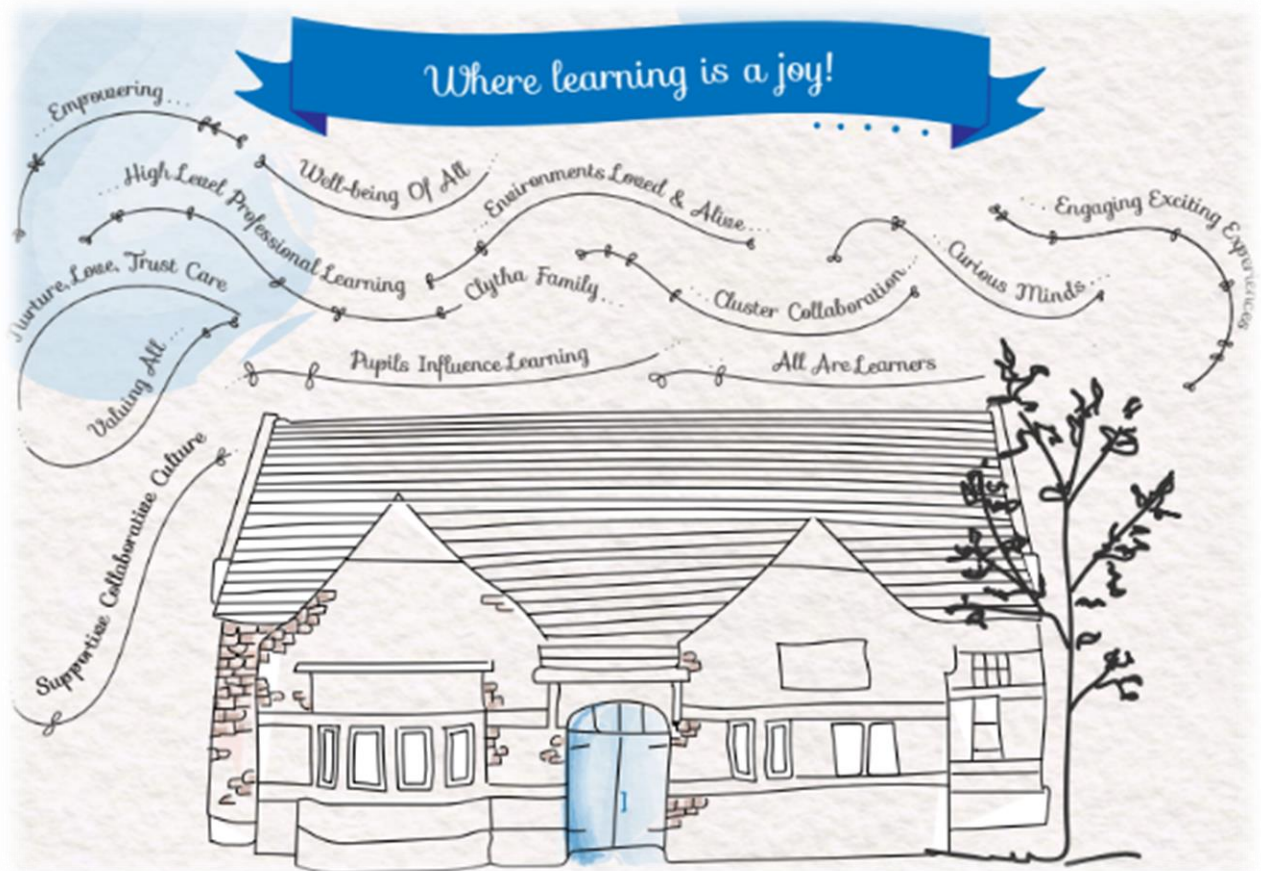


Clytha Primary School

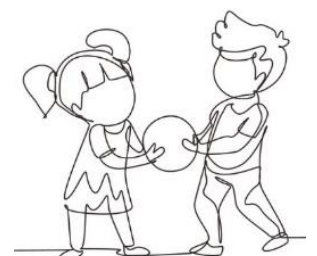


Early Years

Nursery and Reception Classes

HANDBOOK FOR PARENTS

To lift ourselves and others into our best future



Dear Families,

Welcome to our Early Years at Clytha Primary School. These first years of education begins the most wonderful journey at Clytha through exploration, discovery, investigation, creativity, collaboration, play and learning. The joy of learning begins here.

Our children learn through play both indoors and outdoors. They practice and consolidate their learning, play with ideas and experiment, take risks, solve problems, learn how to make decisions, become more self-aware, develop self-esteem and learn the rules of social behaviour. At Clytha, rich learning opportunities stem from the principles of child development, practical first hand experiences and the four purposes of our curriculum. These first hand experiences allow the children to develop an understanding of themselves and the world in which they live. We capture the interests of our children at Clytha, through child-led learning as well as structured, well-planned teacher-led opportunities that ensure that all our children are engaged and develop at their individual level.

We actively promote the development of equal opportunity and our values at Clytha and we actively celebrate diversity.

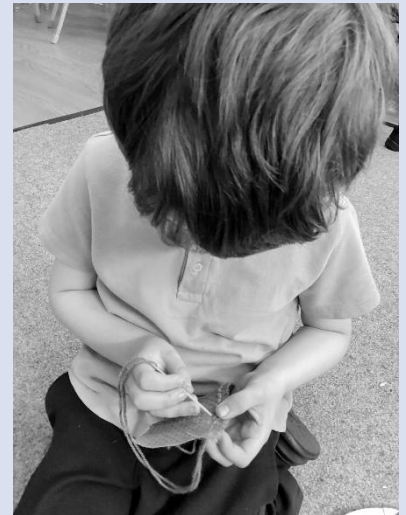
We encourage our sense of 'Clytha Family', with our positive partnership fostered between home and school.

Clytha Primary encourages a whole and enriched curriculum. We ensure that we plan for rich creative and expressive opportunities as well as engaging and excelling in the development of Language, Literacy and Communication, Mathematics and Numeracy and digital competencies. Our standards at Clytha are high, but we ensure that our children have a broad and balanced education, with holistic development and meeting the needs of all learners at our heart.

The joy of learning does indeed begin in our Nursery Class. Welcome.

J.E. Davies

Head teacher



Nursery

Nursery Information

The Nursery is open from **09:00-11:30 a.m. and 12.45-3.15pm**

We have places for 32 children (16 for the a.m. session and 16 for the p.m. session), aged between 3 and 4.

Address: Clytha Primary School
Bryngwyn Road
NEWPORT
South Wales
NP20 4JT

Telephone: 01633 265266

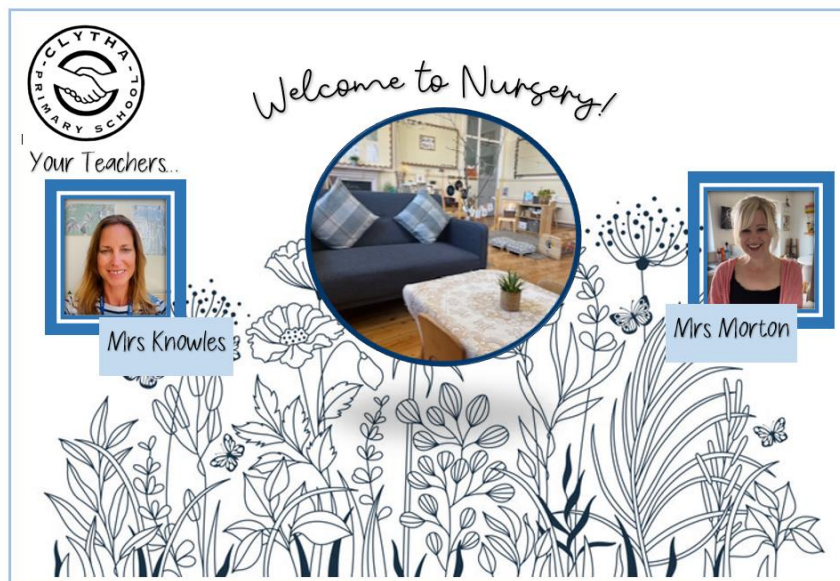
E-mail: clytha.primary@newportschools.wales

Website address: www.clythaprimery.co.uk

Headteacher: Jo Davies

Nursery Staff

The staff at the Nursery is one of its greatest assets. They are a well qualified, professional team, passionate about early years, cognisant of the potential impact of their input on the future of the children in their care.



Nursery Environment

Indoor Nursery facilities consist of one large classroom with direct access to a canopied cloakroom and creative area. The children's bathroom with four toilets and four wash basins is shared with our Reception class. The children have access to our school hall for whole school assemblies and dance and movement sessions. Outdoors consists of a canopied soft surface play area, a large sandpit, an outdoor block shed, bike track, den, mud kitchen and allotment area.



Nursery Routines

Morning Session:

Time	Activities
9:00 – 9:10	Arrival, All Together Time Welcome Session
9:10 – 9:30	Family Group Time
9:30– 10:50	Indoor/outdoor access to follow interests and snack
10:50– 11:15	Tidy Time, Toothbrushing and Rhyme Time
11:15-11:30	Story Time and Songs
11:30 am	Collection

Afternoon Session:

Time	Activities
12:45 – 12:55	Arrival, All Together Time Welcome Session
12:55 – 1:15	Family Group Time
1:15 – 2:35	Indoor/outdoor access to follow interests and snack
2:35 – 3:00	Tidy Time, Toothbrushing and Rhyme Time
3:00 – 3:15	Story Time and Songs
3:15pm	Collection

Please note: The timetable is flexible, activities and times varying according to the children's needs throughout the year. Families will be informed of any significant changes.

Educational Visits and trips - Nursery

Parents/carers will be given details well in advance when visits and activities are planned. A support ratio of 1:1 is appropriate for such visits and parents/carers are invited to share in these experiences.



Our Uniform - Nursery

Governors have agreed to adopt a 'top half' uniform only for Nursery, with parents having the option of what their child wears on the lower half, ideally something that will encourage independence when toileting and changing.

Our uniform consists of:

- Dark navy sweatshirt/jumper with/without school logo
- Dark navy cardigan with/without school logo
- Dark navy fleece with logo (*optional*)
- Sky blue polo shirt with/without logo



Most of the uniform items can be purchased from either Beam on Cambrian Road or Macey Sports on Caerleon Road. Non-logo uniform can be purchased from many high street stores.



Please Note:

- All clothing should be clearly marked with your child's name.
- Children are not permitted to wear any jewellery other than small stud earrings.
- Sensible footwear only (no laces or open toed shoes)

Remember that Nursery is a very busy place offering your child many new and exciting experiences. Lots of these will be MESSY! We will do our best to ensure that aprons are worn but please send your child in trousers, tracksuit bottoms, leggings or skirts which can be easily washed and which are not their most precious garments.

Part of the Nursery session will be spent in the garden so please send your child with a warm jacket/coat, clearly marked with their name. Please bring a bag of clearly labelled spare clothes for your child every day. For any hot summer weather, sun lotion, if appropriate, must be applied at home before arrival in the Nursery and parents are advised to provide a sun hat. Please encourage your child to dress themselves. This will help your child enormously as s/he will be encouraged to manage the toilet and to try and put on their own coat independently.

Our Clytha school community is enriched by the diversity of our children. We celebrate all faiths and are proud of our longstanding history of actively raising awareness of and celebrating the multitude of faiths present within the school. We are aware that many of these faiths may involve wearing specific items of jewellery or clothing. In order to ensure that we are able to provide a learning environment where the safety of all pupils is paramount, we ask that parents arrange to meet with the Head teacher to discuss and agree this prior to such items being worn.

Toilets and Toilet Training

Please try to ensure that your child is 'dry' prior to starting Nursery.

We encourage families to do all you can to help your child by making sure s/he can go to the toilet by him/herself, even though children at Nursery are always supervised at these times. Should small/minor accidents occur then your child will be helped to change their clothes by Nursery staff. Parents will be called into the nursery to take a child home to change if your child needs a shower/wash after a soiling incident. If accidents occur on a regular basis, then the family will be asked to work with the setting staff to put procedures in place to support the child in their toilet training.

Home and Nursery Links

There are many different communication methods between home and school. Some of these are given below:

- Daily feedback from staff at the end of the session/day
- Regular updates and photos via the See-Saw app. of your child participating in activities within the setting
- 'Ask me about' board in Nursery which shares the books, rhymes and vocabulary we have been developing.
- Parent/Teacher Review Meetings in autumn and spring terms.
- Please let us know if you have any skills or expertise that you could share with the children, we welcome any gardening, cookery and creative skills!

Healthy Snacks

We are part of the network of 'Healthy Schools'. In Nursery children will take turn to help prepare a Nursery fruit snack. We will provide a variety of fruit for Nursery friends to share and families are invited to bring fruit on a Monday to add to our fruit bowl. Nursery will also provide fruit items. If your child has specific dietary needs please speak to a member of Nursery staff.

Children are encouraged to bring a sports bottle of still water to Nursery/Reception (sports bottles will not spill if they are knocked over). **Only still water is permitted.** Please label your child's water bottle.

There is easy access to water bottles at any time during the session. They will be refilled, with staff support, if required.

Nursery Contribution

Nursery kindly ask for a voluntary donation of £5 per half term to allow us to continue to fund a variety of cooking and creative activities. This can be paid via ParentPay.

Teeth Cleaning – Nursery

We are part of the ‘Design 2 Smile’ scheme which encourages the children in Nursery to brush their teeth during the session. We receive regular visits from the dental service to check our brushing technique and they also visit to apply fluoride to the children’s teeth to aid protection. Details of visits and permission forms are always provided for parents in advance.

Reception

Reception Information

Our Reception class opens at **08:50** and closes at **3:10pm**.

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Bryngwyn Road
NEWPORT
South Wales
NP20 4JT

Telephone: 01633 265266

E-mail: clytha.primary@newportschools.wales

Website address: www.clythaprimery.co.uk

Headteacher: Jo Davies

Reception Staff

Our staff are our greatest resource, they are passionate about early years education and will quickly build up effective relationships with both your child and yourselves.

CLYTHA PRIMARY SCHOOL

Welcome to Reception!

Your Teacher...

Miss Bailey

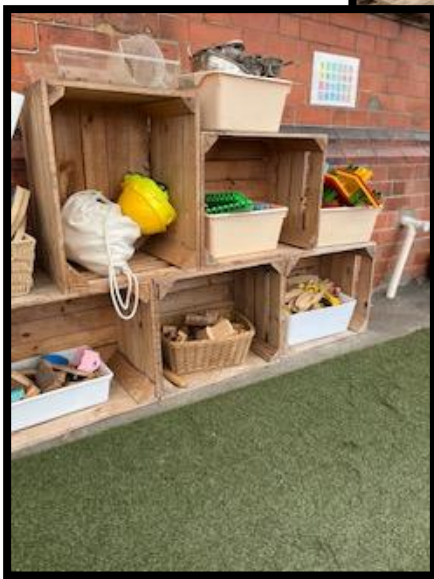
Your PPA Teacher...

Miss Mountain

11More Learning in a Day!

Reception Environment

Reception facilities consist of one large classroom with direct access to a canopied outdoor area. The children's bathroom with four toilets and four wash basins is shared with our Nursery class. The children have access to our school hall for whole school assemblies, PE, music and lunchtimes. Outdoors consists of a canopied play area with natural resources.



Our Uniform - Reception

Our uniform consists of:

- Dark navy sweatshirt/jumper with/without school logo
- Dark navy cardigan with/without school logo
- Dark navy fleece with logo (*optional*)
- Sky blue polo shirt with/without logo
- Navy trousers, skirt or dress
- Sensible black or dark shoes
- Grey, white or navy socks or tights

Most of the uniform items can be purchased from either Beam on Cambrian Road or Macey Sports on Caerleon Road. Non-logo uniform can be purchased from many high street stores.



Please Note:

- All clothing should be clearly marked with your child's name.
- Children are not permitted to wear any jewellery other than small stud earrings.
- Sensible footwear only (no laces or open toed shoes)

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Home and School Links

There are many different communication methods between home and school. Some of these are given below:

- Daily feedback from staff at the end of the session/day
- Regular updates and photos via the See-Saw app. of your child participating in activities within the setting
- Parent/Teacher Review Meetings in autumn and spring terms.
- Please let us know if you have any skills or expertise that you could share with the children, we welcome any gardening, cookery and creative skills!

Educational Visits and trips - Reception

We aim to provide many engaging experiences throughout the year, including whole class visits, and smaller group visits within our immediate school locality. We also arrange for visitors to come in and work with the children to enhance our projects. Parents will be given details well in advance if children are taking part in activities outside school. It is often necessary to ask for a voluntary contribution to enable a visit to take place, as unfortunately we are unable to finance these ventures from school funds.

Healthy Snacks

We are part of the network of 'Healthy Schools'. In Reception children are invited to bring a fresh fruit snack to school to enjoy at breaktime.

Children are encouraged to bring a sports bottle of still water to Reception (sports bottles will not spill if they are knocked over). **Only still water is permitted.** Please label your child's water bottle.

There is easy access to water bottles at any time during the session. They will be refilled, with staff support, if required.

Pupil Care in Reception

We have a network of support agencies in Dosbarth Derbyn: -

- The school nurses visit to help with general health and hygiene if requested. Vision, weight and height checks are also carried out by this team. They are happy to discuss the outcomes of these checks with parents. Appointments can be made through the class teacher.
- Hearing tests are carried out by visiting audiologists from Aneurin Bevan Health Board once in the year.
- School takes part in the new immunisation programme for all children in Wales, this is organised by NHS Wales.

Early Years General

Security

Security of children during the session is of paramount importance. The school grounds are completely fenced. The Nursery and Reception have their own entrance/exit which is locked when the children are in the outdoor space. At the start and end of the session a member of staff mans the exit area carefully monitoring the exits to ensure the children's safety.

Ten minutes after the start of the session, when all the children are settled, entry for visitors and late arrivals is only possible through the main entrance to the school.

Absence

In the case of absence, parents are asked to telephone the School Office on 01633 265266 by 9.00am on the morning of absence. Please also notify us of any long planned absences. All absences and attendance are monitored by the school.

Inclusion

The School's Equal Opportunity Policy highlights the importance of promoting equal access to all areas of the curriculum for all children irrespective of race, gender, disability, ethnic origin, language, religion or cultural background. Staff are well trained in early identification of additional needs and provisions are put into place as and when required, alongside discussions with the family.

Our Curriculum

High-quality early education provision is essential to children's development. The experiences, knowledge and skills needed for lifelong learning, active citizenship and future employment begin in the early years. Our curriculum aspires to create in children positive dispositions towards learning which, if nurtured, will last a lifetime and provide the firm foundation which all our children need to support them in realising the four purposes of Curriculum for Wales. The curriculum will support children to become:

- Ambitious, capable learners
- Ethical, informed citizens
- Healthy, confident individuals
- Enterprising, creative contributors

We recognise that every child in our setting is unique and that they acquire skills and knowledge at their own pace. We support the holistic development of our children by keeping their developmental needs at the forefront of our pedagogical practice. We recognise and value the Welsh language and the home languages of our children in our setting and we explore our own culture and the cultures of others. Our curriculum develops a sense of pride and belonging, celebrating the diverse culture of modern Wales and developing a sense of 'cynefin'. We reflect and respond to the individual needs of the children in our setting and support them to explore, discover, create, build, play and engage in practical, rich authentic experiences and be curious, problem solvers as they develop as rounded young learners. Our Early Years ethos and experience environment enables learning and developing in both our indoor and outdoor provision.



We record our learning in 'Floor Books' and individual learning journals in Nursery as well as Literacy and Numeracy books in Reception which are shared with parents throughout the nursery year, as well as regular updates via the 'Seesaw' app.

Getting to know our learners

During an initial meeting with the Head teacher and Class teacher, families are invited to share relevant information about their children, to ensure a smooth transition. Staff spend time observing the children over their first six weeks in the setting in order to establish the children's prior knowledge and experiences in order to plan effectively for their next steps. Planning is responsive to observations so that children's interests and ways forward are at the centre of learning.

Parents/carers meet with staff in the autumn and spring term to discuss their child's strengths, progress and areas for development. A written report is shared with parents/carers at the end of the academic year. Parents are welcome to talk with the staff when they collect their child/ren from the Nursery or school. Private appointments can be requested at any time by both parents/carers and also by Nursery and school staff.

Safeguarding

It is a requirement that every school has a Safeguarding policy. Clytha's policy follows National and Local guidance and takes into account the Wales Child Protection Procedures. The aim of the policy is to ensure that Clytha Primary has effective and robust measures in place to safeguard your children from the potential risk of harm and that the safety and wellbeing of the children are of the highest priority.

Where concerns have been identified or disclosed by a child, the school has a duty to make a referral to formal agencies so these concerns can be investigated. The two main agencies responsible for investigations are Social Services and the Police.

The school has a Designated Person with responsibility for Safeguarding/Child Protection within the school. The Designated Person is Headteacher, Mrs Jo Davies.

The Authority's Child Protection Officer is: - Mrs Nicola Davies and can be contacted by:- Phone - 01633 656656 Email – nicola.davies@newport.gov.uk

Social Services can be contacted by phone: - 01633 656656

Diversity and Anti-Racism

Clytha Primary is a staunchly anti-racist school. We actively promote cynefin and a sense of belonging. 'You belong here' is one of our favourite phrases. We celebrate the wonderful diversity of our Clytha Family and our world through our learning where we use every opportunity in Early Years to respect and treasure difference in all its forms-through our resources, environment, approach of adults and our learning experiences.

Positive Behaviour Management

We have high expectations of behaviour, and believe that a calm environment in which classroom rules are consistently and fairly applied, is the key to happy, settled children who are ready to play and learn. During the first half term, the expectations of the class are clearly outlined to children, as they respond best to routines that they understand. We follow a whole school approach of Positive Behaviour Management. We always focus on the positive aspects of a child's behaviour as this is a proven approach to good behaviour management.



We ask that parents also remain positive about **all** children's behaviour; our staff rarely miss incidents and are skilled at using a variety of strategies to persuade children to change their behaviour if it is not appropriate. We are an inclusive school and believe that every child is special and that every child deserves respect, kindness and care. Our Behaviour Policy is available on the school website.

Birthdays

We celebrate every child's birthday during the year. Due to allergies and our healthy school policy we kindly request that you do not send in any cake. We sing 'Happy Birthday' to the birthday child and make them feel special for the day.

Toys

Please discourage your child from bringing their toys to school with them each day. It is heart-breaking if a child breaks or loses their special object.

Parking

Parents are kindly asked to be aware of parking safely outside the school grounds. The road outside school is a potentially dangerous place and care needs to be taken to ensure the safety of all children. Please do not park your car on the zigzag lines or between the green cones. Please do not double park; Bryngwyn Road is a one-way street.

First Aid

If a child has an accident in the Nursery or school, first aid will be administered by school staff and an accident form will be completed and shared with parents. It is school policy to notify parents of any bumps to the head.

Clytha Primary School subscribes to the Local Authority Health and Safety Service Level Agreement which provides support to ensure ongoing compliance.

Our Early Years Team look forward to welcoming both you and your child to Clytha Primary School.