



Radley Primary School

Striving for excellence, in a vibrant, caring community

Brook Class



Nursery N1 and N2

Jesus said, I come to give life - life in all its fullness

John 10:10



Radley CE Primary School & Foundation Stage Unit

Telephone: 01235 520814
Email: office@radleyprimary.uk
Web: www.radleyprimary.uk
Headteacher: Mrs Claire Thomas BA(Hons) MEd

Church Road
Radley
Abingdon
Oxfordshire
OX14 3QF

Dear Parent,

We look forward to welcoming your child into our Foundation Stage Unit (FSU) Nursery – Brook class.

If your child is coming into N2 (Nursery 2), they are rising 4 years old during the academic year, whilst children coming into N1 (Nursery 1) are rising 3 within the coming academic year. The academic year runs from 1 September to 31 August 31.

I am the Foundation Stage Co-ordinator, Miss Caroline Luckraft, Miss Beth Healy is the Nursery class Teacher, Mrs Julie Price and Miss Millie Spires are the Early Years Practitioners and the Teaching Assistants working in Foundation Stage are Vicky O'Connor, Sarah Langman and Grace Smith.

We want to make your child's entry into the Nursery a happy one. We believe that education is a partnership between home and school and, as you have been your child's first teacher, we take great pleasure in joining with you now to further your child's development.

Please do approach any of us working at Radley with any questions you have. However small your question may seem, we are here to help.

We look forward to beginning with you, the process that will help to ensure a happy, successful start to your child's time in the Foundation Stage.

With best wishes,

Caroline Luckraft

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OUR VISION STATEMENT

Jesus said, I come to give life - life in all its fullness

John 10:10

We aim for every child to achieve success to the best of their abilities in a welcoming hub of learning, providing a vibrant wealth of opportunities. Christian values, principles and standards lie at the heart of our education, summarised in our over-arching values of

Relationships, Resilience and Respect.

AIMS

Our school will be a place where every child is valued and their individuality and achievements celebrated.

All children regardless of differences in race, gender and faith will be respected, and encouraged to become responsible global citizens.

Children will be encouraged to develop positive reflective attitudes that lead to high personal and academic standards.

Our positive approach to behaviour will ensure that all children are given the opportunity to work and play in an enabling, safe environment.

An atmosphere of openness, trust and **respect** will be encouraged between the children, their parents and the wider school community to foster good **relationships** and to the benefit of the children's education.

We aim to create a stimulating, learning environment that nurtures curiosity, **resilience**, enthusiasm, awareness and industry.

Term Dates

2023/2024

Autumn Term 2023

Friday 1st September	Staff Training Day (School closed)
Monday 4th September	Staff Training Day (School closed)
Tuesday 5th September	Autumn Term begins
Friday 6th October	Staff Training Day (School closed)
Friday 20th October	End of Half Term (Normal time)

<i>23rd to 27th October</i>	<i>Half Term Holiday</i>
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Monday 30th October	Back to school
Wednesday 20th December	End of Autumn Term (1.30pm)

Spring Term 2024

Monday 8th January	Staff Training Day (School closed)
Tuesday 9th January	Spring Term begins
Friday 9th February	End of Half Term (Normal time)

<i>12th to 16th February</i>	<i>Half Term Holiday</i>
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Monday 19th February	Back to school
Thursday 28th March	End of Spring Term (1.30pm)

Summer Term 2024

Monday 15th April	Summer Term begins
Monday 6th May	Bank Holiday: School closed
Friday 24th May	End of Half Term (Normal time)

<i>27th to 31st May</i>	<i>Half Term Holiday</i>
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Monday 3rd June	Staff Training Day (School closed)
Tuesday 4th June	Back to school
Wednesday 24th July	End of Summer Term (1.30pm)

Our School Staff

Headteacher	Mrs Claire Thomas
Deputy Head	Miss Jess Peiro
School Business Manager	Mrs Jackie Crook
Foundation Stage Reception	Miss Caroline Luckraft
Nursery	Miss Beth Healy Mrs Julie Price (Early Years Practitioner) Miss Millie Spires (Early Years Practitioner)
Year 1	Mrs Julie Ilsley & Mrs Helen McConaghy
Year 2 & 3	Mrs Jess Peiro & Mrs Sophie Johnson
Years 3 & 4	Miss Abigail Reynolds
Years 5 & 6	Mr Mark Wolstenholme & Mrs Anne Quigley
Teaching Assistants	Mrs Vikki Cavaliere Mrs Louise Clogher Mrs Vicky Dobson Mrs Nicci Goddard Mrs Sarah Langman Mrs Tina McClean Miss Vicky O'Connor Miss Grace Smith
Afterschool Club Leader Afterschool Club Play Worker	Mr Ollie Kearney Miss Sarah Smith

Our School Governors

Chair of Governors/Parent	Mr Gareth Mulcahy
Deputy Chair/LA Governor	Mrs Jillian Ashton
Staff Governor/Head	Mrs Claire Thomas
Staff Governor/Teacher	Mr Mark Wolstenholme
Foundation Governors	Rev Rob Glenny
Parent Governors	Mrs Catharine Blagrove
Co-opted Governors	Mr Dan Pullen Mrs Clare Sandford Mr Tim Stead Mrs Hannah Brierley

Please ask at the school office if you need the contact details for any of the School Governors, or to see the minutes of the most recent Governing Body meeting.

Safeguarding Children Statement

All staff at Radley CE Primary School and Foundation Stage Unit are committed to the safety, welfare and well-being of all our pupils. We take our responsibilities towards the safeguarding of all the children in our care as paramount in the work we do.

You are very welcome to our school as a volunteer, and we recognise the important opportunities that children have when we are able to share the expertise and willingness of members of our community.

The designated person for Child Protection in this school is **Mrs Claire Thomas**, the Headteacher. **Mrs Julie Isley** and **Mrs Heather Sparks** are the deputy Designated Leads for Safeguarding. The Governor responsible for Safeguarding Children is **Mr Dan Pullen** and his contact details are available from the office. Our Safeguarding Children Policy and Procedures are available from the Headteacher.



FSU Sessions

Nursery

We provide activities with a balance between child-initiated play and adult-focused learning. Your child will be engaged in a wide range of activities which form learning experiences for them.

During free play children are able to choose the areas they would like to explore and to move in and out of the Foundation Stage Unit and outdoor area freely. All areas are fully supervised. There is no set break for Nursery children as they are engaged in a wide range of play activities.

Not all children attending the FSU for nursery education (N1 and N2) move into Radley Primary School, and we have excellent transition links with a number of local schools. This means that we can take more children on to our roll for the Nursery than will enter the school.

Fees

All children have an entitlement to 15 hours (5 sessions) of funded FSU provision from the long term after their third birthday (September, January, April). Sessions may be taken over full days or just mornings. We ask that children have a minimum of three sessions per week.

For working parents of three and four-year-olds the government will provide a further 15 hours, making 30 hours a week in total (10 sessions) of funding.

Emergency sessions can be arranged at 12 hours' notice for £24.00, if places are available in the FSU. Please contact the school office if you need to arrange this.

Extra Sessions

We offer extra sessions when places are available. These are chargeable at £15.00 per session and are invoiced monthly in advance.

We regret that we cannot refund extra session fees, as we plan staffing and provision carefully around the numbers we have.

Breakfast Club

We have a Breakfast Club in school that operates from 8am each morning, at an additional charge. Please see page 18 for further details.

A typical session for Nursery would include:

9.00 am	Registration/Phonics
9.20 am	Learning through play.

10.00 am	Snack – fruit, milk or water
10.15 am	Learning through play.
11.20 am	Tidy time.
11.30 am	Maths
12 noon	Home time (for children attending mornings only)
12.50 pm	Registration
	Adult focussed session (Areas of learning for this session are rotated)
1.20 pm	Learning through play
2.40 pm	Story/singing/sharing photos from home on the interactive whiteboard.
3.00 pm	Home-time

Coming into school

When arriving in the morning, please line up with your child at the black gate to the right of the main school entrance. A member of staff will greet you at 9am. Please keep your child, and any of their younger siblings, with you, should you arrive before 9am.



We ask you to say goodbye to your child at the black gate and to please not come into the garden area. If your child is finding the transition into nursery tricky, we ask you to wait towards the back of the line where a member of staff will come out to support your child to come in.

Children arriving after 9am should come to the Office entrance with you, where they will be taken to their classroom. Children arriving after 9.20 am are marked as late as this is the official time we close our registers each day.

Collecting Your Child

At the end of the day please go to the black gates. The Nursery children will be inside the classroom and will be released to you by a member of staff.

Caring for your Child

Medicine in School

Inhalers

Should your child have an asthma inhaler, we can ensure this is taken. You will need to bring the inhaler in the original box and give to the school office. Please make sure the inhaler is in date and has your child's name on, and complete the relevant 'Medicine in School' form.

Antibiotics

If your child is taking antibiotics, these should be given outside the school day. Please remember that if your child is ill, then they should not be in school and that their absence will be authorised as 'illness'.

On-going Medical Conditions

If your child has an ongoing medical condition, please do arrange to speak to the class teacher about this and appropriate care and treatment.

First Aid

Many members of staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary. If first aid is given, your child will receive an accident form. Please check in book bags each day to make sure these are seen. We will advise you of a bumped head during the school day by text message. In the event of a serious accident, or your child being taken ill, we will contact you straight away, and so ask that the contact details we hold for you in school are up to date.

Emergency Contact Details

Please ensure that you inform the school office if any of your details change, so that we can contact you in an emergency. Thank you.

Text messages are sent out to your child's first contact on their contact list. Please note that you cannot reply to these text messages!

Special Educational Needs (SEN)

Mrs Julie Ilsley is the school's Special Educational Needs Co-ordinator (SENCo). Please do get in touch with any questions.

Equal Opportunities

All children are included irrespective of their race, culture or religion, home language, family background, special educational needs, disability, gender or ability.

Policies

The Policy for Admission to Radley FSU (including Attendance and Payment of Fees) is available from the office. Other school policies are available on the school website or are always available to parents as hard copy in the School Office. There are specific FSU policies for Assessment, Behaviour for Learning, and Curriculum.

FSU Staff

The Key Person System

In Foundation Stage all children are assigned a 'Key Person' You will be informed of the name of your child's key worker a few weeks into term.

All members of staff observe and make notes about each child, but they will spend some extra time with their key worker each week, with a few other children to create an extra bond with their key worker children.

If you need to pass on important information in the morning (for example your child is being collected by some else) you are encouraged to write this in your child's communication book. If you have written something in it, please put it in the box at the door in the morning.

Communication

Once a month a school newsletter is sent out to all parents via email. Paper copies are available on request from the school office. Letters from the Headteacher and the class teacher are also given to Nursery children when appropriate.

We use a secure website called 'Tapestry' to record pupils' learning. All observations, photos and videos of your child are uploaded to Tapestry which you are then able to access from home. We also put updates about current planning and upcoming events on Tapestry so it is useful to check the site regularly.

Parents are welcome to speak to staff at any convenient time. Mrs Jackie Crook is the school administrator and will be your first point of contact when you ring the school or FSU.

FSU Information

Uniform

Red FSU sweatshirts and t-shirts are available directly from our supplier, Price & Buckland. Please visit the website www.price-buckland.co.uk to browse and buy your nursery uniform.

The school office has a small amount of new stock left and some good quality second-hand items, please contact the office by email office@radleyprimary.uk with your requirements.

Children should wear dark trousers, shorts or skirt and red checked summer dresses are welcome in the sunny weather! Children will also have unlimited access to the outside and so will also need wellies, a coat and a hat throughout the year. Please do not send children in with laced up shoes. If the weather is hot, please apply sun cream to your child before their session.

All items of school wear should be named.



Attendance

If you wish to apply for your child to be absent from school (even for a single day), please contact the head teacher.

Attendance is not statutory for Nursery children, but our safeguarding responsibilities require us to record when children are absent and the reason for this.

How to Help your Child

There are many ways you can help your child be ready for starting Nursery.

You can:

- Talk to them positively about starting a new adventure, show them their uniform, talk about what will happen and what to expect and discuss any worries they may have. You can look through the photo book together and try to learn some of the adults names.
- Support them to be independent in using the toilet and putting their socks, shoes and coats on independently.
- Share stories, talking about what might happen next, remembering main events and encouraging them to discuss their favourite parts.
- Sing rhymes and songs together.
- Encourage the development of fine motor skills by using mark making tools, threading, jigsaws etc.
- If you want to teach your children to recognise the letters of the alphabet or try to spot these in the environment, please use the letter sounds rather than the names as these will form the basis of phonics later on. We also encourage children to learn to write lower case letters rather than capitals when they reach the appropriate stage.
- Inviting other children for a play date or meeting up at the park at the beginning of your child's time at Nursery can help them gain confidence and make friends. It is normal for both children and their parents to feel anxious, but speaking to staff, other parents and befriending other children in the class can give children confidence.

We aim to support all children and parents in separating at the beginning of the session. We foster care and consideration of parent, child and teacher. Your child will learn confidence from you.

Although it is hard, if your child is crying please have the courage to leave. We will take great care to ensure your child is happy, and, following years of observations, most children develop confidence quicker if their carer is not around. They understand that you trust us to care for them. We will always ring you if there is a problem or to simply let you know that your child has settled.

Your child will:

- Develop confidence
- Establish a good relationship with adults in the setting

- Develop relationships with other children
- Learn new routines
- Learn to listen to adults and each other
- Develop independence

The Curriculum: EYFS Profile

Children begin the Early Years Foundation Stage Curriculum from birth. The Reception Year at school is the final year of this stage. The Foundation Stage Curriculum is broken down by the Characteristics of Effective Learning and the seven areas of learning, which include:

Prime Areas

Personal, Social and Emotional Development

Physical Development

Communication and Language

Specific Areas

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

Characteristics of Effective Learning

The Characteristics of Effective Learning describe behaviours children use in order to learn. To learn well, children must approach opportunities with curiosity, energy and enthusiasm. Effective learning must be meaningful to a child, so that they are able to use what they have learned and apply it in new situations. These abilities and attitudes of strong learners will support them to learn well and make good progress in all the Areas of Learning and Development. The 3 characteristics are:

- ***Playing and exploring*** – children investigate and experience things, and ‘have a go’.
- ***Active learning*** – children concentrate and keep on trying if they encounter difficulties and enjoy achievements.
- ***Creating and thinking critically*** – children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

At Radley Primary School and FSU, we recognise the importance of play in the Early Years curriculum. Young children learn by interacting with their environment – people, materials, information. They want to discover how and why things happen. They learn through ‘doing’. PLAY is an essential part of this learning experience.

Children need to explore and play outdoors. They should have easy unlimited access to a secure outdoor area. All areas of the curriculum can be covered outdoors!

We would like your help in enabling the children to always use the outdoor environment, by ensuring that they have appropriate clothing including their own pair of wellies which can be left at Nursery for them to independently access.



Your child will be continuing their learning journey at primary school. Be it Radley CE Primary School, or elsewhere, the journey will be exciting, enjoyable and at times, challenging. This journey will be strengthened and supported by the partnership between your child, you and the school.

School Intention

Our aim at Radley CE Primary School is to develop the full potential of every child academically, creatively, socially, and physically, whatever their ability, in a caring, Christian environment.

We endeavour to work co-operatively with parents and carers to make sure that information is shared for the benefit of the children in our care.

We aim to play an active part in our parish and to serve the community of Radley and beyond.

To see a more detailed intention, implementation and impact document specifically for the FSU, please refer to the 'FSU 3 I's' on our website.



Breakfast Club Information

The Breakfast Club runs from 8am, and takes place in the school hall. Children go straight from the Breakfast Club to their classes. Breakfast is part of the Club, and a breakfast of toast, cereals and a drink is provided.

The cost for each Breakfast Club session is £4.50 – with this charge remaining at £4.50 should a child come in part way through a session. There are various activities on offer at the Breakfast Club – construction toys, Lego, board games etc.

It is possible for your child to attend the Breakfast Club each morning, or on separate days during the week. If you wish your child to attend the Breakfast Club you will need to book and pay online using the new School Money system. **You will need to book at least 24 hours in advance.**

If you are interested in your child attending the Breakfast Club, please contact the school office first to see if a place is available. We will then add your child to our Breakfast Club register.

On arrival children attending the Breakfast Club should go to the main reception where you can ring the bell for attention. You will be welcomed by one of our staff members running the Breakfast Club – Claire Choroba or Vicky O'Connor.

Afterschool Club Information

We offer an afterschool club at Radley Primary School. The club will run from straight after school until 6pm. Children will be collected from classes by our After School Club staff each day, a snack will be offered from a choice of toast, rice cakes, breadsticks, fruit and yogurt. The club provides high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

Due to Ofsted regulations, it is only possible to offer places to children who are in **Reception to Year 6 (not Nursery)**.

To ensure the correct staff ratios for the club, your child's place will be booked for the term or beyond. Ad-hoc sessions maybe available if there are spaces, however long-term bookings will always take precedence. Please complete the booking form, available from the school office, indicating which days you would like to book a place.

There is a fixed rate charge of £15 per session paid for via School Money. You can pay monthly or termly in advance. Childcare vouchers are acceptable, if you wish to pay this way, please contact the school office. Please note that any missed sessions will be charged for.

Travelling to School

We actively encourage our pupils and staff to walk, scoot or cycle to school as they:

- keep us fit and healthy
- help our pupils develop road safety skills which will keep them safe as they travel further afield and more independently
- help keep our local air clean, and our streets free from congestion
- are life skills that everyone should be able to benefit from

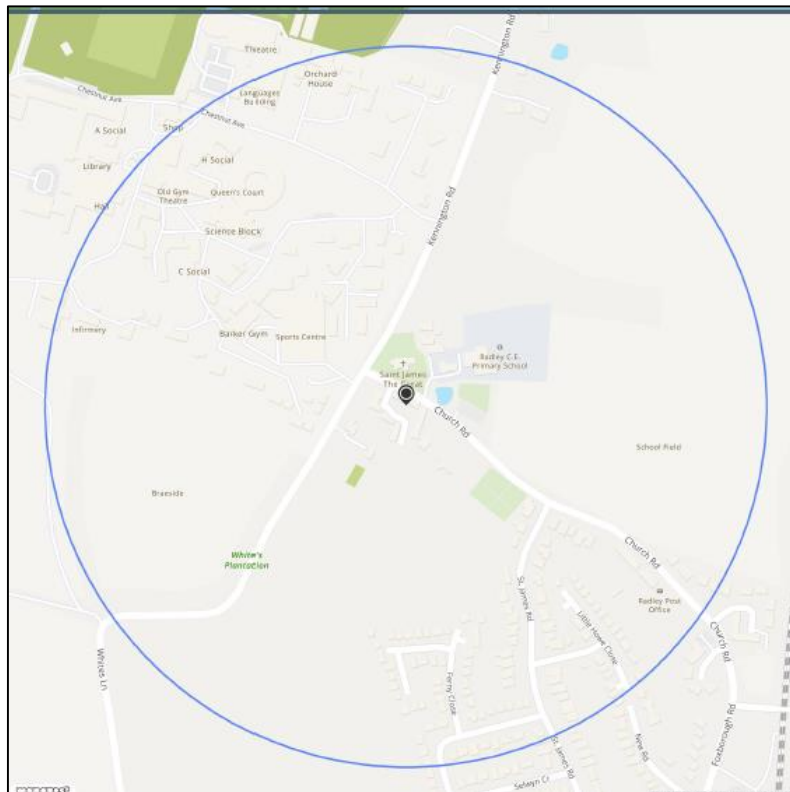
What we ask of parents

- Please encourage your child(ren) to walk, scoot or cycle to school whenever possible
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from school, and to push bikes and scooters on school grounds and in the car park.
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt consult a qualified mechanic
- Providing your child(ren) with a helmet
- Ensure your child(ren) can be seen by fitting lights to their bike by supplying them with high-visibility clothing
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the school is not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school
- If you travel by bus, can you get off the bus at least two stops early and walk the last part of the journey?

We understand that sometimes there is no alternative to driving to school.

- Where a car must be used we ask parents to drive only part of the way, and drop their child(ren) off away from the school so that some of the journey can be walked or scooted
- We have a 5 / 10-minute walk zone we ask parents to park outside of the walk zone or at Radley College Sports Centre.

If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents.



It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period.

Please note that the decision on whether a child is competent to cycle or scoot to school is for the parent(s) or carer(s) to make. The school has no liability for any consequences arising from this decision.

What we ask of children

- Ask your parents if you can walk, scoot or cycle to school
- Behave in a way that shows you and the school in the best light whether walking, scooting, cycling or using public transport
- Ride or walk courteously, sensibly and safely on the way to and from school
- Push bikes and scooters in the car park and on school grounds
- Check that your bike or scooter is roadworthy and properly maintained
- Wear a helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing
- Make sure you have a lock for your bike or scooter and that you use it

Early Years Pupil Premium

Nurseries, schools, childminders and other childcare providers are able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

If your child is eligible for we'll receive extra funding called 'pupil premium'. We use this extra money to improve the educational provision and resources at the school.

What is pupil premium funding?

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are, or have been, in care
- Have parents in the armed forces

We can use the extra funding in any way we choose to improve the quality of the early years education that we provide for your child. This could include for example additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that a pupil premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

If you have any questions or specific concerns, please contact Mrs Jackie Crook in the school office on 01235 520814 or email office@radleyprimary.uk

Friends of Radley Primary School

We are very fortunate to receive fundraising and volunteer support from the Friends of Radley Primary School . Throughout the year there are events and activities for children and families and we hope that you will be able to support us in helping or attending such events.

Please do look out for information on this through the year, or contact the Friends directly for further information friendsofrps@outlook.com