



# **St. Vincent's Nursery**

## **Information for Parents**

### **2018**

Address	Burnside Road, Dagenham, Essex, RM8 2JN
Telephone	020 8270 6695 (school office) 020 8724 8489 (direct to Nursery)
E-mail address	<a href="mailto:office@st-vincent.bardaglea.org.uk">office@st-vincent.bardaglea.org.uk</a>
Website:	<a href="http://www.st-vincent.barking-dagenham.sch.uk">www.st-vincent.barking-dagenham.sch.uk</a>

## Welcome to St. Vincent's Catholic Primary School

Dear Parents,

The staff, governors and children warmly welcome you to St. Vincent's Catholic Primary School.

We firmly acknowledge the partnership that exists between home, school and parish and actively strive to develop these links as we believe the process of educating your child is one in which we share responsibility.

St Vincent's is a 'Good' school (Ofsted November 2016) with a strong Catholic ethos. The ethos permeates all areas of school life and is at the heart of our philosophy of education. Our whole curriculum is rooted in a religious understanding of life, where the gospel values underpin our efforts to provide a quality education for all.

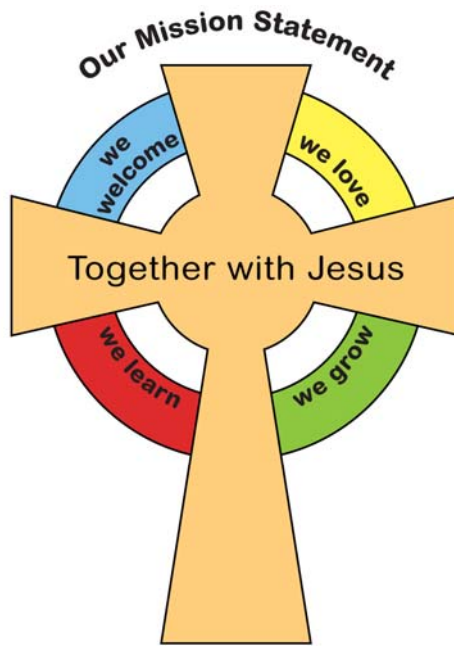
In all that we do we aim to create a happy and secure environment, where children want to come to school in the knowledge that they feel unique and valued as members of God's family. As a one form entry primary school we know each child very well.

*'St Vincent's is an outstanding Catholic school. It has a strong Catholic ethos which is at the heart of all it does. Outcomes for pupils are good and the provision for Catholic education and the capacity for sustained improvement are excellent. Opportunities for spiritual and moral development are part of religious education and the wider curriculum. Pupils are given many opportunities to understand what it means to be part of a Catholic community through opportunities for prayer and worship and charitable outreach.....Parents welcome the high standard of religious education, the Catholicity of the school and the way their children's prayer life is supported and developed. (RE Section 48 report-December 2017)*

We aim to create aspirational targets for our children, increasing their potential for achievement in life, whilst holding on to their Christian values and duty to care for all in God's world.

Childhood is a very special time and no one gets a second chance at it. We will do our very best to make it as happy and productive as possible for your child.

Mrs H.Craft  
Headteacher



St. Vincent de Paul, pray for us.

## **Aims of the school**

As a Catholic school, we aim to provide the best possible education for your child, where the teachings of Christ inform all our efforts and the way we treat each other. We provide an orderly, safe environment in which effort and personal success are rewarded, special gifts are catered for and individual needs are met.

St. Vincent's Catholic Primary School aims are:

1. To have a broad and balanced curriculum which is innovative, creative and relevant; that develops the progression of skills, knowledge and practical abilities that will enable our pupils to become confident, independent life long learners.
2. To help pupils appreciate all forms of human achievement.
3. To help pupils understand the world in which they live and to recognise the inter-dependence of individuals, groups and nations.
4. To teach our children the Christian message of love for God and our neighbours.
5. To encourage respect for religious and moral values, and tolerance of other races, religions and ways of life.

## Nursery Staff

The Teacher is **Mrs. Redpath**

The Nursery Nurse is **Mrs Jukonis**

The Support Assistant is **Mrs Carter**

If you need to contact us our telephone Number is **020 8724 8489 (direct to the Nursery) & 0208 270 6695 (School Office)**. Our Finance officer, Mrs. Butt or our Admin officer, Mrs Rector will be happy to help you.

## Hours of Opening

The hours for Nursery are 9.00am – 12 noon

Before the bell rings at 8.50am please wait on the main school playground and not through the green metal gates. Although the official start time for Nursery is 9.00am, children may enter the Nursery once the bell rings at 8.50am.

It is extremely important that all children arrive at school at the correct time, as it is very disturbing for both the child and class when they are late.

## Collection Times

The pedestrian gate on Burnside Road opens at 11.50am. Parents and childminders are requested to wait until this time before entering the playground at the end of the Nursery session. Please collect your child from the entrance that leads onto the outside play area. Parents are asked to wait on the main playground and not in the Nursery outside area, until Nursery staff open the door.

As children can be easily upset when their parents do not arrive on time, we ask that you collect your child as promptly as possible. If someone different is collecting your child from Nursery please inform the staff either verbally or by phone as your child will only be released to a named person.

If your child has not been picked up by **12.05pm** your child must be collected from the main school reception area.

Because we are concerned for the safety of your child, it is important that he/she is brought to, and collected from our Nursery by an **ADULT**.

We ask all parents to contact the school if there are any changes made to the arrangements made for collecting your child.

Please phone the Nursery direct on **020 8724 8489**.

**Note: Class teachers must always know who is going to collect your child. If there is a change in the collection arrangements, parents must inform the school office or class teacher and identify the person who will be collecting the child.**

## **Attendance and Punctuality**

We place great importance on regular and punctual attendance both because it is a legal requirement and because days missed or late arrival disrupt the education of the child concerned and their peers. Discipline in this and all other matters is part of the ethos of the school leading to appropriate self esteem and respect for others. Our impressive attendance statistics available on our website are a major contributory factor to the success of our children. We urge parents to play their part by getting their children to school on time.

## **Absence**

If your child is unwell and unable to attend school please telephone the school before 10 a.m. on the first day of absence or give a message in to the school office. Please send in a note to your child's class teacher when they return to school.

If your child's attendance drops below 90%, or is erratic or unauthorised you will receive a letter from the Headteacher; this may then be followed up by the school's Access and Attendance Officer.

## **Medical Appointments**

These should be arranged outside school hours wherever possible. If you need to take your child out of school for any reason you will need to give us notice of this.

## **Holiday**

The school has adopted a position of not authorising requests for leave of absence (commonly referred to as term-time holidays), which is supported by the Local authority.

Parents may request a leave of absence in exceptional circumstances or on compassionate grounds but they do not have a right to it.

## **Emergency contact names and numbers**

It is essential that these are updated when necessary so that you can be informed quickly at home or at work if your child is ill or has an accident. It is extremely important that the school has emergency contact numbers for your child. If we cannot contact you, we will contact the person you have asked us to in the event of an emergency. We would urge all parents that the emergency contact number you give us is a neighbour or family member living near you so that your child can be collected as quickly as possible if they are feeling unwell.

If we are not able to contact anyone, we will, if necessary, arrange proper medical attention, which may mean taking your child to hospital by car or by ambulance.

**Please make sure that changes to telephone numbers are reported – in writing – to the School Office.**

## **Parent/Guardian Absence**

If the child's parent/guardian is absent from the family home for any length of time, the school must be informed in writing of:

1. Who is caring for the child in your absence
2. The above person's contact details
3. The date parent/guardian leaves and returns
4. How parent/guardian can be contacted while away in case of an emergency.

Failure to comply with this could lead to a referral to Children's Services.

## **Safeguarding Children**

At St Vincent's, safeguarding of children is a priority. We believe that we all have the right to be safe, to be happy and to learn. Staff have a shared responsibility to ensure this can happen.

Every child is under the supervision of a known adult at all times during the school day i.e. between 8.50am and 3.30pm (12 noon Nursery). We are unable to take responsibility for children outside these times except in exceptional circumstances when an arrangement has been made with the Headteacher.

All staff and volunteers working at our school have a responsibility to report concerns to one of our Designated Leads for Child Protection:

- Mrs Craft – Headteacher
- Miss Herring – Acting Deputy Headteacher
- Mrs Davis – SENDCo

The following procedures are in place:

- The Headteacher is the Designated Lead for Child Protection (Deputy Headteacher or SENDCo are Deputy Leads)
- All suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.
- Visitors, including parents, must enter by the main front door and report to the school office.
- Visitors (including parent helpers) must sign in and wear a visitor's badge. On leaving, they are asked to sign out and return their badge.
- Employees of the London Borough of Barking and Dagenham and other contracted workers, will be asked to show their passes.
- No child is allowed to leave the premises unless accompanied by a parent or relative/friend previously notified to us.
- Pupils, who join or leave the premises after the school session has started, are recorded in a book entitled 'Record of pupils leaving/joining school after registration'.
- Pets should not be brought onto the school site.
- Smoking is not permitted on the school premises.
- Prams and pushchairs are not permitted inside the main school building.
- Exits should be kept clear of prams and pushchairs.
- Scooters and bicycles must not be ridden on the playground.
- Health and safety inspections and fire drills are carried out termly.

All staff are vigilant to the possibility of intruders on the school premises.

## **Child Protection Policy**

The school's Child Protection policy is updated annually, and can be found on the school's website.

All staff are trained in Child Protection and are aware of the procedures to follow and the need to maintain confidentiality.

Staff will respond appropriately to:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern.

### **Safer Recruitment**

We follow strict procedures to ensure that anyone who works in school is vetted. Ongoing checks and 'whistle-blowing' are in line with current policy.

### **Uniform**

All children without exception are expected to wear the correct school uniform as it is a positive way of helping children feel part of our school community.

School Uniform consists of

- Plain white short sleeved polo shirt
- Plain navy jogging bottoms (no jeans)
- Plain red v necked sweatshirt jumper (boys)
- Plain red sweatshirt cardigan buttoned to the waist, **no** zips or collars (girls)
- Shoes or trainers – **NO footwear with laces**

**In summer term only: -**

- Girls may wear a red and white checked dress in the summer term **only**.
- Boys may wear grey tailored shorts

**TRAINERS TO BE WORN ONLY IN THE NURSERY DUE TO THE NEED FOR PLIABLE FOOTWEAR FOR PHYSICAL ACTIVITIES.**

### **Hair**

**NO** colour products in hair (i.e. bleach, dye, highlights or coloured extensions).

Long hair **MUST** be tied back with simple hair accessories in the school colours red, white, grey or black

**No extreme styles** include mohicans, over use of gel and patterns shaved in hair. If your child arrives with an extreme hair style then a letter will be sent to parents reminding them of our school policy and asking them to return their child's hair to an acceptable style as soon as possible. Children can be stopped from attending off site activities e.g. sports events, trips, if they are not following our uniform code. Any decision regarding 'extreme' hair styles will be left to the discretion of the Headteacher.

### **Jewellery and Accessories**

**Jewellery must not be worn** (rings, necklaces, bracelets etc.) as it can be dangerous in school. Stud earrings are tolerated. No nail varnish or nail extensions. No tattoo transfers.

As we try to work outside whenever possible; in cold weather please send your child in with a warm coat and in sunny weather all children need to be provided with a sun hat.

To avoid confusion, all uniform, outer clothes, and footwear must be **clearly labelled** with your child's name.

**Note** Please provide your child with a spare set of underwear, socks, t-shirt, jumper and jogging bottoms (named spare clothes do not need to be uniform colour). Place these in a PE bag or your own drawstring PE bag, on your child's coat peg.

## **The Curriculum**

The curriculum at St Vincent's reflects in all its aspects the fact that Christ is at the foundation of our Catholic school.

Our curriculum provides opportunities in a wide range of areas of learning, for the development of each individual's potential, value and self-worth. We also provide opportunities for individuals to develop as free, responsible members of society.

## **Foundation Stage**

Children are currently admitted to Nursery in the September following their third birthday and they start in Reception Class in the September before they are five.

In the Foundation Stage we provide your child with the experiences to make progress towards the early learning goals. These goals cover seven areas of young children's development and learning.

We use the Early Years Foundation Stage Curriculum in Nursery and Reception. The framework outlines seven areas of learning and development that must shape educational programmes in early year's settings. It focuses on three prime areas of learning as the foundation for all learning.

The three prime areas of learning are:

- communication and language;
- physical development;
- personal, social and emotional development.

The four specific areas, through which the three prime areas are strengthened and applied are:

- literacy;
- mathematics;
- understanding the world;
- expressive arts and design.

## **Religious Education**

We believe that R.E. embraces both your child's life and the life of the school. Through our R.E. programme we provide daily opportunities for your child to explore through different mediums – scripture, worship, singing, art, poetry, music etc. – ways of enhancing our Christian community.

Our school policy aims to foster the religious growth and development of your child during his/her time with us. This is achieved through a partnership with home and parish. This aim is reflected in our Mission Statement.

We follow the 'Come and See' RE programme, endorsed and recommended by Brentwood Diocese.





## **SCHOOL PRAYERS**

**All prayers begin and end with the sign of the cross.**

**MORNING:** Oh my God, you love me, you're with me night and day.  
I want to love you always in all I do and say.  
I'll try to please you Father,  
Bless me through the day.  
AMEN

**EVENING:** God our Father, I've come to say,  
thank-you for your love today.  
Thank-you for my family and all the friends you give to me.  
Guard me in the dark of night and in the morning send your  
light.  
AMEN

### **Snacks**

A free carton of milk is given to every child who attends our Nursery. Water is also available. The Nursery children also receive free fruit or vegetables each day e.g. apples, bananas, pears, strawberries, satsumas, carrots or cherry tomatoes.

### **Birthdays**

Due to an increasing number of children with food allergies and to continue to promote a healthy lifestyle, if it is your child's birthday and you wish to send in a treat for the class, it must be a FUN SIZE SWEET/TREAT only. **NO** party bags or cakes please.

### **Sweets/toys**

It is in the interest of all concerned that children are not allowed to bring sweets, crisps and toys to the Nursery, as these can be the cause of upset, if lost.

## **Home/School Partnership**

At St. Vincent's we see the education of your child as a collaboration – school and parents working together. Contact between home and school is encouraged. There is evidence to show that children make the most progress and are happiest where parents co-operate in their education and understand and support the work of the school

We have a whole school agreement which we ask you to sign annually; this outlines our commitment to your child and to you as well as your commitment to give the school your support.

## **Finding out about Your Child's Progress**

The beginning of the school day is not a good time to try to talk at length to class teachers. Parents who wish to speak to a teacher about their child's progress are asked to do so after 12pm. If the matter you wish to discuss is complex or lengthy, you may arrange an appointment at a mutually convenient time.

## **Opportunities to meet staff**

- New parent's Meeting
- Home visit
- Visit to Nursery
- Parents are invited to attend Parent's Evening during the year with their child's class teacher. These appointments are for 10 minutes. At these meetings the children's work will be available for parents to look at and we will discuss strengths and identify areas for development,
- All parents are invited to an Open Evening in July, when there is an opportunity to have a leisurely look at your child's work and to look around displays and resources in the school.
- Parents are invited to attend curriculum meetings as and when these are arranged.

## **Newsletters and List of Events**

An overview of the Nursery Curriculum is given to parents at the beginning of the year. RE Newsletters are sent out at the beginning of each term so that parents are aware of the topics children will be covering.

A "List of Dates" for the term is sent out at the beginning of each term and a weekly newsletter is emailed to parents every Friday.

Dates, policies, letters etc are also posted on our school website:

[www.st-vincent.barking-dagenham.sch.uk](http://www.st-vincent.barking-dagenham.sch.uk)

## **Behaviour and Discipline**

The ethos of the school, embodied in the school Mission Statement, must have a supportive framework in which every individual including the staff, is highly valued and knows it.

At St Vincent's we have a whole school approach to behaviour management. We have high expectations of pupils' behaviour both in and out of the classroom. Any form of bullying or behaviour which causes stress to other children or teachers is firmly rooted out.

If the school is concerned about your child's behaviour, the parents are contacted as soon as possible. It would support the development of your child if home and school provided a consistent approach to behaviour. We look to parents to support our Behaviour Policy. Our Behaviour Policy and Anti Bullying policies are available on our school website.

## **Problems**

At St Vincent's School, we value the good relationships which have built up over the years between parents and the school. We want your child to be happy, safe and fulfilling their potential at all times at school but inevitably things can from time to time go wrong. The majority of issues raised by parents, the community or pupils are concerns rather than complaints. St Vincent's school is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures. However, depending on the nature of the complaint, you may wish to or be asked to follow the school's formal complaints procedure.

The complaints procedure has three main stages.

In summary, they are as follows:

- Stage 1 – Talk to the teacher.
- Stage 2 – Meet the Headteacher or Deputy Headteacher.
- Stage 3 – Go to the Governors

If you would like a copy of the policy it is on the school website.

## **Inclusion**

### **Special Educational Needs (SEN)**

If your child has any difficulties accessing the curriculum we will work with you as parents to identify these difficulties and find ways of providing appropriate support in line with the National Special Needs Code of Practice. Full details are on the school website.

## **English as an Additional Language**

We recognise and value other languages and encourage our children to learn their mother tongue language, whilst we support them in learning English through our visual and practical curriculum.

## **Equalities Mission Statement**

We are committed to ensure equality of educational opportunity and support for all pupils, parents, carers and staff irrespective of sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Our Equalities Policy and action plan is available on our school website.

## **Charging Policy**

It is school policy to charge parents for residential school journey fees. Where items of school property are lost or damaged, parents will be asked to contribute to the cost of replacement. For further details see our school website.

## **Voluntary Contributions**

It is customary to ask parents to contribute to the cost of travel and entrance fees on day visits. No child is prevented from attending or is otherwise penalised if his/her parents are unable to pay. However, if the voluntary contributions fail to cover the costs involved, the trip may have to be cancelled.

## **Admissions Policy**

The Governing Body of St. Vincent's is responsible for admissions to the school.

Applications are welcome from parents who sincerely seek Catholic education for their children and are willing to participate in the life of the parish and school community in nurturing the Christian faith.

Parents are asked to note that children do not automatically transfer from Nursery to Reception Class. A separate application has to be made for admission to Reception Class.

Further details of our admissions procedures and criteria can be found on our website at [www.st-vincent.barking-dagenham.sch.uk](http://www.st-vincent.barking-dagenham.sch.uk)

## **Accuracy of Information**

The information contained within this document relates to the school year 2017-2018. Every effort has been made to ensure that this information was correct in relation to that year at the date of publication. It cannot be assumed however, that there will be no changes before the start of, or during, the school year 2018-2019 or in relation to subsequent school years.