



NURSERY, INFANT & JUNIOR SCHOOLS

Welcome to John Rankin Schools Nursery



EQUALITY * TRUST * HONESTY * RESPONSIBILITY * COURAGE * THOUGHTFULNESS



Our Vision

At John Rankin Children are at the heart of everything we do. In order to develop as independent, life-long learners, we passionately believe that children deserve to experience high quality learning experiences every day.

Introduction

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: JRNursery@jrs.w-berks.sch.uk

Felix Rayner

Executive Headteacher





The School Day

Your child will join either the Morning or Afternoon Nursery or you may wish to pay for additional hours to make a full day.

From September 2017, all 3 and 4 year olds will continue to be entitled to 15 hours of funded nursery education, however an additional 15 hours will be available to those families who meet the predefined criteria. ***Please see enclosed leaflet for further details.***

****A 30 Hours Childcare Eligibility Verification form should be completed and returned to the Nursery Office. As a provider we are required to verify your eligibility code prior to offering your child a place****

Nursery session times are as follows:

We believe that it is important to invest in this crucial stage of a child's early education. The Foundation Stage is a vital time in which our children settle into school life and are supported in becoming happy, confident and independent learners.

For the first few sessions you are welcome 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

All Day

- 9.00am– 15.15pm

Morning Session

- 9.00am– 12.00pm

Afternoon Session

- 12.15pm– 15.15pm

Collection arrangements

If your child is being collected by someone other than yourself, please inform the school. We will not release your child to a different person unless we have had confirmation from you. Where possible make sure your child knows who is going to collect them.

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, you will need to make a written request to the Head of School. Such requests will be supported by medical documentation from your doctor. Please park respectfully in the surrounding roads. We appreciate your co-operation.

Office Open Hours

The Nursery office,

The school office, is open 8.30am to 4pm, The office staff will be pleased to deal with your enquiries.

The office email is office@jrs.w-berks.sch.uk and phone number 01635 42376.

Toys

Children are asked not to bring toys from home to school as it can be very upsetting if they get lost. Sometimes, there are special times when we invite children to bring something from home e.g. a teddy for a Teddy Bears' picnic. We will inform you of such occasions in writing.





Start and End of the Nursery Session

1. Always try to be on time for the beginning of the nursery session.
2. As we are running both morning and afternoon sessions please try to collect your child promptly at the end of their session. Our staff have a very limited lunchtime and any delay will make it even shorter. Your cooperation with this will be much appreciated. Thank you.
3. If you are delayed for any reason please telephone the Nursery Office so that we can reassure your child while they wait for you.
4. If your child is being collected by someone other than yourself, please inform the Nursery Office, preferably in writing or by leaving a message with a member of the nursery staff at drop off or by telephoning the Nursery Office on 07522 970391 who will pass on a message to the class teacher. Where possible, make sure your child knows who is going to collect them. Once your child has been released into your care, they are your responsibility so encourage your child to stay by your side and please stress to them that they must **never** leave the school grounds on their own – we will emphasise this as well.

Under **no** circumstances are cars to be driven onto the school premises. The car park is strictly for the school staff; however parents with mobility difficulties can request a parking permit via the school office. Please park respectfully in the surrounding roads. We would appreciate your cooperation in keeping this most important school rule.

The school implements a non-smoking policy. Therefore smoking anywhere on school grounds and premises is not allowed.

Please note that dogs are not allowed on school grounds.





Home Visiting

At John Rankin Nursery we are fully committed to a home/school partnership and we see home visiting as an important starting point. As parents/carers, you are your child's first educators and you have that unique insight into what your child can do and their likes and dislikes. Sharing this information with us will help us to help your child to develop and grow at Nursery.

We like to introduce the staff that your child will meet when they start at Nursery but in a setting where they are settled and comfortable, which is their home. Information about your family circumstances, your child's development, medical conditions and any other specific needs will be collected so that we can offer the best start for your child. You will also have the opportunity to ask any questions about the Nursery and the other activities that we offer.

During this home visit members of the Nursery staff will explain more about the Nursery. The visit will enable the member of staff to form an initial relationship with your child so that they feel welcome on their first day with us.

Key Person

Whilst attending Nursery your child will be assigned a Key Person. All staff at the school will take responsibility for the care and education of your child however, the key person is your point of contact for termly consultation meetings and they are responsible for monitoring and recording the progress and development of your child whilst they are at Nursery including their two year development check (if applicable).

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 nursery 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 and a reason for the absence has not been provided.

Wrap around care

We offer wrap around care Monday to Friday, which is based in the Hub building on the Infant School site.

- Breakfast Club 8.00am – 9.00am
- After School Club 3.15pm – 6.00pm

We also offer holiday care is also available, run on our premises. If you would like to reserve a space, please contact the main office.

For more information please email kpitman1@jri.w-berks.sch.uk or call 01635 42376 and ask for the Nursery Administrator.



The Environment

Our purpose built, bright and spacious HUB is designed and equipped to cater for children from 2 –4 years old, offering a warm and safe environment, with direct access to a fabulous secure outdoor area.

Indoor Play

We are arranged into areas where different resources can be found. Everything accessible for the children so that they can make choices of what to play with 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 resources and dressing up. The resources include:

- 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, recognizing, understanding and using numbers and to describe shapes, spaces and measures. We provide opportunities for children to explore a range of math's 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.

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.

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.

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.





Uniform

The school uniform gives the children a sense of pride and belonging. The school colours are royal blue and grey. **School Jumpers are available to buy from Truetex**

Boys wear grey shorts, or long trousers in cold weather, a white polo shirt (preferably short sleeved) and sweatshirts.

Girls wear grey skirts or pinafore dresses; some prefer trousers, a white polo shirt, and sweatshirts or cardigans. Shoes should be black and socks/tights grey or white. Girls may wear warm tights in cold weather and blue and white checked dresses in the summer.

Our younger children (2-3) 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!

We regularly have a collection of lost property; your cooperation in ensuring ALL your child's clothing and belongings are clearly named is much appreciated.





Illness and Medicines

Children should never carry tablets or medicines in their bags.

There may be occasions on which your child needs to have medicine in school. This presents no problem at all. You will need to complete a medical request form, available from the office. This will need to be administered by you, or a nominated adult. To nominate an adult please speak to the Nursery Office. In exceptional circumstances, a member of staff can administer prescribed medication. Please speak to the Nursery 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.

If your child needs to leave school in order to attend an appointment (dentist, hospital) please let us know in advance so we can get your child ready for when you come and collect them from the Nursery Office. Wherever possible, please try to make appointments for after school, although we appreciate that this is not always possible.

Absences/Welfare Officer

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.

Safeguarding 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

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.



School Lunches

ISS Catering 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 must be done at least 24 hours in advance.

Children bringing packed lunches should place them in the cloakroom on arrival to school. Please note that glass bottles, fizzy drinks, nut products are not allowed in lunch boxes. We encourage children to eat a healthy and balanced lunch.

To set up your online account and order, please visit the ISS website www.feedinghungryminds.co.uk/primary-schools

Snacks / Milk

Children are encouraged to bring a bottle of fresh water every day. Should they forget their bottle, water will be available during the session.

Every child under the age of five is entitled to FREE school milk. Free milk is available for all children aged under five in school, funded by the UK government.

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.

All children attending nursery are actively encouraged to enjoy a healthy fruit or vegetable snack during their session.

Allergies/Intolerances

ISS successfully caters for children with allergies and intolerances.

If your child has an allergy and you wish them to have school meals please contact the school office for an allergy and intolerance form.

Alternatively when you set up an account on the ISS Website you are able to message them directly with any queries.



Behaviour

Our school has high standards of behaviour and we expect all our pupils to follow simple rules of behaviour and to respect and value others. Children are encouraged to be sensitive to each other's needs and to care for personal and school property.

We have a positive approach to managing behaviour. Children need consistency and feel most secure when they know what is expected.

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We have a positive approach to managing behaviour. Children need consistency and feel most secure when they know what is expected.

Throughout the school, children are encouraged to take ownership of their behaviour by reflecting on the choices they make. The language of choice and reference to the Golden Rules are used consistently to support the children in managing their own behaviour.

In Nursery our Golden Rules are:

Be gentle

Be kind and helpful

Listen to others

Throughout the school, children are encouraged to take ownership of their behaviour by reflecting on the choices they make. The language of choice and reference to the Golden Rules are used consistently to support the children in managing their own behaviour

Toilets

Children are encouraged to care for themselves when they use the toilet. Please encourage them to practise 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.

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





Home/School Links, our constant theme is one of partnership and we genuinely promote home/school

Newsletters

We endeavour to keep you fully informed of what is going on in school via the school newsletter and Facebook page.

Parent/Teacher Discussions

Staff will be only too willing to discuss your child's progress or deal with any queries you may have; a few minutes at the end of the school day maybe appropriate, or, if a little longer is needed, then a specific after school appointment can be made at a mutually convenient time.

Staff are not available after school on Monday as this is our staff meeting day. We also have termly parent/teacher discussion evenings, where you will have the chance to discuss your child's progress and next steps in greater depth. Our aim is to ensure that links between us are as close



Parental Help

We warmly welcome you to participate in as many activities as you would like to. You could help with cookery, art and craft work, reading, trips and classroom organisation! You don't have to commit to a regular time – we will be grateful for even the smallest amount of time. Children love to have their parents or grandparents helping and we love to have them in too!

If a teacher asks for help – go on – have a go!

A number of parents help in school on a regular basis and in a variety of ways, either directly in the classroom or helping with clubs, outings and other activities. Parents are invited to numerous activities in school such as assemblies and concerts. Parents who would like to volunteer

PTFA

Parents are automatically members of the PTFA when their child joins the school. Committee meetings are held on a termly basis and the team are always eager to welcome new recruits. The association is thriving and provides a range of functions both social and fund raising. These include activities such as discos, film nights, bingo, fayres, bazaars, jumble sales, race nights, quizzes, BBQs and Fireworks Night. They also provide refreshments at various school functions. As you can see, they form a very busy team and we are grateful for the funds raised. These are used to buy additional equipment, such as computer hardware, playtime equipment, outdoor equipment, additional library books, computerised library system.



Ofsted
Good
Provider

NURSERY, INFANT & JUNIOR SCHOOLS

Getting Set up



School Gateway for Consent and Payments

Cashless Payments and Consent

John Rankin payments are made online with a credit or debit card via the School Gateway

We will notify you when new items such as school trips or tickets for events are available for payment and consent on School Gateway. School Gateway makes it easier for parents to pay any time 24-7 and reduce the amount of cash being carried by children on school premises.

What you need to do now, Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

Download the app: If you have a smartphone, please download School Gateway 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: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you're having trouble logging in, it may be because the school doesn't have your current email and mobile phone number on record. Please call the school and we'll update the details on our system.

We hope that you will find School Gateway to be a fast and easy way to pay for school items.



Family

Nursery communications and wrap around care invoicing system

Famly lets us keep in contact with nursery parents and vice versa as well as providing a simple overview of all invoices for nursery and wrap around care facilities.

Download the app (Android and iPhone). You can use Famly on a computer, tablets and smartphones.

You will receive a login invitation to a child profile for your child by email.





School Dinners

Order and pay for you child's school dinners

1. Log onto our website www.feedinghungryminds.co.uk
2. Find John Rankin Schools in the search bar
3. Click on 'Payments'
4. Click on 'Log in or Register'
5. Complete 'Personal details' with parent details. Please note, all boxes marked with an asterisk * are mandatory and must be completed.
6. Complete new pupil details by selecting the school from the drop down box then entering the child name, year and class.
7. Click 'update details'.
8. You will now receive an email confirming that we have your details and are processing your account.
9. The second email you receive will be an activation email, usually within 2 working days of registering, to advise your account is now active.
10. In the unlikely event that you do not receive a confirmation email, please contact the Cypad Support Team on 0844 5835754, alternatively you can email them at iss.education.onlinepayments@uk.issworld.com.
11. To log in once registered repeat steps 1 to 4



Parents Evening System

Online booking system to meet with your child's teacher.

To ensure our parents' evenings run smoothly we use an online booking solution. This lets you book appointments via a computer, smartphone or tablet.

Visit <https://jrjschool.parentseveningsystem.co.uk> for Infant and Nursery appointments and <https://jrjschool.parentseveningsystem.co.uk> for Junior appointments.

You'll receive an email to verify your booking.



SIMS Parent App

Keeping your child's information up to date

This is a 2 stage process - you are required to register first and then install the SIMS Parent App on your smart phone or device (or just use the website, if you prefer)

Close all other windows during the registration process - Any usernames/passwords will relate to the account you are using to register for the app, whatever you set up when you created your facebook/twitter/google/Microsoft/etc account.

- 1: Open the invitation email that was sent from noreply@sims.co.uk to the email address you have provided us. Check your junk mail if it has not arrived in your Inbox.
- 2: Click on the "click this link" link within the email
- 3: Choose the account type you would like to register with, SIMS ID can't be used.
- 4: Check your name and click on the Register button
- 5: Answer the security question – this will usually be the date of birth for one of your children, following the format of dd/mm/yyyy. For example 26/02/2005
- 6: Once complete, you have registered and are logged in to the web version of the Parent App From here you have two options. The preferred one is to install the SIMS Parent App from the Google Play store or from the Apple store. Or you can use the web version of the Parent App which can be accessed from <https://www.sims-parent.co.uk>.

Installing the App

- 1: Go to the Google Play store or the Apple store and search for SIMS Parent
- 2: Install and open the App
- 3: After the welcome screen you get the Sign In page. Click on the Sign In button which will take you back to the page that you saw during registration. On the Choose Account Type page select the option you registered with and login using your credentials
- 4: The Parent App welcome screen opens. From here you can view reports, request updates to contact information, view timetables and see attendance information.

How to set up and Log in



Parent and School working together

EQUALITY * TRUST * HONESTY * RESPONSIBILITY * COURAGE * THOUGHTFULNESS



Parent information pack