

February 2026

NEW STARTERS GUIDE

New Bridge Nursery School



Telephone: **0118 937 5580**

Email: **admin@newbridgenursery.reading.sch.uk**



WHO IS WHO



Joanne Budge
REYS Executive Head Teacher



Jean Read
Head of School



Saliha Akram
Deputy Head of School



Brenda Vockings
School Business Manager



Nancy Carter
Admin Officer



Kate Wiggins
Inclusion Manager



Claire Bambrick
Family Worker with
SEND Support



Leighann Littlechild
Specialist Learning Mentor



Becca
Rainbow Teacher



Mandy
Rainbow EYP



Gemma
Rainbow EYP



Jo
Rainbow EYP



Mel
Sunshine EYP



Kennedy
Sunshine EYP



Gemma
Sunshine Nurture Assistant



Stacia
Snowflake Coordinator



Kat
Snowflake EYP



Seb
Snowflake EYP



Anupama
Snowflake
Nurture Assistant



Aylin
Nurture Assistant



Natalia
Nurture Assistant



Nicola
Support EYP



Lisa
Nurture Assistant



Malvina
Nurture Assistant



Ekaterina
Nurture Assistant

WHAT TO BRING

Please bring in a named bag with:

- water bottle
- fruit or vegetables (to share as a snack once a week)
- spare clothes,
- warm, waterproof outdoor coat and waterproof trousers (to remain at school)
- welly boots
- nappies and wipes (if applicable)
- hat/gloves/mittens/sun hat (weather dependent)
- reusable wet bag (for wet clothes)

Any food/drink/medicine must be handed to your child's key person and not left in your child's bag.

For any medication that needs to be administered in nursery, please complete a Medication Request Sheet. These can be collected from your child's Key Worker.

Please remember to write your child's name on everything!



ATTENDANCE & ABSENCE

We are a nursery school and therefore run like a school. We expect your child to attend their full session and to be dropped off and collected on time. Please do not drop your child off late or expect to pick your child up early as this is very disruptive and interrupts the children's learning.

Drop off is at 9.00am for morning sessions and 12:45pm for afternoon sessions.

Pick up is at midday for morning sessions and 3:45pm for afternoon sessions.

We closely monitor attendance and we do expect your child to attend every day. However, if your child is unwell then please phone the school office to let us know on **0118 937 5580**. If we do not receive a phone call on the first day of absence we will contact the household as we have a duty of care to ensure the wellbeing of all children registered with us.

Please note that if your child has sickness or diarrhoea they need to stay at home for 48 hours.

If you are wishing to take your child out of school for a period of time (e.g. a holiday) then please fill out a holiday request form (available at the school office).



DAILY STRUCTURE 15 HOUR

Sunshine & Rainbow

Our 15 hour sessions are five days each week, either mornings or afternoons.

Morning Session 9:00am - 12:00pm
Afternoon Session 12:45pm - 3:45pm

DAILY STRUCTURE 30 HOUR

Sunshine & Rainbow

Our 30 hour sessions are 9:00am-3:45pm, Monday to Thursday and 9:00am to 12:00pm on Fridays.

Children should bring a healthy packed lunch in a named lunchbox. there are no lunches in school on Fridays

DROP OFF AND PICK UP

Rainbow (30 hour)

Children in the 30 hour groups in **RAINBOW** class, are dropped off and picked up at the **RED** door (furthest from the car park).

Rainbow (15 hour)

Children in the 15 hour groups in **RAINBOW** class are dropped off and picked up at the **YELLOW** door (closest to the car park).

Sunshine (15 & 30 hour)

All children in **SUNSHINE** class are dropped off and picked up at the **YELLOW** door (closest to the car park).

Any children arriving late or leaving before the end of a session must be signed in or out at the main office.





DAILY STRUCTURE

Snowflakes (15 hour)

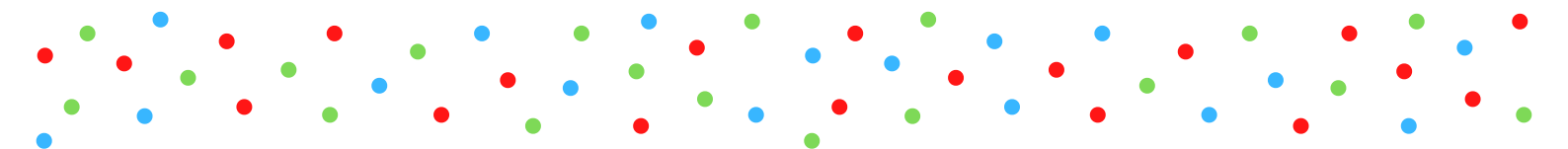
Our Snowflakes Social Communication Resource, which is within the nursery, is a ten place unit supporting children with social and emotional differences. This resource has a separate waiting list and admissions procedure from the mainstream Nursery and is for the whole of Reading.

Our 15 hour sessions are five days each week, either mornings or afternoons.

Morning Session 9:00am - 12:00pm

Afternoon Session 12:45pm - 3:45pm

If your child is in **SNOWFLAKE** group then your child will be collected by a member of Snowflakes staff at the door to the main office at the start of their session. At the end of the session you can collect your child from the **YELLOW** gate in the car park.



LUNCH TIME

Please provide your child with a NAMED bottle of water every day.

Please place lunch boxes on the lunch trolley outside every day. We will bring the trolley inside once the classroom doors have closed. For health and hygiene reasons, please do not leave food in bags or on pegs.

Please make sure your child's name is on their lunch box and that your child recognises their lunch box!

New Bridge is a NUT FREE environment - please do not pack nuts or food containing nuts or peanuts in lunch boxes. Please be mindful of hidden nuts in items such as pesto and chocolate spreads.

Please ensure you remove any stones and chop up foods such as grapes/tomatoes/sausages/olives lengthwise.

Visit this website for some healthy lunchbox ideas:

<https://www.firststepsnutrition.org/eating-well-early-years>





TAPESTRY

Online Learning Journal

All children have an individual online Learning Journal (called Tapestry) which records photos, videos, observations and comments, in line with the Early Years Foundation Stage Curriculum requirements. This builds up a record of your child's learning experiences during their time with us.

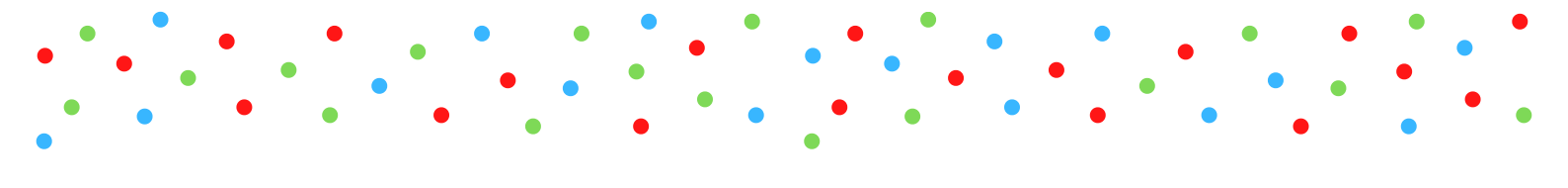
Please note that this is not a daily diary- it is a small collection of meaningful observations that take place in nursery throughout the year which helps us to assess and monitor progress.

Our priority is for the staff to spend time with the children; playing, supporting, inspiring and developing their learning.

One week every short term your child will be a Focus Child. We will ask you to fill in a quick questionnaire the week before. After their focus week you will have a 10-minute meeting with your key person to discuss your child's progress. This can be in person or a telephone call.

We will upload one observation that will show our intent for teaching and learning, an example of how we implemented this and the impact on your child's learning. We will provide you with a suggestion for next steps for home learning, together with your completed questionnaire and notes from your meeting. We ask that you to make a comment and upload how you have carried out the next steps for home learning as suggested by the key person.

We are of course still very keen to hear about any home learning or exciting things you are doing at home.



FIRST AID AND MEDICAL TRACKER

All members of the New Bridge team hold up to date Paediatric First Aid qualifications.

To keeping parents and carers fully informed about any first-aid incidents or medication administered to children we use a digital system called Medical Tracker.

Medical Tracker allows us to:

- Record and monitor any first-aid incidents involving your child.
- Record and track any medication administered to your child.
- Automatically notify you via email immediately after a first-aid incident or medication administration, providing a brief summary of the record.
- Enable you to acknowledge receipt of these notifications simply by clicking a link within the email.

We will of course continue to offer the opportunity to speak directly with your child's key person for further information, as needed.

Please rest assured that if your child needs to be collected from nursery or is unwell, you will still receive a telephone call so that urgent matters can be discussed immediately.

Important: Emails from Medical Tracker will come from donotreply@medicaltracker.co.uk . Please add this address to your contacts or approved sender list to prevent messages from going to your spam or junk folder.



SAFEGUARDING

If you have any concerns about the wellbeing of a child or an adult then please speak to our Designated Safeguarding Lead (DSL) or a Designated Safeguarding Deputy (DSD):

Jean Read (DSL), Saliha Akram, DSD, Stacia Beeney (DSD), or Joanne Budge (DSD)



Our Lead Governor for Safeguarding is Rebecca Dunn

Parents or staff with a concern can discuss with a designated safeguarding officer or call the Children's Single Point of Access on 01189 373641, or in an emergency, call 999



SAFEGUARDING

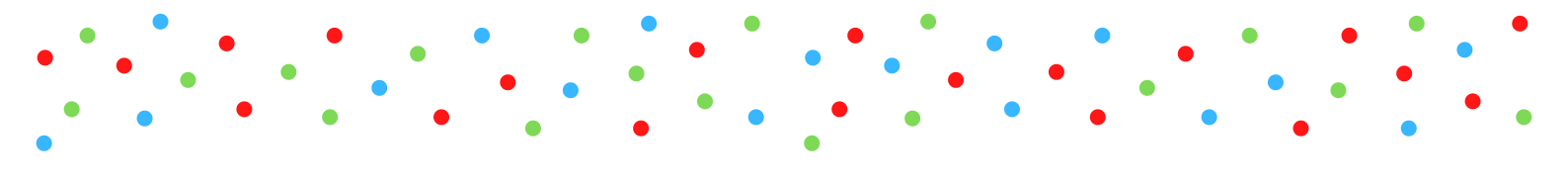
As a Nursery School we have a statutory duty to protect your children.

We ALL need to work together; parents, staff and the wider community to ensure children are able to grow and develop in a healthy and safe environment free from harm.

Here at New Bridge Nursery School we use a system called **CPOMS** to record any safeguarding or wellbeing concerns we as staff have.

CPOMS stands for **C**hild **P**rotection **O**nline **M**anagement **S**ystem and many schools use this system. This is an online system for our Nursery.

- If your child's key person has seen or heard something that concerns them they will speak with you about it and then upload the conversation onto CPOMS so we have a record of it.
- Only our Designated Safeguarding Officers have full access to children's CPOMS files
- Our safeguarding officers are available if you ever want to discuss a safeguarding concern in private.
- At the end of your child's time here at New Bridge Nursery School, if your child has a safeguarding file on CPOMS this will be transferred to their new school with confidentiality and integrity as our top priority



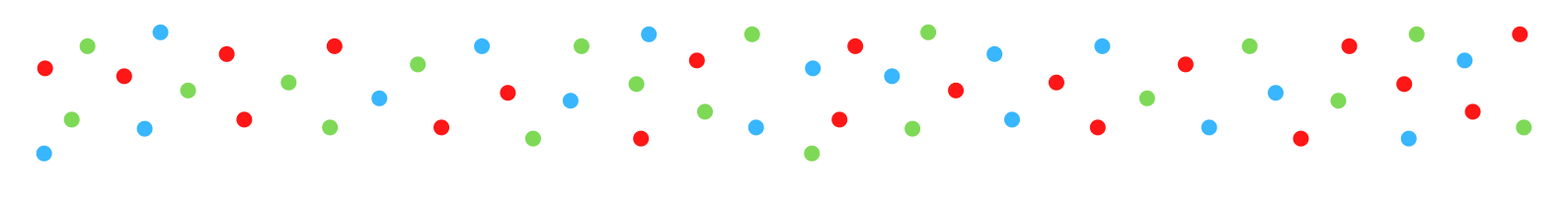


SPECIAL EDUCATIONAL NEEDS AND INCLUSION

Our staff are very skilled and have experience with supporting children with a wide range of additional needs. We are an inclusive setting and we welcome children of all abilities into our school.

If you feel your child needs extra support, please speak to your child's key person. Your key person will liaise with Kate Wiggins, the REYS Federation's SENDCO/Inclusion Manager and Leighann Littlechild and Claire Bambrick in her team.

If a child requires more specified targeted support or outside agency referrals, a meeting will be set up with the Inclusion Manager, parents and child's key person and an action plan will be put into place. This will be reviewed as necessary.



FUNDING AND FUNDRAISING

Nursery schools struggle with funding and we do everything we can to provide the children with a range of experiences however we do ask for you to support us with this.

We ask for voluntary financial contributions to our School Fund and gratefully suggest a donation of £1 per week, or £10 per large term. Donations can be put in a moneybox in the classroom. Alternatively you may prefer to donate via bank transfer:

New Bridge Nursery School Fund
Account number: 19123163
Sort Code 30 99 50

Past contributions have funded classroom resources, experiences and outdoor learning projects.

We ask for every child to bring in some fruit or veg each week. This then gets shared between all of the children at snack time.





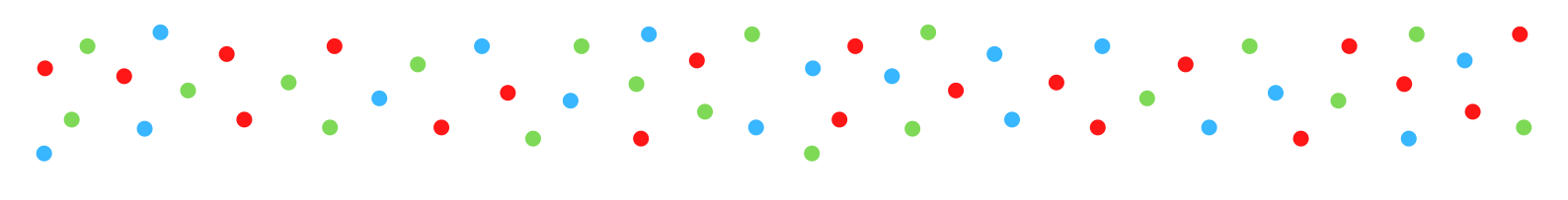
HERE TO HELP

If you have any questions then please ask!

We are all very friendly- please don't be afraid to speak to us.

Enjoy your child's time at nursery, this is a great opportunity for you to meet new friends as well.

We look forward to working with you and getting to know your family.



CURRENT FEES

2 Year Olds

We accept both Targeted Funding and the new Expanded 2 Year Old funding codes for 2 year olds to attend for 15 hours per week. Families can also opt to pay a top up if they wish their child to attend for 30 hours per week

15 hours with a targeted or expanded funded code:	fully funded
30 hours with an expanded funded code:	fully funded
15 hours without a code:	£141 per week
30 hours with a targeted code:	£141 per week
30 hours without a code	£282 per week

3 Year Olds

All 3 year olds are eligible for 15 hours of term time education from the term following their 3rd birthday. We accept Extended 3 Year Old funding codes for families who qualify. Families without a code are welcome to pay to top up their 15 hours entitlement to 30 hours per week if they wish.

15 hours without a code	fully funded
30 hours with a code	fully funded
30 hours without a code	£120 per week

