas - academically, socially and emotionally. We aim to provide a secure and nurturing environment where children can flourish, gain independence and confidence and learn new skills.

Claycots is a good school with an enormous amount of potential to improve further and a positive staff team who are committed to ensuring that outcomes for our children are the best that they can be. This is a really exciting time for our school as we look forward to the future.

This booklet should provide you with some of the essential information that you will need before your child starts with us. However, should you have any questions please do not hesitate to contact the school using the contact details provided at the end of this booklet.

We look forward to welcoming you and your child in September!

Our School Values

At Claycots, we have four core school values. These values underpin our approach to learning, the way we treat one another and provide an environment that can prepare our children to be confident, happy individuals ready to make a positive contribution to society when they leave us.

Curiosity

Kindness

Respect

Integrity

We expect our whole school community to uphold these values and to work together to ensure that the needs of the children are at the heart of everything we do.

The School Day

Being on time

Nursery timings are as follows:

All Day Session	8.30am to 3.30pm (30 hour entitlement plus an additional hour, which is chargeable at £7.00)
All Day Session	9.00am to 3.00pm (30 hour entitlement)
Morning Session	8.30am to 11.30am
Afternoon Session	12.30pm to 3.30pm

If your child is late before register closes, they have missed the opportunity to say hello to and play with friends. They are likely to feel unsettled and embarrassed as they start morning lessons.

If your child is late after register closes, this counts as an unauthorised absence and will show on your child's attendance record.

The habit of good punctuality at school will help your child throughout their education and into adult life and the workplace:

5 minutes late each day = 3 days lost over a year
10 minutes late each day = 6.5 days lost over a year
15 minutes late each day = 10 days lost over a year
20 minutes late each day = 13 days lost over a year

30 Hours Childcare

When all parents in the household are working for 16 or more hours per week, nursery aged children will be entitled to 30 hours free childcare. This means that a child can attend both morning and afternoon sessions each day. Children will receive a school lunch at a cost of £2.30 per day.

To claim this funding, you must apply for your eligibility code by the end of the month **before** a new term starts. For example, for a child starting nursery in September, you must apply by **31st August**. Your child cannot start their additional sessions until you have provided your eligibility code, and it has been checked.

Parents who are not eligible for 30 hours free childcare but would like their child to attend all day can pay for an additional session at a cost of £7.00 per hour. This includes a school lunch.

Regular attendance

Regular attendance is vital for your child to make good progress academically and socially. We expect all children to come into school every day. If attendance is a concern for any reason, the school will establish close links between home and school. Parents have a responsibility to ensure that their child receives an adequate full-time education, and we ask that parents work closely with the school to ensure that this happens.

If your child is ill, please ring the school office at 8:00am and leave a message on the school's answer machine providing your child's name, class, and reason for absence. Please note that if you do not report your child absent, this will be recorded as an unauthorised absence. Children who have 5 days or more unauthorised absences over a 10-week period, and are statutory school age, will receive a fines warning from the Local Authority.

In line with our safeguarding procedures, the Attendance Manager and Family Support team may carry out a home visit if your child has been absent for 3 days.

The school does not authorise leave of absence, under any circumstances. All leave of absence will be recorded as unauthorised. Parents who take their children away during term time for 5 days or more will receive a penalty notice by the Local Authority if their child is of statutory school age.

Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Where the threshold is met for a third time within those 3 years, alternative action will be taken.
- Once 3 years has lapsed since the first penalty notice was issued a further penalty notice can be issued.

School Uniform

In Nursery, school uniform is optional. If you do choose uniform for your child, the requirements are as follows:

White shirt, blouse or polo-shirt
School tie (non-compulsory)
Grey trousers or a grey skirt or dress
Green jumper or cardigan
White or grey socks or tights
Black school shoes – no boots or trainers

In the summer, children may choose to wear grey shorts or a green check dress.

If you wish to purchase branded uniform, this can be purchased through School Days Direct either via the website
[http://www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk) or directly from the shop

School Days Direct Ltd
20A Buckingham Avenue
Slough Trading Estate
Slough
SL1 4QA

Tel (01628) 665353
info@schooldaysdirect.co.uk
www.schooldaysdirect.co.uk

****PLEASE MAKE SURE THAT ALL UNIFORM IS CLEARLY NAMED,
INLCUDING SOCKS AND SHOES *****

Hair

Please help your child to keep their hair neat and tidy by tying or clipping it back if it is long.

Jewellery

Please do not allow your child to wear, or bring, items of jewellery to school. If your child has pierced ears, only studs may be worn. We cannot take responsibility for any loss or damage to jewellery worn or brought to school by children.

Spare clothes

Please help prepare your child for starting at Nursery by encouraging them to be independent with toileting. Nursery staff are happy to support you with the toilet training process and if you have any concerns about your child please speak to their teacher.

We fully understand that accidents can and do occur and we ask that you send in spare clothes in a named bag so we can change children if necessary.

Security

At Claycots children come first. Their safety is our priority. The headteacher, staff and governors are aware of their responsibility to ensure that all members of the Claycots community feel safe and secure when they are on the premises.

To ensure security, the school operates the following systems:

- All visitors must report to reception upon arriving. This includes parental enquires. Parents must not enter school via classrooms and doors other than the main reception area.
- All visitors must wear a visitor lanyard all times. Staff are aware of their responsibility to question anyone who appears to have no authorisation to be on the school premises.
- We will not allow children to leave the school with adults whom we are not expecting. If a parent has arranged for someone else to collect their child, the school must be informed.

Concerns

We hope that you will find a warm welcome at Claycots School but are always here to help with any questions or problems that arise. If you wish to raise any concerns, we ask that you speak to your child's teacher in the first instance. If this does not resolve the situation you will be referred to the Year Leader and following this, if necessary, a member of the Senior Leadership Team.

School Meals

The school is proud of its school lunch service and is confident that it provides nutritious and tasty meals. Children who attend Nursery full time will be provided with a school lunch each day. From Reception to Year 2 we will provide all children with a free lunch each day. The school does not allow children in these year groups to bring in a lunchbox, including Nursery.

Please see the school's website for our 3-week menu. If your child has an allergy or you are concerned in any way, please contact the school's Catering Manager who will be able to work with you and your child to make lunchtimes a success.

Children in Years 3 to 6 only, will be permitted to bring in a healthy packed lunch.

Drinks

Water or milk is provided throughout the day for nursery children.

The Nursery Year

In Nursery children follow the Early Years Foundation Stage curriculum. Children develop independence and a love of learning through a combination of structured play and adult led activities. By being curious and exploring children make links between their learning and therefore develop their knowledge, skills and understanding across all areas of development.

In Nursery, we start to teach children phonics and early reading and writing - you can find out more about this in the Autumn Term parent information meeting.

Children are able to move freely around the Nursery provision for some parts of the session. During this time, they can take part in activities of their choosing. We match the play and resources to individual needs and interests, so it is purposeful. This allows children to extend their learning and explore their ideas in all areas of the curriculum.

The learning environment is arranged to provide an orderly, calm and stimulating space in which children can independently find, use and return the resources they require.

Outside Play

All the children go outside as part of our learning. This is just as important as indoor play. The children go outside every day and so we encourage parents to send in a waterproof coat and wellington boots for those rainy days we often experience! If we are lucky to have sun, they will need sun cream applied before coming into school and a named sun hat.

House system

When your child starts Claycots they will become a member of a house team. The house teams are:

- Cox: **Blue**
- Yousuf: **Yellow**
- Attenborough: **Green**
- Rashford: **Red**

Arbor Parent Portal/App

Claycots School uses Arbor Parent Portal (both website and the Arbor Parent App) and the associated communication tools included with Arbor as the primary way to communicate with parents. As a large school, we use email and in-app messages (not to be confused with text messages) to communicate with parents. The Arbor Portal/App is also essential for providing admission details, updating your child's and your emergency contact details, booking clubs and trips, consenting to trips and paying for all school-related purchases.

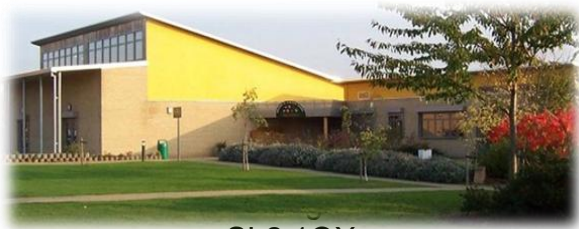
As part of your induction to Claycots School, when your child starts Nursery, you will soon receive an email asking you to sign up to the Arbor Parent Portal/App. For further details on how to use the parent portal, please follow this link:

[Parent Portal – Arbor](#)

Please ensure once you receive this email that you sign up, log in and provide all requested details in a timely fashion to ensure your application proceeds efficiently. This login will remain valid for the time your child is at Claycots School.

A final note

We hope your child enjoys their time at Claycots and hope that this has helped to answer some of your questions. If you have anything you would like to ask or discuss, do not hesitate to contact our Nursery staff. We have an open-door policy and are committed to working together with our families to give each and every child the best possible start to their education.



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