



NURSERY • PRIMARY

ABOYNE LODGE

CREATIVE • CURIOUS • CARING

Information for families who are new to Nursery

Dear Parents/Carers

To begin with everyone here would like to wish you a very warm welcome to Aboyne Lodge School. We are delighted that your child will be joining our nursery class and are very much looking forward to getting to know them. We look forward to working with you to make sure that your child's experience at Aboyne Nursery is the very best it can be.

The aim of this pack is to provide you with the information you need for your child to start nursery at Aboyne and answer any questions that you may have. There are also a number of forms which we require to be completed and returned to school before your child starts – the office will be in contact with you about these before you start. It would be really helpful if these could be sent in to the school office before the end of the summer term, so that we have everything in place when your child starts nursery.

If you have any questions that are not answered within this information pack, please do not hesitate to get in touch and we'll be happy to help.

Who do I need to talk to if I have a question or a problem?

The Headteacher at Aboyne is **Keith Smithard** and the Deputy Headteacher is **Hannah Porteous**. We have two joint Chairs of Governors, **Clare Sayce** and **Alex Farley**. In the first instance, if you have a question about something happening in the classroom, please speak to the class teacher directly. You can contact them via the admin@aboyne.herts.sch.uk email, or catch them before or after school during pick up or drop off. If you want to book an appointment, please arrange this through the school office.

If your child has a special need you can speak to our **SENCO, Ruth Clinton**. She works three days a week on a Tuesday, Wednesday and Thursday. Her role is to be the champion for our children with special needs, so if you have a concern or question it's really important that you get in touch. You can arrange an appointment with her through the school office.

If you have a query for the office team, for example school uniform, attendance or forms that need filling, you can speak to **Kirsten Landau** or **Jennie Lilly**. If it's not too busy please come to the main school entrance during the school day, where you can speak to

Aboyne Lodge JMI School,
Etna Road, St Albans AL3 5NL
Tel: 01727 849700
Email: admin@aboyne.herts.sch.uk

one of them directly. Alternatively you can email admin@aboyne.herts.sch.uk or call us on 01727 849700.

What happens at the start of the session?

Nursery begins at **8:40am** if your child is attending a morning session or staying all day, and starts at **12.10pm** if your child is attending an afternoon session only. Please walk your child along the main pathway then turn right along the path towards the nursery building. Your child's teacher and TA will be at the classroom door ready to welcome your child in. We know that to begin with you may have lots of questions for the class teacher, but we politely ask that you do not come in to the classroom, unless you have been invited in.

What happens at the end of the session?

Nursery finishes at **11.40am**. If your child is attending a morning only session and ends at **3:10pm** if they are attending an afternoon session or staying all day. You can pick your child up from the same area that you dropped them off from.

It is really important that we know who is picking your child up and you can also help us by ensuring that your child knows who is collecting her/him. If plans change during the day let us know; we can pass on a message and give your child your permission to go with someone else. Children under the age of 14 are not allowed to collect your child from school. Please see our policy for the collection of children for more information.

When will my child start nursery?

In the first few weeks of school your child will not attend nursery for their usual hours. Your child will be invited for some short settling in sessions to get them used to the new environment and staff. You will receive more information about this nearer to the time of them starting.

What is a home visit?

If your child is starting nursery, you will be invited to sign up to a home visit. These take place in the first few weeks in September. During these visits the class teacher and TA will visit you and your child in the home setting and spend some time getting to know them in a familiar environment and answer any questions you may have. You will receive more information about this nearer to the time of your child starting school.

There is no parking around here. What do I do?

Parking is not permitted in the staff car park but we have negotiated with the wardens that parents can park for 15 minutes in approved residents' parking areas outside the school during term time only. Parents wishing to obtain a permit will need to come to the school office. In order to cover the administrative costs for this service, we charge £1.50 per permit per academic year. You must make sure that the permit is displayed in your car window.



Please remember that any cars parked in such a way as to cause an obstruction or parked on single or double yellow lines or hatched areas, will receive a parking ticket **EVEN** if they are displaying a permit.

Do you have any before and after school clubs?

For parents who need wrap around care, we have a before and after school club. Children can be dropped off here from 7:45am and be picked up at 6pm. There are limited spaces in our before and after school club, which means that spaces fill up quickly. For more information, please check out the school website or speak to the Office team.

How do lunchtimes work?

In Nursery we run a lunch club between the morning and afternoon sessions for half an hour from 11.45 to 12.15. Your child can attend this club if they stay all day but also if they attend morning and afternoon sessions only. During this time the children will be taken to eat their lunch in the school dining room and supervised. The children can bring a packed lunch from home or parents can pay for a school lunch. A copy of the new menu is sent out to parents at the start of each term (there will be one included in your pack).

There are three meal choices every day: Red (meat), Green (vegetarian but offered to all), Yellow(sandwich/baguette). You will write your child's lunch choice on a whiteboard outside nursery each morning.

You can send your child in with a packed lunch if you prefer - if you do, please use a named, rigid, leak-proof lunch box. Aboyne Lodge is a 'Healthy Eating School' so please avoid too many unhealthy choices in their lunch box.

Importantly, we are a **NUT FREE** school due to some of our children suffering with severe allergies. Please avoid foods such as peanut butter, Nutella, and pesto. If your child does suffer with any allergies, please let the office know as soon as possible.

Do I need to send in a drink or snack for my child?

We encourage children to drink water regularly. Please make sure that your children have their own named water bottle to school each day and will be sent home each day. The bottle is for water only - please refrain from packing a bottle full of juice.

We will provide your child with a healthy snack during both the morning and afternoon session. We ask for a voluntary donation of £1 per week per child or 20p a session to cover the cost of the snacks.

What is the uniform?

Children in nursery do not wear school uniform. They come to school in their own clothes. These clothes need to be practical and comfortable and be clothes that you don't mind getting dirty. The children need sensible shoes without laces as well as a pair



of wellies in school at all times. Children must also have weather appropriate clothes like a warm coat and gloves as we are outside everyday whatever the weather.

As I am sure you can imagine with every child wearing the same clothing, it is vitally important that everything that your child wears or brings into school is named. Named lost property will be returned to the child. Unnamed lost property will be placed in the lost property box. At the end of each term unclaimed uniform is either added to the second-hand uniform sale-rail or sent for recycling.

How can I find out what is happening at school?

Communication with the school is vital and we use a number of ways to share written information about the school with you. Please look out for emails from the office which may have important information on that you need to be aware of.

Included in one of the emails every Friday is our weekly bulletin which has regular updates, information and key dates for you to see. This will give you an idea of what is happening in school and often contains information from ALSA (our parent/Teacher Association) and community events.

In Nursery we communicate with parents via a platform called 'Tapestry'. The office will set up an account for you and your child and send you a link in September. You can download the Tapestry App for free. Staff will use Tapestry to keep you informed about your child's progress at nursery. You will receive weekly updates and photos about your child's progress and information about how they are getting on.

What happens if we are late?

If you are late in the mornings, you can ring the doorbell outside and the nursery staff will come and let you in. If you are going to be late picking up at the end of the day, please let us know.

What if my child is sick or needs to take medicine?

There will be days when your son or daughter are not well and need to stay off from school. If this is the case, it's vital that you let us know. You can do this via the office email admin@aboyne.herts.sch.uk or phone the school in the morning on 01727 849700.

If you don't inform us it is our statutory duty to contact, you directly and make sure that the children are safe and well.

If your child has been off sick and needs to take medicine at school, ideally parents will come in an administer the medicines for their children, however we can administer medicines with your consent. Please make sure you fill in one of the consent forms that clearly outlines the dosage and times administered. All medicines must be clearly labelled from the pharmacy with this child's name. The school has a medicines policy which can be found on our website.



Dental and medical appointments should be made whenever possible outside school hours and advance permission for absence must be sought.

Can my child bring anything into school?

Children are allowed to bring a comfort toy to nursery to keep in their bag if they wish. Sometimes your child will have 'show and tell' and can bring in something from home to show the class.

How do I know that my child is safe at school?

Your child's safety is our prime concern at all times. Our Health and Safety Policies cover procedures for fire, asthma, anaphylactic shock, diabetes, accidents and stormy weather, for example, and are known to all staff. Children are made aware of a range of dangers they may meet and are advised on how to deal with these in assemblies, and within class activities (e.g. Road Safety, Stranger Danger, and Safe Play). Our School Rules also address issues of safe conduct.

If you do have any concerns, it's really important that you raise them with the class teacher as soon as possible so that we can deal with your worries quickly and effectively.

What about Child Protection?

Schools have an important role protecting children from any forms of abuse and the Government requires that we are alert to signs of neglect, physical or verbal abuse towards children. We have clear procedures when concerns arise. Our Head Teacher, Keith Smithard and SENCO, Ruth Clinton are the designated safeguarding officers to whom staff report concerns. This would usually result in a conversation with parents to ascertain background information unless we believe a child to be in danger of physical harm – in which case a referral is immediately made to Children's Services. Schools have "a duty of care" to all pupils and we hope that you will support us in achieving this important task.

How can I help support the school?

We welcome parent volunteers and appreciate you coming in to support the school. This may be that you come on and support our children with reading, come on school trips or help alongside ALSA (our PTA) to raise funds for the school.

ALSA are very welcoming and keen to have lots of families involved in their charity work. They raise vital funds for us and play a major role in bringing the community together. If you would like to get involved, please contact the office.

We know that lots of our parents have lots expertise in different areas, or perhaps you have knowledge of a different faith or culture that you would like to share. If you think you can help in some way, please get in touch.



What are free school meals and do I need to apply for them?

If you are in receipt of any benefits you may be able to claim free school meals until you get back on your feet. If your child is in receipt of free school meals, the school also receives extra funding to support your child in other ways (the Pupil Premium Grant) – for example, we can support with extra tutoring, fund outside support with a specific learning need and even support financially with trips and clubs. This means that (if you qualify) you should apply even if your child is in Reception, Year 1 or Year 2 where all children are entitled to a free school meal.

It only takes 5 mins to apply online and in most cases they can tell you straightaway if your child can get free meals at school. For more information and the link to apply, please visit the Hertfordshire CC website:

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-schoolmeals.aspx>

We are also happy to help you through the process at school, so please pop into the office and we'll happily help.

Do you have an online payment system?

We operate a cashless school and therefore ask that all payments for uniform, meals, trips and parental donations are made via School Gateway.

You can download the SchoolGateway app direct to your smart phone. The email address and mobile number you register with must match the one supplied to the school. If you get an error message, please contact the School office to confirm your details.

How can I help my child be ready for nursery?

It will be easier for your child if:

- They can recognise their name
- Put on and take off the clothes they wear to school
- Do up zips, buttons and Velcro shoes
- Pull up their sleeves before doing something messy
- Wash and dry their hands properly
- Blow their nose properly
- Ask for the toilet properly, using the correct words and use and flush the toilet independently

And finally:

We hope that you have found this booklet helpful. If you need any further information or think that we may be able to help you in any way, please let us know otherwise we can't wait to see you in September.

Warmest wishes,
Mr Smithard

