



**Seren Fach  
Ysgol Gynradd Glasllwch**

**General Information**

**Nursery Intake - September 2017**



Glasllwch Primary School  
Ysgol Gynradd Glasllwch  
Melbourne Way  
NEWPORT  
NP20 3RH

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Dear Parents/Guardians,

On behalf of the staff and Governors, I would like to welcome you and your child to Glasllwch Primary School. We are delighted that you have chosen for your child to explore their learning in our nursery setting "Seren Fach".

At Glasllwch we encourage and value the partnership between home and school. We all share responsibility for the development of our children, especially in the early years.

With the help of the staff and children of Glasllwch, we have produced this information booklet for families of children preparing to start nursery. I hope that you find it useful.

We look forward to working with you and developing this partnership to achieve the best we can for your child.

Yours sincerely,

*SUE MARTIN & ELLIE McARDELL*  
Nursery Class Teachers

*CHRISTINE JACKSON*  
Head Teacher

## **AIMS AND OBJECTIVES**

**Our overarching aims are that all children and young people will be:**

- **Ambitious, capable learners** who are ready to learn throughout their lives.
- **Enterprising, creative contributors** who are ready to play a full part in life and work.
- **Ethical informed citizens** who are ready to be citizens of Wales and the world.
- **Healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society.

**Our initial aims are:**

- To provide a happy, secure and stimulating environment that engages each child in experiential activities which are fun, enjoyable and relevant to their developmental stage.
- To develop each child's individual potential.
- To develop each child's personal, social, emotional, physical and intellectual well being, so as to develop the whole child.
- To use both the indoor and outdoor environment as a resource for children's learning.

**Our objectives are:**

- To develop skills and understanding through the seven areas of learning set out in the 'Foundation Phase':
  - Language, Literacy and Communication Skill
  - Mathematical Development
  - Personal and Social Development, Well-Being and Cultural Diversity
  - Knowledge and Understanding of the World
  - Physical Development
  - Creative Development
  - Welsh Language Development
- To develop self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships.
- To develop natural curiosity to explore and learn through first-hand, real life experiences.
- To promote discovery and independence.
- To develop creative, expressive and observational skills.
- To develop positive attitudes to learning so that they enjoy it.
- To develop good relationships between home and school.

**Welcome!**

Nursery is often a child's first venture alone into the wider world outside the safety of their family home. What children experience and learn in nursery can create strong and lasting foundations on which to build, so it is essential that the experiences are of the highest quality.

Seren Fach Nursery is a 16 place nursery, which means we can accommodate 16 children aged 3-4 years at each nursery session.

**Morning Nursery 9.10am until 11.25am**  
**Afternoon Nursery 12.50pm until 3.05pm**

### Staff

Head Teacher: Mrs C Jackson

Deputy Head Teacher: Mrs J Munslow

Nursery Teachers: Miss Sue Martin & Mrs Ellie McArdell

Nursery Teaching Assistants: Mrs C Bunn

School Support Officer: Mrs L Pohl

### Settling in

Miss Martin will make home visits to all families during the first week of school in September. This visit is a friendly, informal opportunity to meet yourself, your child and to introduce ourselves. During this time we will try our best to answer any questions you may have and get to know a little bit more about your child and their family. If you have any concerns, medical issues or dietary requirements please share and discuss them with Miss Martin at this time.

Your child will be invited to nursery for a 1 hour visit. We ask that a parent or close family member accompany them. This is a time for the children and parents to become familiar with the nursery, nursery routines, Miss Martin, Mr McArdell and Mrs Bunn. It is also an opportunity to meet the other children and their parents.

Your child will start nursery on **Monday September 11<sup>th</sup> 2017**. We encourage you to come into the cloakroom area, hang up any coats or bags and then say "goodbye". We appreciate that all children are different and some children may need a little more time than others settling in. With this in mind, please prepare your child that they will be staying in nursery on their own but parents are more than welcome to stay if necessary.

### Snack-time Arrangements

Each child will be provided with a healthy snack and drink each day. Your child will play an active part in deciding which fruit and vegetables they would like to be ordered for snack the following week and also in preparing the snack to be eaten. For example they will help wash the fruit, chop the fruit and share out the snack. A note will be sent out at the beginning of each half term asking for a weekly £2 contribution towards daily snack and other craft activities.

**Daily snack example:**

Strawberries and blueberries  
Water or milk

Carrots, cucumber and hummus dip  
Water or milk

**Learning Journals**

Each child will have a nursery learning journal called a "Sparkle Book". In each sparkle book we keep a record of your child's learning journey showing the progress that they have made throughout their time in nursery. We encourage parents to become involved in the journal, sharing stories from home, which helps us to plan to meet children's individual needs and interests.

**What to wear**

All clothes must be clearly labelled with your child's name.

- Girls - Leggings or track suit bottoms, gold Seren Fach polo shirt, purple Seren Fach sweatshirt or sweat-cardigan and black shoes.
- Boys - Track suit bottoms, purple Seren Fach sweatshirt, gold Seren Fach polo Shirt and black shoes.

The purple sweatshirts / cardigans, gold polo tops and gingham dresses can be purchased from Trutex Schoolwear, 26 Cambrian Road, Newport, tel: (01633) 222261 and The Kit Crew 11 Oaklands Drive, Monmouth, South Wales NP25 5DT telephone no: 01600-712738 web site: [www.thekitcrew.co.uk](http://www.thekitcrew.co.uk), email: [sue@thekitcrew.co.uk](mailto:sue@thekitcrew.co.uk).

Please remember that your child will be actively playing indoors and outdoors running, climbing, jumping etc.

We provide the children with waterproof coats and trousers for outdoor play and Forest School play.

Please provide a pair of labelled **Wellington Boots** to leave in nursery.

We have spare clothes in nursery in case children need a change of clothes. However, some children are happier wearing their own clothes rather than somebody else's! Please could you put a pair of knickers/pants, a top and trousers into their nursery bag just in case!

### **Toilet Training**

We encourage families to do all you can to help your child by making sure that he/she can go to the toilet by him/herself before starting nursery. If your child does have a small accident then clothes will be changed by the nursery staff and you will be informed at nursery pick up time. If accidents occur on a regular basis we would ask you to work together with the nursery staff to put procedures in place to support your child's toilet training.

### **Starting Reception Class**

There is **not** automatic transfer from Nursery into Reception. Parents **must** apply for their child to attend the school of their choice, usually in the autumn term through Newport Council. All reception class places will be allocated by Newport Council. Please could you let us know your chosen school so that appropriate transition arrangements to aid a smooth transition can be made.

### **Medication**

Please inform school of any medical condition or allergies. If your child has an allergy and has been prescribed an epipen please let us know. Epipens are kept in the Head teacher's office with the child's details. All staff receive annual epipen training with the school nurse. No medication is to be sent into school with children other than asthma inhalers.

### **Punctuality**

It is important that children arrive at nursery on time so that we can make a prompt start to the session. Please ensure that the children are ready and waiting for the nursery doors to open at 9.10am (Morning Nursery) and 12.50pm (Afternoon Nursery).

### **Parking and Crossing The Road**

The beginning and the end of each day are very busy times. Please **do not** park directly outside the school gates, in a position which may be blocking the view of pedestrians, or where you may be obstructing neighbouring driveways. Also please do not pull up the school driveway. It is parent's responsibility to see the children safely across the road.

### **School Rules**

At Glasllwch Primary School we have high expectations and high standards of behaviour based on assertive discipline with specific rules, rewards and sanctions. Our school rules are displayed all around the building and staff, children and parents are encouraged to use them regularly. Our school rules are:

- *Follow instructions the first time.*
- *Listen to the chosen speaker.*
- *Keep your hands, feet, objects and unkind words to yourself.*
- *Look after property and our environment.*
- *Speak in a polite and appropriate way.*

**Rewards include:**

- *Smiles and praise.*
- *Class rewards.*
- *Stickers.*
- *Certificates.*
- *Well done letter home.*
- *Visit Head Teacher.*

**Sanctions include:**

- *Point out a child is doing something wrong.*
- *Verbal warning.*
- *Time out.*
- *Discussions with teacher.*
- *Loss of free time.*
- *Note home to parents.*
- *Sent to headteacher.*
- *Headteacher to contact parents.*

Continuation of negative behaviour will be brought to the attention of parents for some form of support / action by them. We look forward to working in partnership with you and we expect your support.

**Absence from School**

In the case of absences parents are asked to telephone the school before 9.20am so that your child receives the correct mark. Although nursery is non-statutory you are respectfully requested to arrange medical appointments outside of school hours. Time off in term time for family holidays is not an entitlement and is strongly discouraged by school, the Local Authority and Welsh Government. Taking holidays during term time has a detrimental effect on learning.

Absence forms are available from the main reception area entrance, the office, or from our school website Online Office. Permission must be sought in writing in order for us to account for pupils' absences, your child's attendance records will be checked before permission is given by the headteacher. Failure to comply with the above will result in an unauthorised absence mark which will be noted on your child's attendance records.

### Home / School Agreement

All schools are required to have a Home / School Agreement. This is to establish what the school strives to do for your child and what we ask parents and children to do. Your child's signed Home / School Agreement will be kept in the school office.

### Communication Between Home and School

Communication between home and school is very important. Regular newsletters are sent out to parents and posted on the school website giving information about what is going on at school, dates of events and any items of news. Where possible we will **email** information to you and also a **text messaging service** is used to help keep you informed.

At the end of each nursery session Miss Martin/Mrs McArdell will open the nursery door to hand each child over to whoever the designated person is for collecting them. Any concerns or issues arising from the nursery session will be reported to the person collecting them at this time. Please let us know if somebody different will be collecting your child. There may be incidents arising during the course of the session, which require us to contact you straight away. It is essential therefore that a contact list is kept up to date. If you have any concerns, please do not hesitate to contact the class teacher or the office to arrange a convenient appointment to discuss the matter.

### Additional Learning Needs



If it becomes apparent that a child is experiencing difficulties with learning, concerns will be discussed with parents and where appropriate strategies will be put in place to support learning within the classroom. The Additional Learning Needs Coordinator (ALNCo) and the Head Teacher will be involved in these discussions. At this point, it may be appropriate for a child to have an Individual Development Plan (IDP) or an Individual Behaviour Plan (IBP) where more specific and detailed targets will be identified, support implemented and progress monitored closely.

If necessary then advice is sought from outside agencies such as the schools' psychological service. The schools' psychologist will then propose a course of action to be implemented within the school. No child will be seen by the psychologist without the agreement of the parents.

### **Strategies for Teaching**

Young children learn most effectively when they are involved in first hand experiences. The educational provision for children in the Foundation Phase is child centred, with the emphasis being an active participation in experiential learning activities, which meet their learning needs.

The curriculum is broad and balanced offering a wide range of experiences and opportunities in line with the seven areas of learning set out in the Foundation Phase.

All experiences are differentiated appropriately to meet the needs and developmental stage of each child. As and when they are ready the children progress onto the next stage of learning.

Provisions are made to ensure that the learning activities for the Foundation Phase include activities that involve working as individuals and as part of small and large groups as appropriate.

### **The Importance of Play**

The importance of structured and spontaneous play cannot be underestimated, and the term should be interpreted to encompass a crucially important network of experiences which relate to the physical, emotional and intellectual growth of the child.

Well-structured and purposeful play activities are used to enhance and extend children's learning. It is crucial to the way children become self - aware and the way in which they learn the rules of social behaviour, it is fundamental to their intellectual development. At Glasllwch we strive to inspire and challenge every child's talent to learn, with adult involvement playing a vital role in their play. We plan for, guide and offer choices for

their play. We challenge children with care and sensitivity and encourage them, moving their learning along through play activities.

### **Links with Parents**

The role of parents is crucial. Teachers and parents need to work together for the benefit of the children. Parents are informed about school issues through regular newsletters, the school website, Parent-mail text messaging and Twitter. Parents may arrange meetings with class teachers, at a mutually convenient time, to discuss any issues or concerns they may have. Additionally, if the need arises, the teacher will ask to see the parent. Parent consultations take place twice a year, during the Autumn and Spring Terms.

### **Equal Opportunities**

Every child has the same access to learning opportunities. Every effort is made to meet the needs of all children taking into account their cultural background, religion, language, gender and physical ability. Every effort is made to integrate and support children with special educational needs. If any discrimination or racism is observed in the school, it will be tackled quickly and positively. Gender stereotyping is actively discouraged.

### **Complaints Procedure**

There are many rules and regulations to which schools and their teachers are subject. Should a parent feel that they have grounds for complaint, they should follow the complaints procedure as set out on the school website under Online Office. In the first instance any issue should be discussed with the class teacher. If there are still concerns, then please contact the Headteacher.

If a parent feels that they have gained no satisfactory explanation they are entitled to bring the matter to the attention of Governors. If satisfaction is still not achieved, then the Director of Education, in Lifelong, Learning & Leisure at the Civic Centre, should be contacted.

The Headteacher would expect that parents would speak to the school before taking the matter further. Hopefully the matter can be solved satisfactorily at that point.

## Admissions Policy

Newport City Council is responsible for all admissions to Glasllwch Primary School. Full details of the admissions process, including application forms for admission, should be obtained from Newport City Council at [www.newport.gov.uk/school admissions](http://www.newport.gov.uk/school%20admissions) or by ringing the City Contact Centre on 01633 656656.

We hope you have found this information useful. We look forward to working with you and to your child joining us at Glasllwch. We pride ourselves on being "an excellent school" as identified in our inspection report March 2014.

## Seren Fach Nursery



Painting Bluebells



All dressed up for our Christmas concert



Baking some delicious cakes



Daily snack time



Fruit smoothie making!



Posting letters to  
Father Christmas



Setting up a tea party



Playing parachute games



Busy in the mud kitchen



Sorting



Building with shapes



Counting how many shapes  
are needed



Looking after our garden



Exploring with water and sand!