



Bishop Alexander Academy
A L.E.A.D. Academy

Welcome to Nursery



Information Booklet

Welcome

Welcome to the Nursery Class. We are delighted to be welcoming you into Acorns.

We aim to make the transition into education as smooth as possible.

The aim of this booklet is to help you and your child prepare for the transition and give you as much information as possible. If there is anything else that you are unsure about or want to ask, please just let us know – information about how to contact us is available at the end of the booklet.

Lockers

All pupils in Acorns have their own locker where they can keep their coats and book bags. It will have their photo and name to support them to use them independently. Please try not to send your child with favourite toys from home; they can very easily get lost.

Morning Routine

Before school starts, pupils meet at the external entrance to the academy's Foundation Stage, until an adult opens up. We ask that you wait with your child before they come into the classroom as independently as possible at 8.45am when their teacher greets them. Very rarely, pupils get upset at leaving their parents or carers. If this is the case, they usually settle very quickly. Ideally, try to leave them with us. We appreciate this can be

unsettling for you, but if they do not settle for whatever reason, we will contact you.

30 Hour Free Provision

To those parents/carers who are eligible, this will be fully funded. The 30-hours will run from 8:45am to 2:45pm Monday to Friday.

We recognise that this 2.45pm finish time may cause issues for those who are picking up older siblings in the academy. If this is the case, please discuss with staff the possibility of a 'stay and play' option, where you can wait with your nursery child until 3.20pm.

Paid Sessions

For those who are not eligible for the 30 hours of free childcare, you can choose to pay for

additional afternoon sessions. A booking form will be sent, prior to the term starting, to help us plan for staffing and educational requirements. This should be paid via the school gateway app. This will be available to you once your child starts school.

Lunch period

We can provide a school meal for an additional payment in line with the cost of the rest of the academy. This should be paid via the school gateway app. This will be available to you once your child starts school. Alternatively, you can provide your child with a healthy packed lunch.

15 Hour Free Provision

The 15-hours will run from 8:45am to 11:45pm Monday to Friday.

Fruit and Milk

All pupils in Acorns are provided with free fruit as a snack every day. This is usually accessed during learning activities. If you would like your child to have free milk (up to the age of 5 years old) you can register at www.coolmilk.co.uk and it will be delivered every day to school.

Water Bottles

We encourage pupils to have regular drinks of water throughout the day. Please make sure that your child brings their own water bottle (no juice) to school, labelled with their name. Your child can take it home every day and fill it up.



End of the day routine

School finishes at 11.45am (15 Hour Free Provision) and 2.45pm (30 Hour Free/Paid Provision) or 3.20pm ('stay and play' option, where you can wait with your nursery child). The gate to the outside area will be opened by a member of staff and you can wait for your child to be called. This is obviously a busy time of the day and we ask that you wait for us to see each child out individually. It may take a little time for us to recognise each of you, so please bear with us! If you need to discuss something, we ask that you email firstly (as indicated at the end of the booklet), or if the matter is of significant urgency, please wait until all pupils have left so that we can ensure that all pupils have been passed over to their adults and we can give you our full attention.

Reading

In Acorns, your child will take a book home from school, which you can read to them. Please bring your book bag every day.



Please share a book for approximately 10 minutes every day. This makes a relaxing bedtime routine.

Home learning

Your child will be given a homework book. Please support your child to complete the activity set each week. You can also make a comment and share a picture about your child's learning on Tapestry.

Tapestry

We use Tapestry as a part of assessing and documenting your child's learning and progress. You will receive notifications when new learning has been posted. There will be opportunities for you to upload photos of your child's learning and interests when they are out of school.

What your child should wear in Acorns

It is expected that your child wears school uniform and school shoes when they are at school:

- Grey or black trousers, shorts or skirt
- Blue or white polo shirt
- School jumper or cardigan/navy jumper or cardigan
- Black school shoes
- Blue checked summer dress

Please see our academy website (transition section for parents) for further school uniform details, including photos.

<http://www.bishopalexanderacademy.co.uk>

Forest Friends

Your child must bring a name-labelled all-weather suit (available from all good retailers) and a pair of name-labelled wellington boots to be kept in school. Also, depending on the time of year, you should provide additional clothing, including an extra pair of socks, extra layer of leggings/tights (to keep warm), a hat and waterproof gloves.

We encourage pupils to be prepared for the outdoors, whatever the weather. Your child is likely to get very muddy!

Jewellery

Please ensure that your child is not wearing any type of jewellery to school (except stud earrings). Pupils will be asked to remove any jewellery, and put it in their bag to take home. If they continue to wear it, we will ask parents to come and collect it from the class teacher.

Attendance and protocols for absence

You must call the academy on 01636 680040, to let us know if your child is going to be late or will not be attending school, by 9.00 am at the latest.

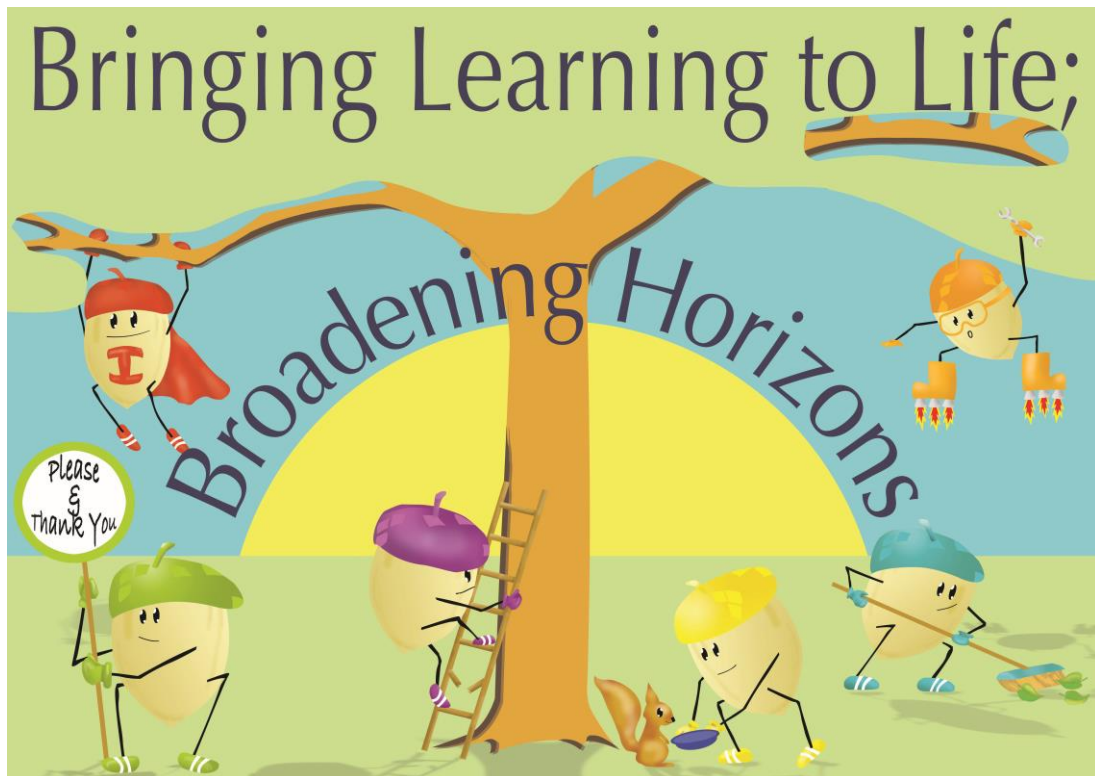
Pupils arriving after the gate has been locked should report to the main reception, signing their child in giving the reason for lateness. This information and the time of arrival is noted by the Academy Administrator. Lateness is monitored through our attendance management protocol.

As stated in our attendance policy, absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance.

DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays/leave of absence during term time.

Unauthorized and persistent lateness may result in a referral to Education Welfare. A Penalty Notice may be issued.

Our Values



Aspiration

Care

Independence

Resilience

Respect

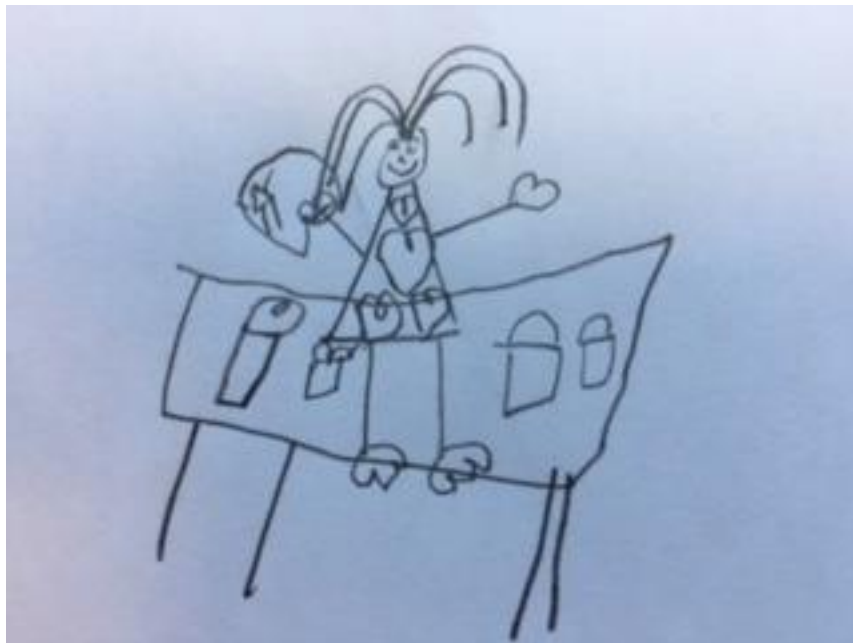
Responsibility

How can you help your child?

There are many ways you can help your child to feel settled and confident at school to make sure that they learn to the best of their ability.

- Make sure your child sleeps well and has a nourishing breakfast/lunch and drink before school each day.
- Encourage your child to independently use the toilet and wash their hands.
- Encourage your child to dress him/herself. Start with them putting on their own coat and shoes.
- If your child still uses a dummy, please let us know, as we may be able to support you.
- Talk to your child about what they did at school. What did they enjoy? Who did they play with?
- Play board games and join in your child's play.
- Give your child the opportunity to play outside, run around, ride their bike etc.

- Share books with your child.
- Take opportunities to spot numbers, words and letters in different places in your house/on a walk etc.
- Help them to be independent by looking after their own things, tidying up their toys, helping you around the home.
- Ensure all their uniform and things, which they have in school, are **named**.



We hope this booklet has answered any questions you may have had. If you have anything else you would like to know about your child's learning, please contact the 'help' account email below.

Your questions will be answered by a member of the team and we aim to reply within 72 hours of receiving the email.

Email for Acorns:

Help1@bishopalexanderacademy.co.uk

We look forward to seeing you.

We can't wait to share every step of your child's learning journey with you, throughout their time with us, at Bishop Alexander...