

Excellence, Innovation, Respect

**Oakgrove Primary and Nursery**  
**Nursery Parent Information Booklet**  
**September 2022**



Please keep this booklet in a safe place for future reference



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## Welcome to Oakgrove School Nursery



Welcome to Oakgrove. The first thing for me to say is a huge thank you. Thank you for entrusting us with the education of your child. Nothing is more important to you than your child achieving their full potential. Nothing is more important to us.

Starting nursery for the first time is an important and exciting moment, for parent and for child. In many cases it is the first time that children engage with the world without their parent's direct guidance. It is an exciting moment, albeit one that can feel like something of a loss. We know how important it is for you and for them to get this first step right.

Our induction and transition process will support your child to feel happy and confident in their new setting from day one. It will support you to feel happy and confident too.

At Oakgrove, our nursery is an integral part of the school. By joining our nursery, you are joining the Oakgrove community. For many, school life will be conducted exclusively here at Oakgrove. They will be part of this community until they are 18. Whether here at Oakgrove or elsewhere, school will be a daily part of their lives until they leave in the summer of 2037, after 2850 school days.

Getting the first days, the first weeks and the first year right for your child is vital. A great start will set them up to make the very most of the voyage that lies ahead.

So welcome to Oakgrove, we look forward to traveling with your child and with you. The journey starts now.

**Mark Sim**  
**Headteacher, Primary and Nursery**

## **How to Contact Us**

If you have any questions at any point during your child's induction process, please do not hesitate to contact the school office on 01908 545300 (option 5 for primary) or email them on [primary@oakgrove.school](mailto:primary@oakgrove.school)

You can also email the Nursery team direct on the following email address:

[Nursery2022@oakgrove.school](mailto:Nursery2022@oakgrove.school)

## **Introduction**

Before your child starts nursery with us in September, please ensure you have read and understood the key information about the school that will ensure your child has a smooth transition and a positive start at Oakgrove Nursery. This information includes:

- Key dates for your child's transition in to Oakgrove School
- School uniform requirements
- Childcare Funding and Fee information
- Oakgrove SIMS Parent App
- How we communicate key information to parents
- Persons authorised to collect your child from nursery

## 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**

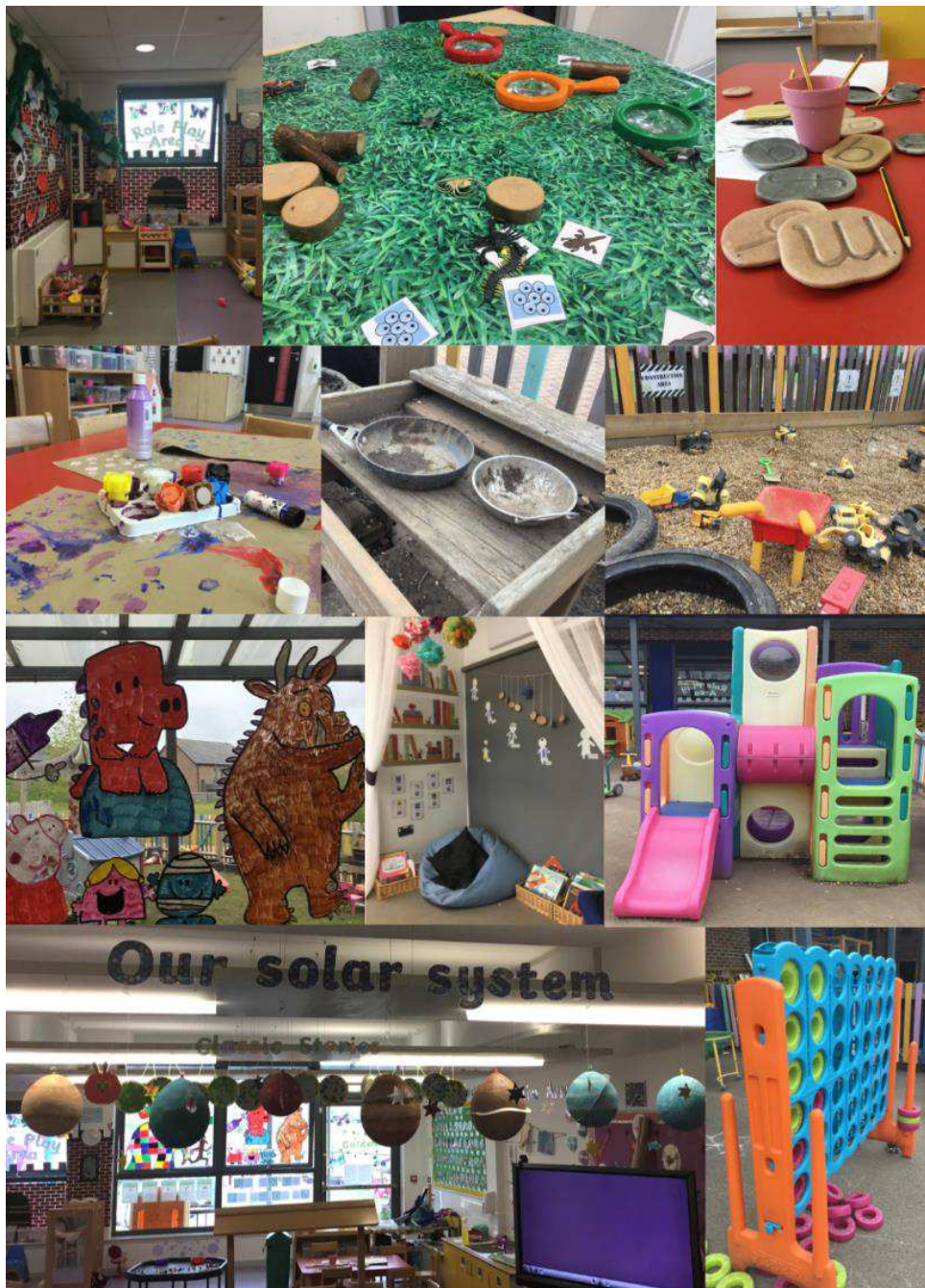
Christmas Day	Saturday 25 December
Boxing Day	Sunday 26 December
New Year's Day	Sunday 1 January
NY Bank Holiday	Monday 2 January
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
May Day Holiday	Monday 1 May
May Bank Holiday	Monday 29 May

## Our Nursery



In September 2022 our nursery will be led by our nursery teacher Miss Barton and she will be supported by our dedicated nursery team.

Our purpose built nursery area is a warm, welcoming and vibrant open plan space. The children also have direct access to their secure outdoor learning area too. Although the children will spend the majority of their time in nursery, they will also have timetabled access to other areas of the school to support their learning. This includes visits to the library, the use of the main hall for PE time and also the large play equipment on the school playground.



## Dates for your Diary

- **Monday 11<sup>th</sup> July 2022 – Transition Visit**  
Parents and children will be invited in for 30 minute long session in Nursery. This is a chance to explore the environment and to meet other children and their parents who will be starting in Nursery in September. Parents must stay with their child.
- **Early July**  
Parents will be sent login details to the Oakgrove SIMS Parent App. Please ensure you follow the instructions and create an account on the app before Friday 2<sup>nd</sup> July.
- **Thursday 1<sup>st</sup> September 2022 – Check Oakgrove SIMS Parent App**  
The Oakgrove SIMS Parent App will be open for you to check your child's registration details are all correct. Please ensure you have checked and updated your information by Monday 5<sup>th</sup> September.
- **Monday 5<sup>th</sup> September 2022**  
Nursery 'meet the teacher' induction meetings begin
- **Friday 9<sup>th</sup> September 2022**  
Deadline for completing your child's registration via the Oakgrove SIMS Parent App
- **Friday 9<sup>th</sup> September 2022**  
First intake group of Nursery children will start
- **Wednesday 21<sup>st</sup> September 2022**  
All children joining Nursery will have started school by this day.





## Induction Programme for Nursery 2022

### Recorded Stories Emailed Home – from Monday 6<sup>th</sup> June 2022

From the week beginning June 6<sup>th</sup> until the end of the summer term, the Nursery staff will record themselves reading short stories. The links to these stories will be emailed out to parents and we ask that you take a few minutes each week to watch the stories and talk to your child about them. This is a great opportunity for your child to become familiar with the faces of staff who will be working with them in September.



### Transition Day Nursery Visit – Monday 11<sup>th</sup> July

Parents and children will be invited to join us for a 30 minute session in Nursery. This is an opportunity for you and your child to explore the space, have fun and play, talk to staff and also meet with other children and parents who will be starting in September.



### Meet the Teacher at Nursery – Starting from Monday 5<sup>th</sup> September

At Oakgrove School we recognise the importance of making positive links with children's parents and families. If you are a parent with no prior link to the school, entering our nursery and meeting the new staff can be a daunting prospect. Our individual 'Meet the Teacher' meetings are fundamental in establishing positive relationships moving forward .

Parents and children will be invited in to nursery to meet with a member of the team to talk through their child' transition. For children, these special visits show that they are important and means that some faces will be familiar when they start school. For parents, they provide an opportunity to talk about their child and the nursery, to voice concerns, to clear up misunderstandings and to lessen worries and fears.

During your visit a member of the nursery team will:

- Talk to you on a one to one basis
- Establish any medical needs and answer any questions you may have at this point
- Talk through what will happen during the child's first few days at nursery

Another member of the nursery team will:

- Talk with your child to find out about their likes and dislikes
- Play some games with your child
- Take a photo (with permission) of your child for their peg label

## Staggered Starts from Friday 9<sup>th</sup> September



Staggered starts are vital to ensure that all children have a positive start to their nursery year at Oakgrove. We introduce a new group of children into the nursery setting every other school day, in small class groups of 8. This gives the nursery staff the opportunity to spend 1:1 time with each child to ensure that they are well settled and confident in their new setting.

All the dates and times that you are given for your child's induction plan are fixed and cannot be changed. All children will have started in Oakgrove Nursery by Wednesday 21<sup>st</sup> September 2022.



## How You Can Help Your Child Be Ready For Nursery

Starting nursery is a big step for your child to take in their learning journey and there are a number of things that you can do with your child to help them have a positive transition in to full time education.

- **Toilet Training**



Your child should be toilet trained by the time they start nursery in September. Please take time over the summer months to work with your child to ensure that they can access the toilet independently where possible. We appreciate that this is not always possible for all children and if your child has any medical issues that could impact this we ask that you let us know about this so that we can start to work together with you on this.

- **Help Your Child Become More Independent**

It is important that your child starts to learn how to be more independent so that they can complete tasks without the need of help from adults. Over the summer, try and encourage your child to take more responsibility for their belongings – simple tasks like asking them to help tidy up their toys and put some of their clothes away will help with this.

- **Encourage Them to Dress Independently**



During the school day children will be required to put their coats on and off a number of times as they move in between the indoor and outdoor learning areas. As the weeks pass, they will also begin to take their shoes and socks off for PE. Please work with them over the summer to encourage them to dress and undress themselves without your help and to put their shoes and coats on independently.

- **Encourage Your Child to Follow Simple Instructions**

When your child starts in Nursery they will be asked following simple instructions throughout their day in the setting. You can help your child by encouraging them to follow simple instructions at home.

- **Share Stories Together With Your Child**



Take time out during each day to sit down with your child and share a story with them. This will not only help them develop a love for reading, it will also build up the length of time that they can focus on an activity.

## **Nursery Session Timings**

Your child has been allocated one of the following nursery sessions in our nursery:

- 15 hours a week morning sessions - 5 morning sessions from 8.30am – 11.30am
- 15 hours a week afternoon sessions - 5 afternoon sessions from 12.30pm-3.30pm
- 30 hours a week all day sessions - 5 daily sessions from 8.30am-2.30pm

Parents of children attending an all-day session can extend their child's session by an hour by purchasing an additional hour of child care an hour each day at an additional cost of £5 per day. The extend day session will run from 8.30-3.30pm.

## **Nursery Funding and Fees**

### **15 Hours Free Childcare**

Every child over the age of 3 is eligible to 15 hours a week free childcare. Parents of children who only attend nursery for a morning or an afternoon session do not have to pay anything for their nursery sessions.

Morning sessions run from 8.30am to 11.30am

Afternoon sessions run from 12.30pm to 3.30pm

### **30 Hours Funded Childcare**

Your eligibility for 30 hour free childcare will depend on a number of factors based on:

- if you are working
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

To check if you are eligible, go to [www.gov.uk/30-hours-free-childcare](http://www.gov.uk/30-hours-free-childcare)

Parents who are eligible will need to apply for the funding from the government at [www.gov.uk/apply-30-hours-free-childcare](http://www.gov.uk/apply-30-hours-free-childcare) . If you are eligible, you will be given a valid code which will be required by the school. You will also have to reconfirm your eligibility every 3 months through a simple online process. The school will remind you of this too as failure to reconfirm your eligibility will impact your 30 hours free childcare.

30 hour funded childcare session will run from 8.30am to 2.30pm

### **30 Hours Unfunded Childcare**

If you do not qualify for the 30 hours funded childcare but still wish to send your child to our nursery, you will be required to pay the school for the additional 15 hours per week unfunded childcare. These fees will be invoiced in advance of the term, and payment will be required before the first day of each term. Please note that if you are paying for the additional 15 hours childcare, there is no refund for missed sessions due to illness or planned holidays. These sessions are limited and in high demand so please let us know if you no longer require your sessions so that we can offer them to other parents on the waiting list.

30 hour unfunded childcare session will run from 8.30am to 2.30pm.

### **30 Hour Childcare With Option To Purchase An Additional Hour in Nursery**

Parents 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 School Cash Office account.

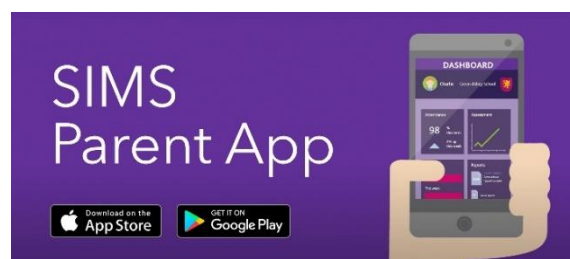
### **Changes to Your Child's Nursery Sessions**

If you wish to increase or decrease any of your child's nursery sessions you will need to contact our Admissions Team for more information. The team can be contacted at [admissions@oakgrove.school](mailto:admissions@oakgrove.school) or on 01908 533710, Option 1 for Admissions.



### **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

## School Communications Via Email

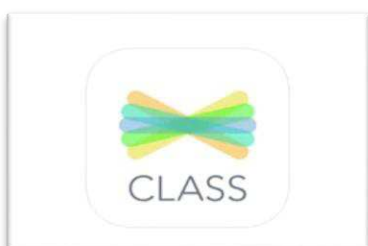


In order to help save the environment and reduce printing costs, we send the majority of our correspondence home by email. When your child joins Oakgrove Nursery, parental consent will be sought for us to use this method of communication for you.

For this system to be 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. We are now able to send emails to more than one contact as long as each of the contacts has parental responsibility. Please ensure you provide us with up to date email addresses for both parents if this is the case.

Please check your junk mail box to ensure that any emails from the school do not end up in there. For those of you who do not have an email address on our system, we will send home a paper copy of school correspondence from the school office.

## Seesaw Class App



At Oakgrove Nursery we use a communication app called Seesaw. This app allows us to regularly share photos and videos of your child's learning journey with you. Details on how to link to your child's account will be given to you at your Meet the Teacher meeting in September.

## Attendance

At Oakgrove School we want to work in partnership with all our parents to ensure that everything is done to make sure that all our pupils can achieve an outstanding level of attendance. We firmly believe that outstanding attendance is a key factor to the success of your child realising their true learning potential.

Places at Oakgrove Nursery are in high demand. If your child's attendance in nursery falls over an extended period of time we will contact you to understand the reasons for the drop in attendance and to find a way forward.



## Punctuality

As stated above, your child is engaged and learning from the moment they arrive at nursery. 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.

## Nursery Drop Off and Pick Up Times

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.

### All Day Sessions 8.30am-2.30pm

- Doors open 8.30am and close at 8.45am. Any late comers will need to go through the main school reception.
- 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 you book your child in for the additional hour of childcare you will need to pick your child up promptly at 3.30pm when the nursery doors open at the end of the day.

### Morning Session 8.30am-11.30am

- Doors open 8.30am and close at 8.45am. Any late comers will need to go through the main school entrance.
- 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 12.30pm-3.30pm

- Doors open 12.30pm and close at 12.40pm. Any late comers will need to go through the main school 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

## Holidays in Term Time

If you are taking your child out of nursery during term time, you will need to complete and return a Leave of Absence Request Form to the School Office.

## Collection of Children

For reasons of safety, at the end of the nursery sessions we will only hand your child over to you or another authorised person. Before your child starts in school with us you will be asked to complete a form that details the persons authorised to collect your child from school.

Any other ad hoc changes to this will need to be communicated either via your **child's class teacher** or by a telephone call to the school office **before 11am** for a morning session collection for **before 2pm** for an all-day or afternoon session. If we haven't received any notification and an unauthorised person arrives to pick up your child, we will not release your child until we have spoken directly to you.

## Nursery Uniform

It is our aim at Oakgrove School to bring each individual to his/her full potential in a school atmosphere of harmony and shared community values. All children are expected to arrive for nursery smartly dressed in the correct uniform. For our children in nursery, it is important that the children are warm and comfortable in their clothing and that they are able to manage their clothing when they go to the toilet

### Nursery Uniform

- Navy Blue sweatshirt with or without Oakgrove Primary School logo\*
- White polo shirt with or without Oakgrove Primary School logo\*
- Plain dark (black, grey or navy) comfortable bottoms – e.g. leggings, tracksuit bottoms

### **Additional Items**

Named water bottle

### **Uniform Supplier Details**

\*Logo items can only be purchased from Maisies as they are the named outfitters for Oakgrove School. You can order uniform direct from their website:  
[www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk)

Non logo items can be purchased locally from most major superstores.

