



Excellence, Innovation, Respect

## **Oakgrove Primary and Nursery**

### **Nursery**



**Meet the Teacher**

**Key Information**

**2022-2023**

Please keep this booklet in a safe place for future reference

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## School Contact Details

Oakgrove School, Primary and Nursery  
Atlas Way  
Oakgrove  
Milton Keynes  
MK10 9SG

Tel: 01908 545300 (option 5 for Primary)

Email: [primary@oakgrove.school](mailto:primary@oakgrove.school)

Website: [www.oakgrove.school](http://www.oakgrove.school)

Follow us on Facebook: **Oakgrove Primary and Nursery**

Nursery Team Email: [Nursery2022@oakgrove.school](mailto:Nursery2022@oakgrove.school)

Email address to report your child's absence: [primaryabsences@oakgrove.school](mailto:primaryabsences@oakgrove.school)



## Term and Holiday Dates 2022/2023

<b>Term Dates</b>		
<b>Autumn term</b>	Thursday 1 <sup>st</sup> September	Friday 21 <sup>st</sup> October
	Monday 31 <sup>st</sup> October	Friday 16 <sup>th</sup> December
<b>Spring term</b>	Tuesday 3 <sup>rd</sup> January	Friday 10 <sup>th</sup> February
	Monday 20 <sup>th</sup> February	Friday 31 <sup>st</sup> March
<b>Summer term</b>	Monday 17 <sup>th</sup> April	Friday 26 <sup>th</sup> May
	Monday 5 <sup>th</sup> June	Friday 21 <sup>st</sup> July

### **Inset days – School Closed for Children**

Thursday 1<sup>st</sup> September 2022 and Friday 2<sup>nd</sup> September 2022

Friday 25<sup>th</sup> November 2022

Thursday 20<sup>th</sup> July 2023

Friday 21<sup>st</sup> July 2023

### **Bank and Public Holidays 2022/2023**

Christmas Day	Saturday 25 December
Boxing Day	Sunday 26 December
New Year's Day	Sunday 1 January
NY Bank Holiday	Monday 2 January
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
May Day Holiday	Monday 1 May
May Bank Holiday	Monday 29 May

## **Dates for your Diary – Autumn Term 2022**

### **Monday 5<sup>th</sup> September 2022**

Nursery 'Meet the Teacher' visits begin

### **Friday 9<sup>th</sup> September 2022**

Deadline for completing your child's registration via the Oakgrove SIMS Parent App – please ensure you log in and check all your child's details are correct.

### **Friday 9<sup>th</sup> September 2022**

First intake group of Nursery children will start in nursery

### **Wednesday 21<sup>st</sup> September 2022**

All children joining Nursery will have started school by this day

### **Thursday 29<sup>th</sup> September at 2pm**

#### **Parents Early Years Curriculum Information Meeting**

Curriculum information meeting for parents of children in Nursery, focusing on how the children learn through play.

### **Monday 17<sup>th</sup> October 2022**

School Photos

### **Monday 24<sup>th</sup> October to Friday 28<sup>th</sup> October**

**Half Term Holiday - School Closed**

### **Friday 25<sup>th</sup> November - School Closed for INSET Day**

### **Tuesday 13<sup>th</sup> December**

Nursery Nativity Songs to Parents

### **Friday 16<sup>th</sup> December 3.10pm School closes for Christmas Holidays**

## Nursery Staff Team



Emily Barton  
Blossom Class Teacher



Rachel Adams  
Teacher and SENCo



Katie Wood  
Teaching Assistant



Rowena Houchin  
Teaching Assistant



Vicky Burton  
Teaching Assistant



Georgia Tipper  
Teaching Assistant

## What your child needs for Nursery at Oakgrove School

- **Uniform** – Blue sweat shirt or cardigan, grey skirt or trousers, white polo shirt and black shoes.
- **PE Day Uniform** Plain trainers, white t-shirt, plain black or navy tracksuit bottoms and tracksuit top, navy or black PE shorts
- **Book bag** – We will send home letters and information through the book bag please ensure that your child brings it to school each day. Keyring for recognition.
- **A suitable coat for the weather** - the children will spend lots of time outside throughout the year.
- **Wellies** – For outdoor play when wet.
- **Spare clothes** – children in nursery are starting to manage their own toilet timings and this will take some practise. Please include socks and underwear with their clothes. The children are also likely to get messy during their learning and play – this is an important part of your child’s education at this age! A spare clothes bag is welcome to stay on your child’s peg to be returned each half term or when clothes have been used. If your child is still getting the hang of the toilet, please provide everything that they will need during their session in Nursery. Please also ensure that staff are aware of the support your child needs.
- **Water Bottle** – Please ensure that your child brings a full water bottle to school each day containing only water.
- **Sun hat/woolly hat and gloves as needed.**
- **Sun cream** – sun cream must be applied at home prior to the start of Nursery.





# Please name everything your child brings to Nursery!

Easy use name tags are available online or alternatively a name written in biro.

## Medical and Illness Information

If your child is unable to attend nursery, you should telephone the school office on 01908 545300 before 9.00 am to notify them of the absence. If your child has shown signs of being unwell and you decide to send them into nursery, please let us know - particularly if you have administered any painkillers.

Should your child become ill during the school day or is recorded as having a temperature above 37.5 degrees Celsius, we will telephone you, in the order of the contacts given to the school Office, and ask that your child be collected.

Prescribed medication can be administered in nursery if it is required more than 3 times a day. The medication will need to be handed in at the school office each morning and a form completed. Any long term medication should be left in school and a long term medication form completed at the school office.

Please note the school policy with regards to the exclusion periods for the following illnesses and infections. These are in place to avoid spread and further infection amongst the other children in nursery:

- **Sickness and diarrhoea** – children can return to nursery **48 hours** after the last episode of sickness or diarrhoea.
- **Conjunctivitis** – Children can return to nursery after starting treatment.
- **Impetigo** – Children can return to nursery **48 hours** after starting antibiotic treatment or after the lesions have crusted and healed.
- **Ringworm** – Children do not need to be excluded but should be treated.
- **Scarlet Fever** – Children can return **24 hours** after starting antibiotic treatment.
- **Warts and Verrucae** – Verrucae should be covered.
- **Chickenpox** – Children can return to nursery once they are feeling better and all the spots have crusted over.
- **Headlice** – If you see live headlice please treat your child at home. If they are in nursery and live lice are seen, you will be contacted and asked to collect your child and treat them at home.



- **Slapped Cheek** – children can be in nursery as long as they do not have a high temperature and are well enough in themselves.

Please teach, and encourage your child to wash their hands properly at home to try to avoid the spread of infection!

## Help Us To Minimise The Risk Of Infections

Please teach, and encourage your child to wash their hands properly after using the toilet and before eating food at home to try to avoid the spread of infection.



## Reporting an Absence

If your child is absent for any reason, you should notify the school office of this before 9am. Please leave a message on the absence line by calling 01908 545300, select option 1 for Primary and then 1 for the absence line.

We also have a dedicated email address that you can email to inform us of your child's absence: [primaryabsences@oakgrove.school](mailto:primaryabsences@oakgrove.school)

When you call or email the school it is important that you clearly state your child's name, class and reason for absence. It is essential that you give us as much information as possible regarding your child's illness and don't just say they are unwell.

## Drop Off and Pick Up Times

### All Day Sessions

- Doors open 8.30am and close at 8.45am. Any late comers need sign in at reception before entering nursery.
- Prompt pick up at 2.30pm from the nursery door. If you are going to be late, you will need to inform the school office.
- If booking for the extra hour care, prompt pick up at 3.30pm from the nursery door.

### Morning Session

- Doors open 8.30am and close at 8.45am. Any late comers need to go through reception.
- Prompt pick up at 11.30am from the nursery door. If you are going to be late, you will need to inform the school office.

### **Afternoon Sessions**

- Doors open 12.30pm and close at 12.40pm. Any late comers need to go through reception.
- Prompt pick up at 3.30pm from the nursery door. If you are going to be late, you will need to inform the school office.

## **Drop off Routines**

To help your child have a positive start to their daily nursery session, we ask that you arrive at nursery in time for the doors opening.

- Please aim for a quick goodbye and handover children to a member of nursery staff on the door
- Staff will then take your child through to nursery and help them hang their belongings on their peg before sitting down on the carpet area
- Children take part in early work activities straight away with the adults in the classroom

Children who arrive after the doors have closed, will need to be booked in at the school office before entering the nursery area.

## **Pick Up Routines**

Nursery doors will open for parents at the end of the nursery session (11.30am for the morning session and 2.30pm for the all day and 3.30pm for afternoon sessions). Please ensure you are on time to collect your child from nursery at the end of their session.

## **Changes to Collection Arrangements**

Please notify your child's class teacher, or the office, if any other person other than one of the people you have identified as being an 'Authorised Person' is collecting your child at the end of the school day. If you do not notify us of these changes, we will not hand over your child to the person collecting them until we have spoken to you.



- You will be contacted if we are unaware of a change to pick up arrangements

- Please refer to the 'Uncollected Child' policy for more details

## All Day Session – Booking an Additional Hour of Child Care

Parents of those children who are attending full day sessions in nursery will have the option of 'buying' an additional hour of childcare each day if they wish to collect their child from nursery at 3.30pm.

Parents will need to book and pay for this extra hour of childcare a week in advance, through their child's Tucasi account.

## Lunch



If your child is attending an all-day session you will need to send them in to nursery with a packed lunch. We ask that it is a healthy packed lunch that they will enjoy and give them the energy needed for the rest of the nursery day. For ideas and advice on healthy lunchbox items please take a look at the NHS Better Health, healthier families website:

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/#tips>

Please note that we have children in school with severe and life-threatening allergies. **Please DO NOT include: whole eggs, peanut butter, chocolate spread, biscuits etc that may contain nuts.**

## PE

The children will take part in PE once a week in the school hall. On the day that they have PE we ask that they come to Nursery dressed in their PE kit. Miss Barton will let parents know when PE days will be taking place.



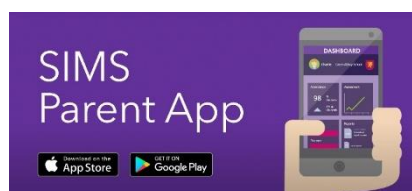
## Snack

- A mid-session snack will be available for all children
- Cool Milk to School provide daily milk. We register every child. If you **do not** wish your child to have free milk at school, please contact the school office to have them removed from the milk list.
- We have children who have severe and life-threatening allergies. **We will not have any food in nursery that include: whole eggs or nuts**



## Oakgrove SIMS Parent App

The SIMS Parent app allows schools to easily communicate with parents and parents can easily manage and update key information about their child. The parent app enables you to access information about your son/daughter's school life from your smartphone, tablet or PC. Listed below is an example of what you are able to do when using the app:



- Update your contact details and other information so we always have the most up-to-date data in case of emergency
- See your child's attendance information
- See the school's contact details and key dates
- Access your child's school reports (once they are issued)
- Receive notifications to remind you about important information such as key dates for your diary

As part of your child's registration process, you will need to log in to the SIMS Parent app and check that all the information we have on our system is correct. We sent you your login details for the SIMS Parent app last week and you now need to activate your child's account in order to log in and check the information the information we hold on our system is correct. Please ensure that you have done this by **Friday 9<sup>th</sup> September**.

Helpful tutorials to guide you through registering and using the SIMS Parent App can be found here on our school website: [www.oakgrove.school/our-school/parent-app/](http://www.oakgrove.school/our-school/parent-app/)

If you need any further help with the Parent App please email [parentapp@oakgrove.school](mailto:parentapp@oakgrove.school)

## Communication



In order to help save the environment and reduce printing costs, we send the majority of our correspondence home by email. In order to make the system effective, we need to have an up-to-date email address for you. If your email address changes it is vital that you update the school with your new address.

Please see the noticeboard outside the nursery area for sudden changes!

## Facebook

To give parents an insight in to some of the great things that the children get up to in school, we regularly post updates on our school Facebook feed. We invite parents to 'Like' and follow us on our Facebook page – **Oakgrove Primary and Nursery**.

## Your Child's Learning Journey



At Oakgrove School the children's learning journey is documented on an online system called Seesaw. At the start of their first term in nursery, parents will receive details on how to create a Seesaw account. Once you have created an account, you will receive regular updates from the school, showing you details of your

child's learning observation, often linked with a photo.

Your child's learning journey is a valuable document that tracks their progress and attainment throughout their nursery year. It is extremely important that you contribute to this by sharing achievements and experiences outside of school eg:

- Photos of days out, riding their bike for the first time, cooking, taking part in sport etc
- Examples of learning at home

Evidence can be shared on your child's Seesaw account.

## Busythings Website

As a school, we subscribe to Busythings as a tool to aid children's learning in nursery. It covers each of the EYFS areas of learning and had some excellent phonics and maths games. We also have home access to this website and hope that you might be able to make use of the site at home to practise the skills the children are learning in school.

The details of the username and password that you will need to use to access the website are shown here. If you have any questions about this site or the games it contains, please do not hesitate to contact the staff in Nursery.



## Oakgrove School

### Home access login

**Username:**

**home56386**

**Password:**

**gruff6885**



To access Busy Things, go to [busythings.co.uk](http://busythings.co.uk) and click 'Log in'.

Please do not share these login details with anyone outside of your school.

## Nursery Parents Action Check list

- Activate your account on the SIMS Parent App. Log in and check all the information we hold on our system is correct. If you have any technical issues with this please email [parentapp@oakgrove.school](mailto:parentapp@oakgrove.school) . Deadline – Friday 9<sup>th</sup> September. You should have received an email from the school with an activation link. For additional help you can watch the tutorials here:  
<https://www.oakgrove.school/our-school/parent-app/>
  
- Complete and return the green 'Persons Authorised to Collect Your Child from School' form
  
- Activate your child's Tucasi Scopay account, following the instructions in the activation letter in your nursery new starter pack
  
- Activate your child's Seesaw account following the instructions in the activation letter in your nursery new starter pack
  
- Contact the school office if your child needs to have medication for use in school (Inhalers/ Epipens etc)
  
- Notify the school office if you DO NOT wish your child to have free school milk in nursery
  
- Name **every item** of your child's clothing