

January 2024

# NEW STARTERS GUIDE

## New Bridge Nursery School



Telephone: **0118 937 5580**

Email: **[admin@newbridgenursery.reading.sch.uk](mailto:admin@newbridgenursery.reading.sch.uk)**



## DAILY STRUCTURE

### *Rainbows (15 hour)*

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

### *Rainbows (30 hour)*

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.

## DROP OFF AND PICK UP

### *Rainbows (15 and 30 hour)*

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

Children in **SALIHA**, **MEL** and **MICHELLE'S** groups in **RAINBOW** 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)*

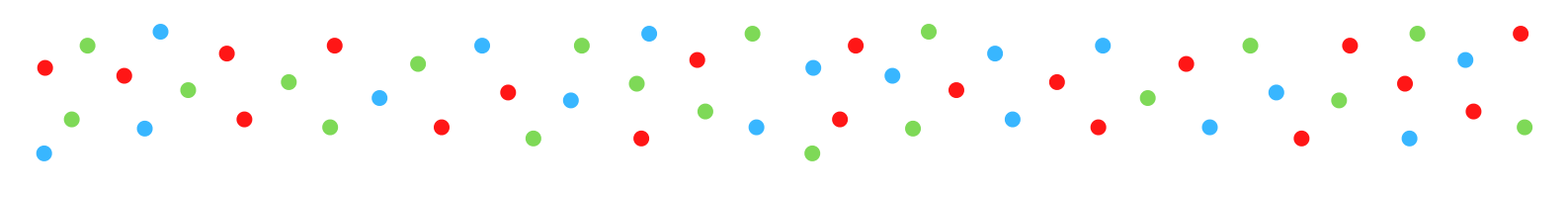
Our Snowflakes Resource, which is attached to the nursery, is a ten place unit for children with or awaiting a diagnosis of Autism. This resource has a separate waiting list and admissions procedure from the mainstream Nursery and is for the whole of Reading.

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.





## **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.

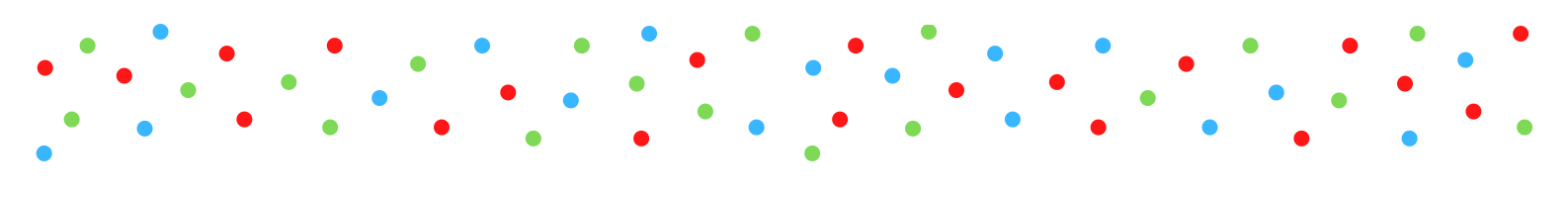
Please note that this is not a daily diary- it is a collection of meaningful observations that take place in nursery throughout the year which helps us to assess and monitor progress.

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 a week before. After their focus week you will have a 10-minute meeting with your key person to discuss your child's progress.

We will upload one observation that will show our intent for teaching and learning, examples of how we implemented this and the impact on your child's learning together 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.



## **SPECIAL EDUCATIONAL NEEDS**

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: Speak to your child's key person or to Kate Wiggins (SEND/CO/REYS Federation Inclusion Manager)

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.



## LUNCH TIME

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

Lunch boxes will be placed on the lunch trolley in the hall every day. 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 ensure you remove any stones and chop up foods such as grapes/tomatoes/sausages/olives lengthwise.



## 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.

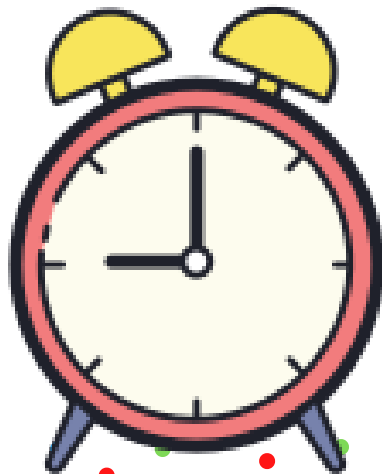
Drop off is at 9.00am for morning sessions and 12:45pm for afternoon sessions.

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. 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).







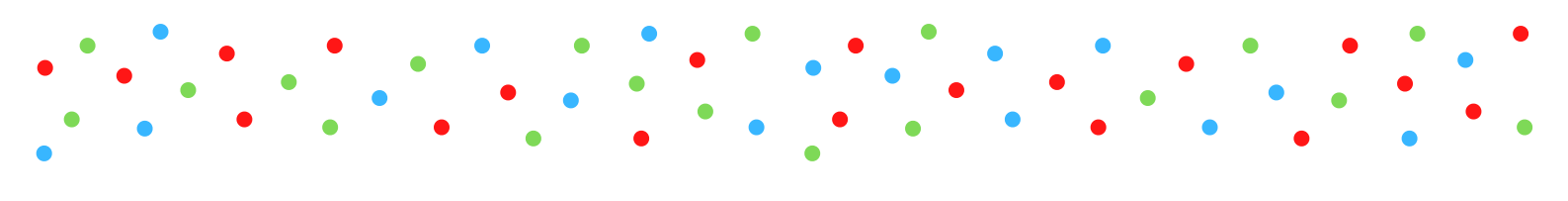
## SAFEGUARDING

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), Stacia Beeney (DSD), Kate Wiggins (DSD) or Joanne Budge (DSD)



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







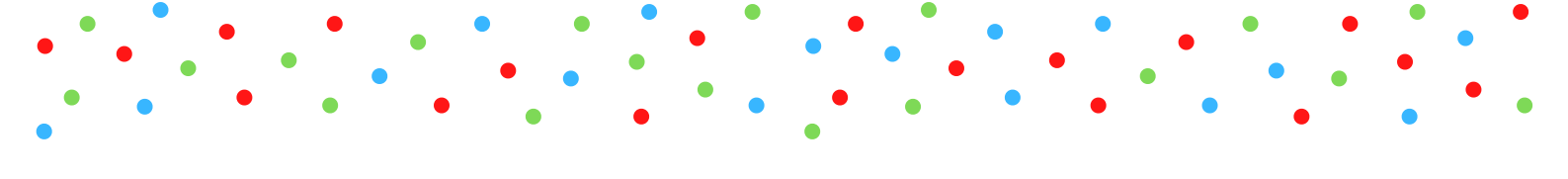
## SAFEGUARDING

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 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
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## 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
- welly boots
- nappies and wipes (if applicable)
- hat/gloves/mittens/sun hat (weather dependent)
- named bottle of sun cream
- 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.

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





## FUNDING AND FUNDRAISING

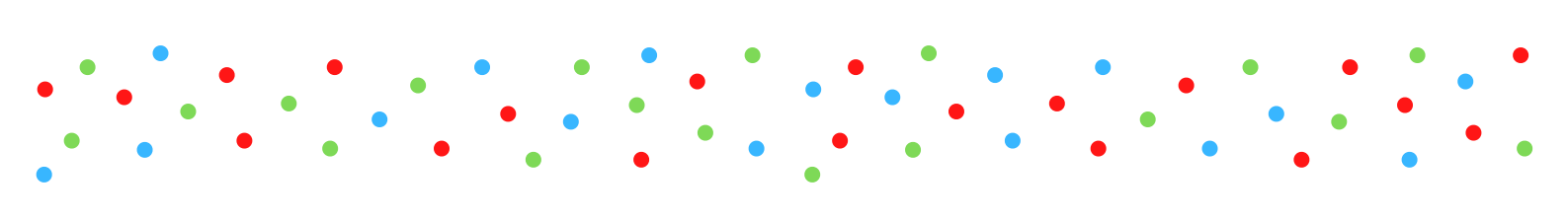
Nursery schools struggle with funding and we do everything we can to provide the children with a range of experiences however we do ask for you to support us with this.

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 a piece of fruit or veg each week. This then gets shared between all of the children at snack time.





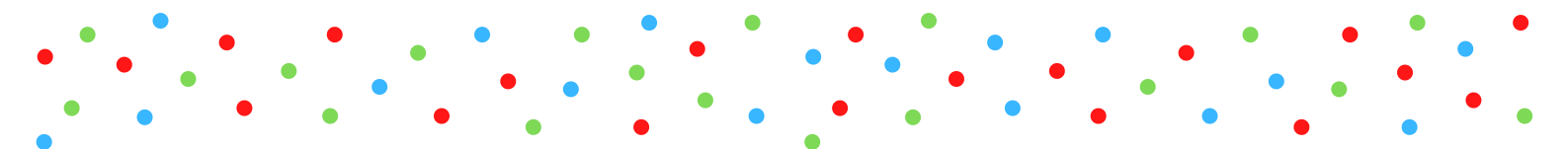
## HERE TO HELP

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.



## 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



Mandy  
Rainbow EYP



Gemma  
Rainbow EYP



Michelle  
Rainbow EYP



Mel  
Rainbow EYP



Kennedy  
Rainbow Nurture Assistant  
(on maternity leave)



Gemma  
Receptionist &  
Lunchtime Assistant



Rachel  
Supply Cover EYP



Stacia  
Snowflakes Coordinator



Esna  
Snowflakes Resource  
Lead



Kat  
Snowflake EYP



Seb  
Snowflake  
Nurture Assistant



Emma  
Snowflake EYP



Nicola  
Lunchtime EYP



Enid  
Lunchtime Assistant



Sophie  
Lunchtime Assistant