



## **Welcome to Dorchester Primary School**

Information for Parents and Children New to Nursery

Academic Year 2024/25

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## ABOUT US

At Dorchester Primary School we start with a recognition that children only get one childhood; it should be filled with happy memories. It should be a time when children develop healthy habits to protect their long term physical and mental wellbeing, and a time to build friendships that last a lifetime. We make sure that our children are recognised as individuals, know that they are cared for and understand the valuable contribution they make to our school and wider community. Our aim is that they leave us as happy, healthy, confident and well-rounded young people, ready to face the joys and challenges of their future lives.

## OUR VALUES

These values underpin all we do at school. We teach children about the importance of these values both in the way they learn and the way they treat other people.



We use our values to encourage our children to be fantastic citizens and to develop a Growth Mindset – that is to understand that making mistakes is all part of learning and helping them to understand that the more they learn, the more they will be able to learn.



### TIPS FOR STARTING NURSERY

We recognise that the learning process begins long before children start school. Your role as a parent/carer is key to this process.

As the start of school approaches for your child, there are ways in which you can help to prepare your child to make their entry to school a comfortable and happy time.

Here are a few suggestions:

- Be positive with your child when you talk about starting nursery; try to 'put away' any anxiety or fears you may have in the presence of your child.
- Get to know some other children and parents who will be starting nursery at the same time.
- Look through your child's 'How can my family help me to get ready for nursery?' booklet with them, discussing what it will be like and what they might do when they are at nursery.
- Encourage them to practise getting dressed themselves, trying on their school uniform and coat. Practise doing up buttons and zips on cardigans and coats; putting coats on is especially useful for those winter outdoor learning sessions.
- Help your child to recognise their name on clothing by looking at the letter shapes. You could play a memory game by encouraging them to put the letters of their name in the correct order.
- Read, read, read – read books, share stories and nursery rhymes, sing songs together.

#### Useful to note:

When children first start Nursery they often do not want to discuss what they have done when they get home. This is quite typical as starting a new routine and being in new situations with new people can be quite physically and mentally exhausting. Your child may want to go to bed earlier than usual during the first few weeks of starting Nursery.

Rather than asking your child, 'What did you do at Nursery today?', try these questions to help them to discuss their day – you are much more likely to get a positive response.

- Who did you play with at Nursery today?
- What was the best thing you learnt today?
- What was your class story about today?
- Did your teacher do anything silly today?
- Did anyone get caught picking their nose today?



### SETTLING IN

To encourage a smooth transition into Nursery we provide a staggered entry programme which allows the children to gradually adjust to their new surroundings and enables the adults working with them to begin to get to know them better. The transition dates for your child are given in your personalised letter included in this pack.

DATE	ARRANGEMENTS
Wednesday 17 <sup>th</sup> July	<b>Come and Play session</b> – an opportunity for you and your child to meet the Nursery staff including their key worker, to play with some of their new classmates and have lots of fun. You will be given an allocated time slot in your child’s personalised letter.
Tuesday 3 <sup>rd</sup> to Friday 6 <sup>th</sup> September.	<b>Home Visit-</b> The home visit is an opportunity for your child’s key worker to come and visit you and your child in your home. It is an opportunity for us to see your child within the environment where they are most comfortable and it gives you the opportunity to tell us all about your child. You will be given an allocated time slot in your child’s personalised letter and your visit will be for about 10 to 15 minutes within this allotted time.
Week commencing Monday 9 <sup>th</sup> September	Children attend Nursery in small groups at their designated <b>‘Settling Session.’</b> The session will last for one hour and 15 minutes. Parents are invited to stay for some of this session but we encourage you to leave your child for part of it. Your child should be left for the full hour and 15 minutes by Friday 15 <sup>th</sup> September.
Week commencing Monday 16 <sup>th</sup> September	Your child starts Nursery for their <b>full sessions.</b> Morning Nursery starts at 8.30am and finishes at 11.30am. Afternoon Nursery starts at 12.15pm and finishes at 3.15pm. Children who are attending Full Time start at 8.30am and finish at 3.15pm.

#### How you can support your child with settling in to Nursery

For some children, parting from their parents can be a worrying time – and this can be equally so for some parents parting from their child. One of our ‘top tips’ is to create a simple parting routine with your child and practise this with them before you arrive at Nursery so they know what to expect when it is time for you to leave, for example, a cuddle and a reassuring phrase like ‘See you at home time’.

We understand that every child is unique and is at a different point in their development. We will gladly discuss what works best to settle your child if they become unduly distressed. Children who are distressed when they are dropped at Nursery are, most often, completely happy within a minute or so of their parent or carer leaving. Should your child remain distressed for a prolonged period of time after you leave we will, of course, contact you.





At the end of the day we will not hand over your child to anyone other than the named adult/s you identify in your admission forms. If your child is being picked up by a different adult, you must arrange this with your child's class teacher at drop off; in an emergency you can telephone the school office during the day to let them know about any changes to your normal arrangements. If you wish an older sibling at school to collect your child, you need to confirm this via a signed consent letter.

### **Caring about Our Community**

We ask you to walk, scoot or cycle to school if at all possible. If you do need to drive to school, please park a little way away from Dorchester Road and walk the last stretch. This not only gives the children some exercise, fresh air and a chance to chat to you in the mornings, it also means traffic is less congested outside school, there is less air pollution and so it is safer for our children. We are blessed to have our wonderful Lollipop Lady, Yippy, to help children and families to cross Dorchester Road safely.



Yippy also takes charge of our preloved uniform sales – you can pick up spare uniform cheaply from her rails. They are out every morning if the weather is fine.



## THE NURSERY CURRICULUM

The Nursery Curriculum is based on the three prime areas and four specific areas of learning as outlined in the [Early Years Foundation Statutory Framework for School-based Providers](#), published by the Department for Education (DfE). In Nursery a huge emphasis is placed on the Prime Areas of Learning as these lay the foundations for all the other areas of learning.

	Area of Learning	Aspects
Prime Areas of Learning	Communication and Language	<ul style="list-style-type: none"> <li>• Listening, attention and understanding</li> <li>• Speaking</li> </ul>
	Physical Development	<ul style="list-style-type: none"> <li>• Gross Motor Skills</li> <li>• Fine Motor Skills</li> </ul>
	Personal, Social and Emotional Development	<ul style="list-style-type: none"> <li>• Self-Regulation</li> <li>• Managing Self</li> <li>• Building Relationships</li> </ul>
Specific Areas of Learning	Literacy	<ul style="list-style-type: none"> <li>• Comprehension</li> <li>• Word Reading</li> <li>• Writing</li> </ul>
	Mathematics	<ul style="list-style-type: none"> <li>• Number</li> <li>• Numerical Patterns</li> </ul>
	Understanding the World	<ul style="list-style-type: none"> <li>• Past and Present</li> <li>• People, Culture and Communities</li> <li>• The Natural World</li> </ul>
	Expressive Arts and Design	<ul style="list-style-type: none"> <li>• Creating with Materials</li> <li>• Being Imaginative and Expressive</li> </ul>





### Play-based learning



Our children learn in lots of different ways throughout the day, all as valuable as each other. Our children access the curriculum through a range of play-based activities. These are carefully balanced between activities which are adult-led and those that are initiated by the children themselves. We follow the children's interests whenever possible, as we know children acquire knowledge and skills more readily when the topic or subject matter interests them.

Children receive a variety of small-group focused sessions across the week. These included high-quality phonics, mathematics and attention building sessions which we refer to as 'carpet sessions'. They will have opportunities to practise the skills they have learned in the activities we plan for them during independent or supported child initiated learning, which we refer to as 'play and learn' sessions. During these sessions, children choose from a range of planned activities in the indoor or outdoor areas, or develop their own self-initiated activities. Our practice is centred around three key characteristics of effective teaching and learning. We support and encourage children to:

- play and explore by engaging in planned, purposeful play to investigate and experience things for themselves
- engage in active learning by 'having a go' and developing the perseverance and resilience to work through difficulties they experience and to
- create and think critically to develop their own ideas, make links between ideas and develop strategies for doing things.

The learning in the curriculum is largely based on the children's interests and key texts which are covered over the course of the year. Their learning links closely with the whole school curriculum and introduces children to the Enquiry Question approach that is used throughout the rest of the school. We keep parent and carers informed about what the children have learned and what they will be learning via our weekly 'Peek of the Week', which is published every Friday. It includes lots of photographs so that you can discuss the learning activities with your child.







## **WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

We value the input of our parents and carers and seek to work together, in partnership with you, to meet your child's needs more effectively and provide them with the highest quality education and care. This will ensure that during their time with us, in Nursery and beyond, they are safe, happy and successful.

Each morning, Nursery staff will be available for you to pass on quick messages or ask questions. If you need to discuss a personal matter or speak to us at length, you can make an appointment to see us at a more conducive time. Please feel free to email Annabel (Nursery Class Teacher and EYFS Lead) using the email address [aglover13@suttonmail.org](mailto:aglover13@suttonmail.org) you can also email our school office on [office@dorchesterprimary.com](mailto:office@dorchesterprimary.com).

### **Family Learning Workshops**

You will be provided with dates for family learning events. These sessions are aimed at helping you, as parents and carers, to understand the teaching strategies we use in nursery. These same strategies can then be used at home to create a home learning environment which supports and continues the work of the school.

### **Early Bird Sessions**

You will be provided with dates for family Early bird sessions throughout the year. These sessions are at the beginning or end of the Nursery day and provide you with opportunities to come and complete activities with your child. Each session will focus on a specific area of the curriculum and you will be provided with lots of ideas for activities that you can do at home to support your child's learning.

### **Live Lessons**

You will be provided with dates for live lessons throughout the year. These sessions enable you to come and join your child and see how they are taught Phonics or Maths.

### **Parent Consultations**

These are held over two evenings during the autumn term and during the spring term. You will be notified of the dates and they will be included in our online calendar. You will be asked to select a 10 minute time slot that is convenient to you to meet with your child's class teacher.

These meetings provide an opportunity to discuss your child's learning and progress with their class teacher, and find out about their next steps.

### **End of Year Report**

At the end of the summer term you will receive a written report which will give details of your child's progress and attainment across the Nursery year.



## How you can help us?

### **Stay Up To Date**

Please make sure you read the weekly newsletter, the Peek of the Week and any other information sent to parents and carers via the School Gateway App. Return forms promptly. Keep your diary up to date so your child doesn't miss out on school events. Schools are busy places with lots going on so it is good to keep on top of it.

### **Join your Class WhatsApp Group**

We have a volunteer in each class to organise a class WhatsApp group. These can be used as reminders for special events/Mufti (non uniform) Days etc. They can also be used for communication between parents about, for example, lost property. Whilst these are run by parents and are outside the remit of the school, we ask that you reflect our school values when using the group, and are respectful and responsible. Remember that if you are concerned about anything you should speak to your child's class teacher rather than post on social media – then we can address your concerns in a timely manner.

### **Bring us your Recycled Materials**

We love junk modelling in Early Years. We welcome items such as clean milk bottle tops, yoghurt pots, cardboard rolls from kitchen roll, small cereal boxes, egg boxes, small cardboard trays, cardboard packaging sleeves and newspaper. We also love dressing up clothes – including safe 'real' things that you don't want any more like adult handbags, hats, shirts etc. If in doubt, ask us before you chuck it out!

### **Parent Volunteers**

We welcome parent help throughout the year – either to support with changing reading books or with particular activities such as sewing, woodwork etc, or to help on school trips. We will send you more information about this once all the children have settled into school as we have found that having parents in the classroom in the early weeks can be upsetting for some children.

### **Respect Our Learning Areas**

Our outdoor area is a learning area, just as the classrooms are. Please do not allow younger siblings to play in the outdoor area while you wait for your Nursery child. Your support with this is much appreciated.



## FOOD AND DRINK AT SCHOOL

### Lunchtimes

Children who are attending Nursery all day will need to bring their own packed lunch with them. We are a healthy school so please consider this when packing your child's lunch. We are also a nut free school so please do not send in any foods that may contain traces of nuts as these can make other children very ill. For safety reasons we also ask that if you are sending in grapes these need to be cut in half so that they are not a choking hazard.

### Snacks

A piece of fruit and a carton of milk are provided free of charge each day. This is usually one of apples, bananas, pears and 'easy-peel' satsumas, although when they are in season we are sometimes sent sugar snap peas, tomatoes and strawberries. If your child can be a bit fussy about what they eat you may wish to provide a piece of fruit you know they will eat. This needs to be provided in a named container and be ready for your child to eat (peeled, cut up etc if they won't be able to manage it themselves otherwise).

The children may have fruit from supervised self-service snack areas in the Nursery throughout the day.

### Water

It is important that children drink plenty of water throughout the day to keep hydrated and healthy. The children should bring a named Dorchester School water bottle with them every day – these are available to buy from the school office; their first one will be given to them at the 'Home Visit' Session on the 19<sup>th</sup> July. These can be refilled in school as needed but need to be taken home each afternoon for washing.

As a healthy school, children may only bring plain water in their water bottle. This is the healthiest option for them and if everybody only has water the children soon become used to drinking it, even if they are used to other drinks at home.





## ILLNESS AND INJURIES

### **Medical Needs and Allergies**

It is vital that we have up-to-date information about your child's medical needs or allergies. You will be asked to provide this information on your admissions forms, but if anything changes please inform the school office immediately.

### **Illness**

If your child is unwell and cannot come to school please phone or email the school office so we can record their absence properly in the school register.

If anyone in your household presents with symptoms of Coronavirus (Covid-19) please follow the NHS guidelines in place at the time regarding self-isolation and seeking medical advice. Please call to inform the office of the situation as soon as possible.

Should your child suffer from sickness or diarrhoea, please inform the school office via telephone and keep your child at home for 48 hours after the last bout of sickness or diarrhoea. This is in line with NHS guidance to limit the spread of infection.

### **Injuries**

Schools are busy places and inevitably children can suffer, usually minor, injuries during their school day. We have trained first aiders in school who we can call upon if needed. If your child suffers a minor injury we will let you know when you collect your child.

For more serious injuries we will contact you on one of the contact numbers you have provided to inform you about what has happened. We will advise you as to whether we think your child is well enough to stay at school or whether they should be collected and taken for medical advice.

If we deem an injury or illness to require urgent medical attention we will call paramedics immediately. If a parent or carer cannot get to us in time a member of staff who is known to the child will accompany them to hospital and wait with them until a parent or carer arrives.

It is important that you provide the school with up-to-date contact information. If your contact details change please inform the office immediately.



## MEDICATION

If your child requires prescribed medicines whilst at school, or needs regular painkillers, you must complete a consent form, available from the school office, to provide details of dosage/timings etc. An adult must bring medication into the school office; children must not bring medicines of any kind into school.

First Aid kits are carried on any occasion when the class is off-site, such as on school trips. Medication such as asthma inhalers or Epi-pens will be taken from the school office on trips and visits and will be returned to the office on the child's return to school. Such medication may also be moved to different areas of the school site as required – eg. taken to the field during PE lessons. At other times medication will be stored in the office in a secure medicine cabinet. Please ensure all medication is clearly labelled with the child's name and written instructions about its use.

Staff are trained to recognise when a child may require use of their asthma inhaler and we will always ask the child first before administering the required dose. We also advise that, if your child has asthma, you discuss with them what they need to do to let an adult know when they might require their inhaler.

Children with serious medical conditions may need an individual care plan which will be discussed and set up in consultation with parents and medical professionals when needed.







## WRAP AROUND CARE



We provide a Breakfast and After School Club to support working parents. Breakfast Club opens at 7:30am and runs until school begins. We provide a choice of healthy breakfast cereals, yoghurts, fruit and wholemeal toast for children to select from for their breakfast. You can also send your child to the club after 8:00am if they do not require breakfast, for a lower fee.

After School Club runs from the end of the school day until 6:30pm. Children are provided with a substantial snack and will engage in a range of activities including indoor and outdoor play.

Places at these clubs can be booked via the school website.





## POSITIVE RELATIONSHIPS AND BEHAVIOUR

At Dorchester Primary School we have high expectations for children's attitude and conduct.

Our values of Respect, Responsibility, Self-Belief, Curiosity, Creativity, Perseverance and Belonging provide the standards by which all members of the school community interact with each other, and provide the framework that supports the children in following our school rules of being Ready, Respectful and Safe.



To promote our school's values we use a positive behaviour management system, which is underpinned by a recognition that learning how to get along with others is just as an important part of school life as academic learning; this is supported by a strong focus on social and emotional wellbeing.

At Dorchester Primary School children learn about their emotions and the strategies they will require to manage them. We follow the principles of a programme known as Zones of Regulation, which aims to support children's understanding of the range of emotions they may experience and so know that it is OK to experience all emotions, but it is important to learn how to manage them effectively.

All children will, from time to time, make poor choices in terms of behaviour. We will always work with the child to help them to understand the impact that their negative behaviour has on others. If a child shows a pattern of poor behaviour choices we will engage with you to support the child in understanding what they need to do to enjoy a more positive experience at school.



## COMPLAINTS PROCEDURES

At Dorchester Primary School we strive to ensure a calm and supportive environment in which all members of our school community engage respectfully with each other.

We believe that all staff, parents and children are entitled to a safe and protective environment in which to work and learn. As such we expect all adults to:

- set a good example to children at all times, showing them how to get along with all members of the school and wider community
- speak to each other and all members of the school community in a respectful, calm, non-aggressive manner, upholding the core values of the school

Any behaviour that will cause harassment, alarm or distress to anyone on the school site is contrary to the aims of our school. Therefore, any threatening behaviour, physical attacks, abusive or insulting language to staff, governors, parents, carers and other users of the school premises will not be tolerated and may result in the withdrawal of permission to be on the school premises.

We want what is best for your child and your family – we are all working to the same end. If you have a concern or a complaint, please come and talk to us. We will listen carefully to your concerns and discuss next steps with you so that your concerns are addressed effectively. We have a detailed Complaints Procedure that you can follow if necessary but we will always endeavour to sort out any problems quickly through open channels of communication.

If you do have any concerns you should contact:

1<sup>st</sup>: Your child's Key Worker

2<sup>nd</sup>: The EYFS Lead – Annabel Glover

3<sup>rd</sup>: The Deputy Head, Mrs Hall, or the Headteacher, Mrs Bell. You can speak to the school office to arrange an appointment.



## SCHOOL UNIFORM

Our children are ambassadors for our school and we expect them to wear their uniform smartly and with pride. Our logo uniform items are available to purchase from Schoolwear Inc. Non-logo items may also be purchased there or from alternative retailers. When the weather is fine there is a Pre-Loved Uniform Sale held outside school each morning, where items of uniform can be purchased at very reasonable prices.

Footwear should be simple enough for your child to manage independently. To ensure children's safety we ask that children wear shoes with a Velcro fastening until they can tie laces or fasten buckles themselves. Children are not allowed to wear 'ballet pump' style shoes with no Velcro/laces or straps.

Children must have a school book bag. Please check this bag daily as they will be used for storing reading books and homework books as well as any letters or notes for you. It is useful if children have a Bottle Buddi – this hangs on the outside of their book bag to store their water bottle and prevents any leaks from damaging their school books.

Children in Reception do not need PE kit, but they should bring a named change of clothes to be kept in school in case of accidents or messy incidents. Most parents use our pre-loved uniform sales to provide this. On days when children have Forest School they require a pair of wellington boots. Most families leave a pair of wellies at school for the year so that the children can engage in Forest School/water play etc. All belongings such as clothing, footwear, bags and water bottles must be clearly labelled with your child's name. Please sew in labels, use iron-on labels or use a laundry marker for clothing and a permanent marker on other items.

For the safety of all children, jewellery may not be worn at school. This includes earrings so if you wish to get your child's ears pierced while they are at primary school please ensure it is at the beginning of the summer holiday so that earrings can be removed by the time they return to school in September.

Long hair needs to be tied back using appropriate hair ties in school colours (black, grey, purple, white). Large bows and multi-coloured hair accessories are not appropriate with school uniform.

Please ensure that your child is always dressed appropriately for the weather. Our daily routine in Reception allows for sustained periods when children may choose to be outdoors, whatever the weather, in sun, rain or snow. In sunny weather all children need to have sun cream applied before they arrive to school and they need to wear a sun hat or cap to protect them from the sun.

Our full uniform list is available [on our school website](#).





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