



JOHN RANKIN SCHOOLS



# Nursery Welcome Book

Infant & Nursery School  
Garford Crescent  
Newbury, RG14 REX

Tel: 01635 42376

[www.jrs.w-berks.sch.uk](http://www.jrs.w-berks.sch.uk)



# **#IGNITINGPASSION**

# **#EMPOWERINGLEARNERS**

# **#TRANSFORMINGTHEFUTURE**

It is with great pride that we welcome your family to the John Rankin Nursery. We are a Federation of John Rankin Infant and Nursery School (JRI) and John Rankin Junior School (JRJ).

Starting nursery is a fundamental time for children as they embark on their learning journey. For many children starting nursery is their first experience of a world beyond the secure familiarity of home life.

At John Rankin Nursery we endeavour to make the transition into nursery as easy as possible for both your child and yourself. Our approach to childcare is to promote a caring and home from home environment where children feel secure, supported and encouraged to flourish.

At John Rankin, we want to work together with you to create a new partnership: parents and school working together with your child at the

centre of what we do. We want to work closely with you to ensure that your child develops a love of learning and that their first memories of school are happy and cherished ones.

Our team of practitioners are led by Specialist Early Years Teachers, committed to assisting every child in our care in discovering their talents and passions. These building blocks equip children with the skills and confidence to be well rounded independent and self-motivated.

We welcome visits and would love to share with you what makes John Rankin Nursery so special. To make an appointment or register an interest, please contact the School Office: 01635 42376 or email: [Office@jrs.wberks.sch.uk](mailto:Office@jrs.wberks.sch.uk)

Ms Flora Cooper



# OUR VISION AND VALUES

Igniting Passion ● Empowering Learners ● Transforming the Future

Courage ● Creativity ● Curiosity ● Compassion ● Composure

## MISSION STATEMENT

Our job is not to prepare learners for something; our job is to help learners prepare themselves for anything.

Life always brings challenge – we will develop brave and resilient individuals prepared for an ever-changing world.

Our value 'composure' is taken from Ken Robinson's definition – the ability to connect with the inner life of feeling and develop a sense of personal harmony and balance. At John Rankin School this means individuals who are able to think clearly under pressure; therefore we will provide children with time and techniques to explore and understand themselves.

We firmly believe passionate staff create children passionate about learning; in order to achieve this, wellbeing for both staff and children must be at the core of all policy and practice.

We will always ask three questions of everything that we do:

- **What is the purpose of this?**
- **What impact will it have on our children?**
- **What impact will it have on the workload/wellbeing of staff?**

We are all different, unique and exceptional, this diversity will be celebrated and John Rankin School will help everyone to discover his or her purpose.

We want everyone to find their voice. We aim to ignite imaginations and curiosity to create learners who debate, ask questions, seek answers, and challenge the status quo, equipped to transform their future.

We believe that modelling our core values and conducting ourselves with impeccable manners and character means we will always stand apart from the rest.

We are all leaders and we believe that when we go out into our communities, it is our responsibility to lead with our core values as our compass - always seeking how we can be of service.

"Childhood is not a rehearsal. Young people are living their lives now, and who they become and what they do in the future has everything to do with what they experience in the present." (from Ken Robinson – Imagine If...)





## THE NURSERY DAY

We recognise that our families have different needs and in an effort to support diverse requirements we offer a flexible approach to nursery session attendance. Parents have the option to choose a combination of morning, afternoon and/or full sessions, subject to availability.

For continuity we suggest a minimum attendance pattern of three sessions, this supports children in adapting to their new routines and nursery expectations.

### Nursery Session Times

8.45am - 11.45am

Morning session

12.00pm - 3pm

Afternoon session

8.45am - 3pm

All day

If you are delayed for any reason please telephone the office so that we can reassure your child while they wait for you.

The Early Years is a vital time in which our children settle into school life and are supported in becoming happy, confident and independent learners. We believe that it is important to invest in this crucial stage of a child's early education and offer a series of settling in sessions prior to commencing full attendance. On your child's first visit we recommend accompanying them to explore the setting together, this ensures your child is comfortable and reassured in their new environment. For all further settling in sessions we welcome you to come and settle your child at an activity before leaving them in our care. As the term progresses, we will encourage the children to enter the classroom more independently after having said their goodbyes at the door.





# FUNDING

Every 3 and 4 year old can access free Early Years Education prior to reaching compulsory school age. The entitlement commences the term following your child's 3rd birthday for a maximum of 15 hours.

## **A child born on or between**

1 April and 31 August

1 September and 31 December

1 January and 31 March

## **Will become eligible for a free place from**

Start of term 1—September

Start of term 2—January

Start of term 3—April

Claiming 15hrs Early Years Childcare is a seamless process for parents and carers of 3 and 4 year old children. Following registration and admission of your child to John Rankin Nursery we claim the funding from West Berkshire Council on your behalf.

### **Claiming Extended Funding**

Some families are also eligible to claim an additional 15 hours childcare funding under the 30 hour funding initiative (Extended Hours) providing they meet the predefined criteria. Full details on help with childcare costs and applications can be made: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

If a successful 30hr funding application is made, your agreement with HMRC states you must reconfirm with them every three months to ensure your personal and financial circumstances remain accurate and reconfirm eligibility.

It is the responsibility of the claimant to reconfirm their details and recheck availability as requested before the reconfirmation deadline – the exact date is detailed in your online account.

Claimants will be prompted by email and/or text message from HMRC four weeks before the reconfirmation deadline and a further reminder two weeks before the deadline if you have failed to reconfirm.

Failure to reconfirm will result in funding being withdrawn for the commencing term; you'll enter a grace period where you can still retain your funded childcare for a short period of time after which you will then be expected to fund your child's place.

Queries regarding eligibility or the checking process, please contact the HMRC Customer Interaction Centre on 0300 123 4097.

**\*\*As a provider we are required to verify your eligibility code prior to offering your child a funded place, therefore please ensure you complete and return a 30 Hour Eligibility Verification Form\*\***

### **Parent Declaration**

It is a mandatory requirement that ALL parents/carers of children claiming Early Years Funding both 15hr and 30hrs complete a Parent Declaration Form to support their claim. You are required to submit a completed Parent Declaration prior to you child taking up their nursery place. Failure to return a completed Parent Declaration will result in the immediate suspension of your child's Early Years Funding.

# SCHOOL UNIFORM



The school uniform gives the children a sense of pride and belonging. The school colours are royal blue and grey and the school logo was designed by our pupils. All children are expected to wear school uniform and we are grateful for your support in this matter.



**Boys** wear grey shorts, or long trousers in cold weather, a white polo shirt and at the Juniors a shirt, optional tie and sweatshirts.

**Girls** wear grey skirts or pinafore dresses, some prefer trousers, a white polo shirt and at the Juniors a shirt, optional tie and sweatshirts or cardigans.

Shoes should be black and socks/tights grey or white. Girls may wear blue and white checked dresses in the summer.

Our younger children (age 3) are permitted to wear black/grey leggings or track suit bottoms and a royal blue supermarket jumper/fleecy top.

It would be helpful if you could provide your child with a pair of wellies to be kept in the nursery as we go outside whatever the weather.

Children should not be wearing jewellery. For safety reasons, if

children have pierced ears, only studs are allowed.

Please make sure your entire child's clothing is clearly named. We collect a lot of 'lost property' which we and the children are unable to identify because the gloves, jumpers, hats, scarves, wellies etc. are nameless.

Please ensure your child has suitable outdoor clothing available including (warm waterproof coat) as we play outside whatever the weather! We suggest a fully equipped bag be left on your child's peg for the duration of their time at nursery, containing:

- Wellies
- Waterproof trousers
- Woolly hat/gloves
- Sun hat and sun cream
- Change of clothes – In the event of a toilet accident or enthusiastic water/mud kitchen play!

# Skoolkit



# TRAVEL TO SCHOOL

We encourage all children to walk, scoot or cycle to school whenever possible. If you do need to drive your child to and from nursery, please park responsibly and respectfully in the surrounding roads. The car park is strictly for the school staff and Blue badge holders.

If you have a medical condition which requires you to park in the car park, please ask for a parking permit application form from the office. Please park respectfully in the surrounding roads and please switch your engine off. We appreciate your co-operation.



## COLLECTION

Once your child has been released into your care, they are your responsibility so encourage your child to stay by your side.

If your child is being collected by someone other than yourself, please inform the school by calling 01635 42376. We will give you a one-time password to share with the adult collecting your child. We will not release your child to a another adult unless that person has the one-time password. Where possible, please make sure your child knows who is going to collect them.

## OTHER INFORMATION

- ◇ Dogs are not allowed anywhere on the school site, for health and safety reasons.
- ◇ Smoking is not allowed anywhere on the school site and we also request that you do not smoke directly outside the school gates.
- ◇ Mobile phones must not be used on the school site, for safeguarding reasons. This includes when waiting to collect children at the end of the school day.



## ATTENDANCE

It is important that your child attends nursery regularly. However, we will rely on parent's discretion to keep their child away from nursery if they are unwell and until fully recovered from any illness.

We will refuse to accept any child into the nursery should we feel they are unfit to attend. We do this to consider the welfare of the other children as well as the staff.

On the occasion that your child is absent from nursery, please telephone the school office before 9.30am, giving the reason for absence. We are now required to check the whereabouts of any child who has not arrived at nursery for their agreed attendance along with a reason for the absence.

## ARRIVE ON TIME

The nursery gates open from 8.45am. If your child is late and arrives after 8.50am, they will need to be brought to the office to sign in and will then be taken down to nursery.

## BEHAVIOUR

BE CONSIDERATE  
BE COMPASSIONATE  
BE COMPOSED

Our school has high standards of behaviour and we expect all our pupils to demonstrate our three simple rules at all times. Children are encouraged to be respectful and sensitive to each other's needs and to care for personal and school property.

- Help children to become good citizens who will relate positively to other members of society, at home and in the community.
- Create an environment in which children can achieve their full potential and do as well as possible in their learning.
- Create the best conditions for learning by developing good behaviour.

We adopt a therapeutic approach to managing behaviour.

We aim to promote good behaviour at all times so that pupils can grow in self-discipline, self-esteem and self-confidence. We aim to:

- Promote the positives and ensure children are clear about expectations.
- Provide children with stimulating and well planned learning opportunities.
- Encourage children to take responsibility for their own behaviour and help them to recognise their behaviour is of their choosing.



Negative behaviour choices are dealt with by staff in a calm manner. Children are given the opportunity to reflect on dysregulated behaviour choices. Children who have difficulty meeting the school's behavioural expectations are further supported by a member of the leadership team.



# THE ENVIRONMENT

Our purpose built, bright and spacious Nursery is designed and equipped to cater for children from 3 –4 years old, offering a warm and safe environment, with direct access to a fabulous secure outdoor area.

## INDOOR PLAY

There are many defined areas of play with an array of resources. Everything is accessible for the duration of the day and the children are encouraged to explore and plan their learning time, as well as learn how to look after resources and tidy away when it is time.



- Home corner /role play and dressing up.
- Construction and block play
- Reading/book area
- Mark making/drawing and writing area
- Musical instruments
- A range of Math's and science resources
- Technology such as Computers and Interactive whiteboard
- Small world play
- Natural materials - sand, water, wood, stones and clay
- Creative area - painting, printing and modelling
- Fine motor opportunities - busy fingers, playdough, threading

## OUTDOOR PLAY

Outdoor play is very important to us. The children have access to the garden every day in all weathers. This has a number of areas and learning opportunities which include:



- Natural materials – sand & soil and water
- Mud kitchen
- Wheeled toys such as bikes and cars
- Role play house and café
- Large Climbing equipment
- Space for running and physical activities
- Small equipment – balls, rings & beanbags
- Writing/mark making shed
- Large & small construction - large blocks and crates

## EYFS – EARLY YEARS FOUNDATION STAGE

At John Rankin Nursery we follow the Early Years Foundation Stage Curriculum and this underpins our 'learning through play' philosophy throughout your child's time with us. All of our staff are trained to facilitate the children's journey through the main areas of learning and development. Early years learning concentrates on 7 areas split between prime and specific areas of learning.

The prime areas of learning are:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning are:

- literacy
- mathematics
- understanding the world
- expressive arts and design

### PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT

This is a vital area of development for all children. We support the children in developing a positive sense of themselves, and others; to be able form positive relationships and develop respect for others and to develop their social skills as well as learn how to manage their feelings and to have confidence in their own abilities. We aim to develop their understanding of the difference between right and wrong and to develop empathy for others.

### COMMUNICATION AND LANGUAGE

In our language rich environment practitioners create a wealth of opportunities for children to talk, listen and communicate in a range of situations with each other and with familiar adults and visitors. We are passionate about giving children opportunities to develop their confidence and skills in expressing themselves and develop their understanding.

### PHYSICAL DEVELOPMENT

This area of learning involves providing opportunities for young children to be active and to develop their co-ordination, control, and movement. We help the children to understand the importance of physical activity, and to make healthy choices in relation to food. We provide a range of opportunities for children to develop their gross motor skills such as using large equipment to balance and climb as well as their fine motor skills through activities such as playdough and threading.



## LITERACY

We nurture early reading and writing skills by encouraging a love of books, stories, singing, poems and rhymes. We share stories and songs daily and we also provide daily phase 1 phonics sessions in which the children are able to develop their listening skills and awareness of letters and sounds through fun and interactive games. We provide mark making resources in all the areas of the environment to encourage the children to mark make and be able to give meaning to their marks.

## MATHEMATICS

We provide the children with opportunities to develop their skills in counting, recognising, understanding and using numbers and to describe shapes, spaces and measures. We provide opportunities for children to explore a range of maths concepts and by encouraging the children to use mathematical words and ideas in their play. We provide resources for counting, calculating and shape available indoors and outdoors. Number stories, songs and imaginative play also help with the children's mathematical understanding.



# CHARACTERISTICS OF EFFECTIVE LEARNING

The ways in which children engage with other people and their environment, playing and exploring, active learning and creative, critical thinking underpin learning and development and support the child to become an effective and motivated learner. Our environment is well resourced and we use the space for the children to enjoy learning, to be active and to become responsible and independent learners.



## EXPRESSIVE ARTS AND DESIGN

We provide an environment in which children can explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology. With us children learn about colour, different techniques and artists and we encourage them to use their imagination and creativity through dressing up, role play and musical instruments.

## UNDERSTANDING OF THE WORLD

Exploring and finding out about the world around them is very much a daily part of your child's life at nursery and at home! We encourage the children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment. We provide opportunities for the children can make and build with different materials, have access to a range of technology and begin to understand a sense of time and place in their world. They are able to begin to learn about their own and other cultures and beliefs.



# FOREST SCHOOL



At John Rankin we offer a broad and balanced curriculum to develop the whole child. Forest School enhances this work further with a range of experiences designed to develop the whole child; physically, intellectually, emotionally, socially, spiritually and morally. We aim to challenge and support the children to become independent resilient learners who enjoy trying out their ideas, working together with their peers to solve problems and conquer challenges in the natural world.

Here are some activities that the children enjoy in forest school:

- Cooking – Toasted Crumpets, Smores, Campfire Bananas, Hot Chocolate
- Mud Slide
- Bug Hunting
- Den building
- Natural Jewellery

and much, much more...

## SCHOOL LUNCHES

Dolce offers our children a broad variety of freshly prepared delicious food at lunchtime.

Should your child wish to have a hot meal at school, you must order your child's lunch online. This can be done up until 8.50am on the day.

Children bringing packed lunches should place them in the cloakroom on arrival to nursery. Please note that glass bottles,

fizzy drinks and nut products are not allowed in lunch boxes. We encourage children to eat a healthy and balanced lunch.

To order, please visit the School Grid website <https://app.schoolgrid.co.uk/schoolaccount>.



## ALLERGIES AND INTOLERANCES

Dolce successfully caters for children with allergies and intolerances.

When creating your child's Dolce account, you will be asked to select any allergens. This means that pre-order options that contain your child's allergens will be blocked.

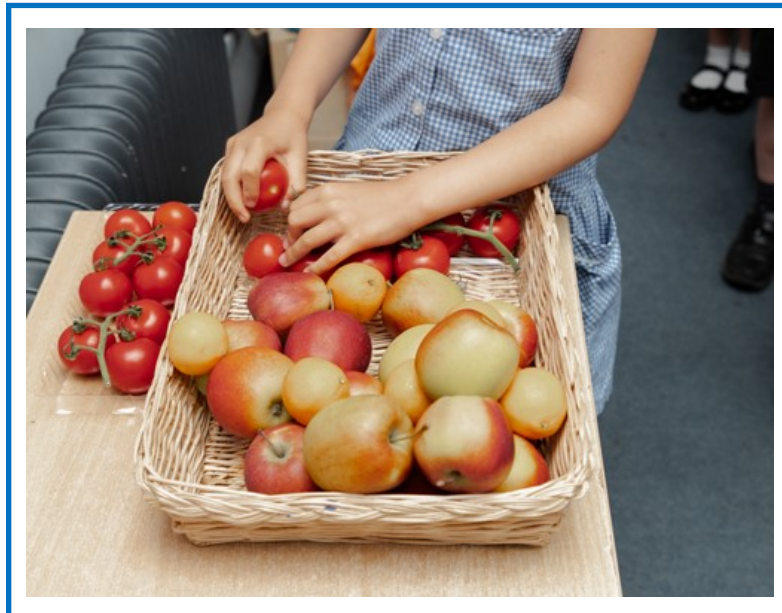
If you have any questions regarding allergens, please contact Dolce Customer Care Monday to Friday from 8am to 5pm on 01942 707709 or by email to [customercare@dolce.co.uk](mailto:customercare@dolce.co.uk)



## SNACKS AND WATER

We operate a rolling snack system in nursery and all children are actively encouraged to enjoy a healthy fruit or vegetable snack during their session.

Children are required to bring a drinks bottle containing **fresh water** every day. Should they forget their bottle, water will be available during the school day.



## MILK

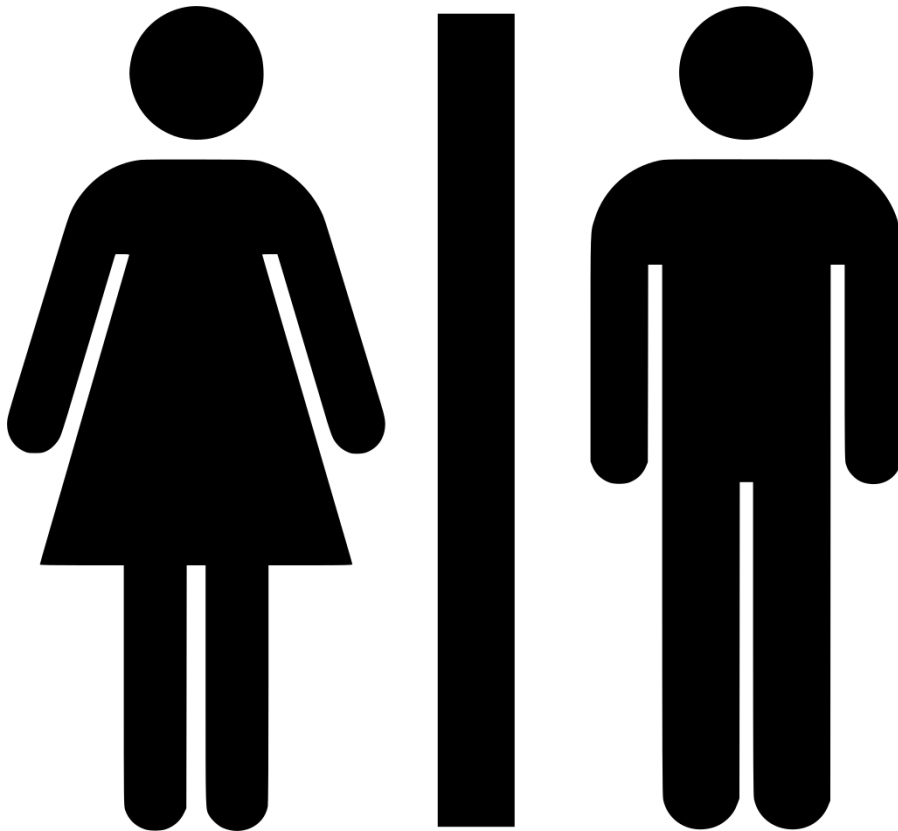
Every child under the age of five is entitled to free school milk. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Please let us know if you do not want your child to be registered.

If you wish for your child to continue to receive milk after they turn 5, you can apply via the [Cool Milk website](#) to pay a subsidised rate for your child to continue. For children entitled to free school meals, this can be paid for by the school, however you must still apply for this provision.

## TOILETS

Children are encouraged to care for themselves when they use the toilet. Please encourage them to practice at home. It is very important that they flush the toilet and wash their hands after using the toilet. A bag with a set of spare clothes can be kept on your child's peg.



## POTTY TRAINING

Our practitioners are experienced in supporting younger children with potty training. If you think your child is developmentally ready to start using the potty we will endeavour to work with you to ensure the process is a smooth one. Please be aware that it can take longer for a child to potty train at nursery as there is so much more happening within the environment than at home. This is why we ask you to start potty training your child at home for a short period before it is introduced at nursery.



# SAFGUARDING YOUR CHILD

We are committed to ensuring that all our children are well cared for, safe and protected. We have a detailed Safeguarding Policy, which looks at all aspects of safety throughout the school, but which also incorporates Child Protection. We follow West Berkshire's Child Protection procedures and aim to work together with other agencies that support children and families. We are required to be watchful for signs and symptoms of: physical abuse, sexual abuse, emotional abuse and neglect.

## PUPIL WELFARE

We very much look upon our role as one of partnership with parents. Please keep us informed of any changes in home circumstances or of things which have happened outside school which may affect the happiness and progress of your child, we will treat such information as confidential.

Parents should be aware that in urgent/repeated incidents of neglect or abuse, the school is obliged to discuss with/refer these to other agencies. There are designated persons with responsibility for the implementation of these procedures. Every member of staff, teaching and non-teaching has been formally trained regarding Child Protection issues.



## ILLNESS AND MEDICINES

There may be occasions in which your child needs to have medicine in school. Our first aid trained staff will be happy to administer this once a medical request form has been completed and returned to the office.

Regular medicines such as inhalers are held centrally in clearly marked containers and can be quickly and easily accessed by the pupil concerned.

It is the responsibility of the parent to check that any medicines held in school are in date.

There are fully trained first aiders on the staff. In the event of any concerns about your child feeling unwell, we will contact you. We do not give any medication without your authorisation.





## GETTING SET UP

At John Rankin Schools, we use a number of third party providers to provide services for our families, such as receiving communications, paying for school trips, ordering lunches, supplying milk, receiving progress updates and hosting parents' evenings. These companies have many benefits to improve the

efficiency of the school and make parent's lives easier. If you need any help with activating your accounts with our third party providers, please do contact the school office. Please read our Privacy Notice for School Pupils Policy to understand how your child's data is protected.

John Rankin payments are made online with a credit or debit card via the Scopay. We will notify you when new items such as school trips or tickets for events are available for payment and consent on Scopay.

**What you need to do now:** Activate your Scopay account. It's quick and easy to do; simply follow the link on the activation email sent to you. Download the app: If you have a smartphone,

Please download Scopay from your app store (Android and iPhone). The



app shows the same information as the website PLUS it saves the school money when we send you a text message. OR Visit the website: <https://www.scopay.com/login> and click on 'Register as a New User' and follow the instructions.



In Nursery (FS1) and FS2 we capture, record and track your child's progress using 'Tapestry', an on-line observation and assessment tool, a system, which is hosted in the UK on secure servers.

'These servers are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey. tool'.



# FREQUENTLY ASKED QUESTIONS

## WHAT TIME IS THE SCHOOL OFFICE OPEN?

The school office is open from 8.30am to 4pm, where the staff will be pleased to deal with your enquiries. The office email is [office@jrs.w-berks.sch.uk](mailto:office@jrs.w-berks.sch.uk)

## WHAT HAPPENS IF MY CHILD HAS SPECIAL DIETARY REQUIREMENTS?

Please update your child's Dolce account with their allergens and this will ensure they are not able to select a meal containing these allergens.

## CAN I TALK TO MY CHILD'S NURSERY TEACHER?

Yes, we encourage open communication with families and teachers. The mornings are generally a busy time welcoming the children into nursery, therefore we recommend contacting the office to arrange a mutually convenient time to meet.

## MY CHILD HAS A SERIOUS HEALTH PROBLEM, HOW WILL THE SCHOOL DEAL WITH THIS?

The school will work closely with you and the relevant health professionals involved with the your to draw up a care plan. The staff will also undertake any necessary training to enable them to care for your child during the school day.

## WHAT SHOULD I DO IF MY CHILD IS LATE FOR NURSERY?

Please call the office to let us know as soon as possible. If you arrive after 8:50am, please come to the infant office to sign in.



## WHAT DO I NEED TO DO IF MY CHILD IS TAKING MEDICATION?

You will need to complete a request to give medication form on our website and bring the medication to the school office. We can then administer medication for your during the school day.

## **IF I AM RUNNING LATE TO COLLECT MY CHILD WHAT SHOULD I DO?**

Please call the office as soon as possible. We will let your child's nursery teacher know.

## **WHAT SHOULD I DO IF MY CHILD IS UNWELL?**

Please call the office and leave a message on our absence line by 9.30am or email the school at [office@jrs.w-berks.sch.uk](mailto:office@jrs.w-berks.sch.uk), detailing your child's name and the nature of their illness.

## **WHAT WILL HAPPEN IF MY CHILD IS ILL AT NURSERY?**

We have first aid trained staff in nursery, who will assess your child and contact you if necessary.







## **HOW DO I ORDER SCHOOL DINNERS?**

To save the nursery teacher time in the mornings, all school dinners should be ordered at home via the School Grid website. This can be done up to 8.50am on the day.

## **HOW WILL MY CHILD WITH SEN BE SUPPORTED IN NURSERY?**

We have a strong SENCo team who will work closely with you and your child.

## **WHERE CAN I FIND LOST PROPERTY?**

Please as a member of staff on the door at pick up or drop off and they will be happy to help you.

## **WHAT SHOULD I DO IF SOMEONE ELSE IS COLLECTING MY CHILD?**

Please call the school office in advance to let us know any changes to collection. You will be given a one-time password to share with the person collecting your child, which should be given to the class teacher on arrival at the classroom door.

## **WHAT SHOULD I DO IF I HAVE CONCERNS ABOUT THE NURSERY OR A CHILD?**

Please talk to your child's nursery teacher initially. If you feel you can't talk to the teacher, contact the office to arrange a mutually convenient time to meet with a member of the senior leadership team.





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Courage ● Creativity ● Curiosity ● Compassion ● Composure