



GATEHOUSE SCHOOL

Nursery Information Booklet

WELCOME

STAFF

Miss Reidy **Head of Nursery / Form Teacher**

Miss Sevenel **Teacher's Assistant**

Mrs Kelly **Form Teacher**

Miss Barry **Teacher's Assistant**

Mrs Turner **Form Teacher**

Mrs Baker **Teacher's Assistant**

Miss Sakellariou **Form Teacher**

Miss Sanchez **Teacher's Assistant**

WELCOME TO GATEHOUSE NURSERY

Welcome to Gatehouse Nursery. We hope that you and your child will enjoy your time with us.

We are situated in New House and are fortunate to have our own outdoor play area.

The Nursery day begins at 8.50am for registration and finishes at 3.30pm.

Early drop off is available from 8.30am if you wish.

Admissions

The earliest age of entry to the Nursery is three years old.

New Children

Leaving home and starting Nursery is a big step for young children as well as for parents. The Nursery environment can be a busy place for most children. They are presented with new faces, new surroundings and new routines.

The children join at the beginning of the September term. When your child joins us, they will be allocated a form teacher. The settling in period will vary greatly for each child. Your child will be helped to settle by his/her form teacher and individual arrangements will be made for children who are experiencing difficulty.

For the first three days of term, Wednesday 2nd, Thursday 3rd and Friday 4th September, your child will settle for a two-hour session, 9-11am or 1-3pm. You will be informed of your child's time via email. All children will be full time from Monday, 7th September unless otherwise agreed with Miss Reidy. Separate arrangements will be made for children starting after September.

All children must be brought and collected by an adult (or persons above 16 years old). If you are unable to collect your child, you must let the Nursery Staff know the name of the appointed person to collect them.

Aims of Gatehouse Nursery:

We want your child to:

enjoy her/his time in the Nursery

- feel happy, safe and secure in the environment
- develop awareness and respect for others
- be a confident communicator, using language to relay wishes, feelings and understanding
- become knowledgeable of different religions and cultures and value diversity
- be able to share Nursery equipment and work cooperatively with other children and adults
- become a responsible, autonomous learner keen to explore his/her environment
- establish firm relationships with adults and other children in the Nursery
- develop skills, knowledge and understanding across the breadth of the curriculum
- respect the Nursery building and equipment
- be proud of her/his achievements
- have a positive sense of self

Key Person

Each child is allocated to a teacher who is their key person. The role of the key person is to:

- help ensure that every child's learning and care is tailored to meet his/her individual needs
- Seek to engage and support parents and/or carers in guiding their child's development at home
- help families to engage with more specialist support, if appropriate

Nursery Time Table

08.50	Registration
09.15 – 10.00.....	Teacher directed activity time
10.00 – 11.00.....	Milk / fruit / story time / play time
11.00 – 11.45.....	Teacher directed activity time
11.45 – 12.40.....	Lunch time
12.40 – 1.30.....	Circle time
1.30 – 1.35.....	Afternoon registration
1.35 – 2.15.....	Child initiated activity time
2.15 – 2.45.....	Art / craft / topic
2.45 – 3.00.....	Milk and fruit
3.00 – 3.20.....	Story time
3.20 – 3.30.....	Preparation for going home
3.30.....	Going home time

How We Teach

The first seven years of a child's life are the periods of most rapid physical and intellectual growth. At Gatehouse we recognise that these earliest years are the crucial foundations laid for future development.

Young children learn in a variety of ways: through experimenting, exploring, watching, practising, listening, talking and playing. They learn in a variety of social situations, alone, in pairs, and in large groups. Above all they learn at their own pace, building on knowledge and skills already developed. Our teaching methods and the organisation of the day and equipment are designed to meet these learning needs. We provide an exciting and stimulating Nursery environment.

In the Nursery we believe that play is the young child's vehicle for learning, it is largely through play that young children begin to learn about the society in which they live. Children acquire skills and knowledge through interaction with their environment. This includes people, materials and their physical surroundings.

What We Teach

We offer children a wide range of learning experiences, which will nurture their all-round development and lay a solid foundation for later learning in our Junior School. A weekly plan is on display for parents to support concepts covered in school.

We follow the Early Years Foundation Stage curriculum principles. These are the areas of learning:

Personal, Social and Emotional development is about:

self-confidence, independence, collaboration, managing feelings and behaviour, friendships and a sense of self.

Physical development is about:

self-care and control of large muscle movements through, for example, running, climbing, balancing, kicking and throwing; developing fine manipulative control through the use of tools, scissors, brushes, pencils and fastenings.

Communication and Language is about:

speaking and listening skills, understanding and concentration, communication and a love of books and stories.

Literacy is about:

awareness of print and the phonetic sounds of letters and enjoying a variety of reading experiences.

Mathematical development is about:

the use of size, shape, numbers, patterns, sorting, measuring and comparing.

Understanding the World is about:

people, communities, technology, observing, questioning, experimenting, testing, and discovering knowledge of the world we live in.

Expressive Art and Design is about:

imagination and exploration using a range of media.

Parents' Evening

We aim to meet formally with all parents during the Autumn and Summer terms to discuss your child's individual progress. We hope you will attend these meetings. Parental support is linked with school achievement and we seek the highest standards. Our regular informal meetings are also highly valued and they can be helpful and interesting.

Reports

Children will have an ELDR (Early Learning Development Record) completed at the end of each term, which will be shared with parents through their child's profile book. These will identify interests as well as targets for future development. Further information on Assessment in the Early Years can be found in our Foundation Stage Policy.

Children will receive two written reports, one in the Autumn term and one at the end of the academic year.

Sometimes, a child may need extra support to access certain areas of the school curriculum. Through discussion with parents, and supported by school based observations, we identify possible additional needs and areas for support. Our Inclusion Coordinator will work with teachers and parents towards improving identified areas. Additional support may range from some extra help in class, or directed help on a one to one basis from our specially trained learning support teachers.

Transition

In the Summer Term, Nursery children are prepared for transition to Reception through our topic, 'Moving On'. We spend time playing in the main school playground, visit the classrooms and toilets in the main building and meet with Sue in the school office. The children are introduced to a reading buddy from Year 5, who will support with the building of friendships. The children will be allocated house groups in the second half of the Summer Term and will attend a house assembly and general assembly in preparation for the year ahead.

Milk and Fruit

Milk and fruit is available for all children.

Lunch

A range of hot and cold meals will be available for lunch and children will be helped in choosing and eating their meal. Weekly menus are emailed to parents and are displayed on the notice board on entry to the Nursery.

Phones

Mobile Phones must not be used when in the New House building. Mobile phones should not be used in any area of the school where children are present and must be completely switched off in the Nursery or Reception classroom areas.

As mobile phones cannot be used, smaller copies of the weekly plans or any pictures of children's work will be provided for parents, if requested.

Uniform

We ask that all clothing be clearly labelled with the child's name.

Autumn/Winter Terms

(The children may return in their Summer uniform until October half-term, when Winter uniform is compulsory)

Girls

Grey skirt (pinafore or waisted) or Grey school trousers/culottes *
White shirt with collar (no t-shirts) *
Red Gatehouse V-neck jumper or cardigan
Gatehouse tie – optional
Grey/red socks *
Gatehouse blazer
Gatehouse duffle coat

Boys

Grey trousers *
White shirts with collar (no t-shirts) *
Red Gatehouse V-neck jumper
Gatehouse tie – optional
Grey/red socks *
Gatehouse blazer
Gatehouse duffle coat

Spring/Summer Terms

Girls	Red/white check dress Red Gatehouse V-neck jumper or cardigan Grey/red socks * Gatehouse blazer
Boys	Grey shorts * White shirt with collar (no t-shirts) * Red Gatehouse V-neck jumper Gatehouse tie – optional Grey/red socks * Gatehouse blazer

Games Uniform Summer/Winter

Boys and Girls	Gatehouse red tracksuit Any trainers can be worn on PE and dance days only.
Boys	Red shorts * White Gatehouse sports shirt White socks *
Girls	Red shorts/skort * White Gatehouse sports shirt White socks *

Uniform with the Gatehouse logo can be purchased from the following School uniform shop:- Khalsa, 388-390 Bethnal Green Road, London, E2 0AH. Tel no. 0207 729 32865. infor@khalsaschoolwear.co.uk.

items marked * can be purchased elsewhere.

Shoes must be plain black or red. No trainers or boots.

All long hair must be tied back with plain black or red hairbands.

No earrings and no jewellery as it may cause accidents or injury. All children need a spare change of clothes, to be kept in school in case of accidents (non-uniform clothing is acceptable).

Scarves, gloves, woolly hats and sun hats can be any colour, but should be clearly labelled.

The Gatehouse Parents' Association also holds regular sales of second hand uniforms.

Health and Accidents

At the beginning of each school year parents of all pupils MUST complete a 'pupil health form'. This provides the opportunity to share information about medical conditions, past medical history, allergies, and food preferences. This information is followed up by the school nurse and where appropriate an Individual Healthcare Plan will be drawn up. It is the responsibility of the parents to inform the school of any changes throughout the year.

It is the parents' responsibility to inform the school if their child has been feeling unwell, have had spiking temperatures and whether any medication has been administered before school.

If possible, the administration of any medication should be scheduled outside of school hours. If medication is required during school hours, the storage and administration of such by GHS staff will only be accommodated if accompanied by a 'medication administration consent form'. This can be obtained from the school nurse, or a member of the nursery staff. The medication must also comply with the following criteria:

The medication should be as dispensed, in the original container and must be clearly labelled with:

- Name of the child clearly displayed on the label.
- Name of the medication clearly displayed on the label
- The dosage and frequency of the medication is clearly displayed on the label.
- The route of administration clearly displayed on the label.
- The expiry date is clearly displayed on the label.

In the event of a child becoming unwell, or having an accident, the school nurse will review the child and provide first aid as required. You will be contacted if the child continues to be distressed or requires medical attention. All accidents are logged on the management information system, and parents will be informed either in person, by phone or in writing depending on the incident.

School Nurse - Freya Williams

Email: nurse@gatehouseschool.co.uk / DL: 020 8709 5226

Gatehouse School follows the guidance as recommended in the government guidelines for infection control. Please see the inclusion table for the most common infectious diseases.

Infection	Exclusion period
Chickenpox	5 days after onset of rash
Conjunctivitis	None – Treatment to be sought at local pharmacy
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms
Flu (influenza)	Until recovered
Head Lice	None - Treatment to be sought at local pharmacy
Impetigo	Until lesions are crusted/healed or 48 hours after starting antibiotic treatment
Measles	4 days after onset of rash
Mumps	5 days after onset of swelling
Rubella (German measles)	4 days after onset of rash
Ringworm	None – Treatment is needed, and can be obtained by visiting the GP
Scarlet fever	Excluded for 24 hours from the start of antibiotic treatment

Holidays

We encourage parents to arrange holidays out of school time. However, if this is not possible, parents should make a written request to the Headteacher, asking permission for holiday time. In the event you need your child to have a day or two off for a long weekend or for a family event, please speak to Miss Reidy.

Celebrations

We celebrate the children's birthdays by singing the traditional birthday song. We will share out a cake if you wish to supply one. If you do not celebrate birthdays, please let us know.

We aim to celebrate other cultural events such as Hanukkah, Diwali, Chinese New Year, Ramadan, Eid, Christmas, Easter and Guru Nanak's Birthday. We would gladly welcome any advice or support that you are able to offer.

We have a Christian foundation and all the children participate in Nativity plays and our Easter bonnet parade.

We value all faiths and cultures at Gatehouse.

Further Information

For further information on Nursery and EYFS at Gatehouse School, please contact the Head of Nursery, Ms Aileen Reidy on 0208 890 2978 or refer to our EYFS policy.

Nursery Behaviour Policy

Aims

This policy aims to set out basic guidelines of behaviour that we feel are acceptable in order for the Nursery to be a happy and productive environment for all the children.

These are the guiding values for every child:

Respect

Be honest - tell the truth

Respect others and their property - do not waste or damage things

Care for the environment - keep the school tidy and follow the Eco Code

Respect yourself - look smart at all times

Accountability

Work hard and try your best - do not waste your or others' time

Listen to people - do not interrupt

Concern

Be gentle - use gentle hands

Be kind and helpful - do not hurt people's feelings

Be thoughtful - treat others as you would like to be treated

At all times we look to recognise and positively praise good behaviour to reinforce expectations. Our priority at all times is to ensure that there is a happy and productive atmosphere in the nursery.

Children are made (where possible) aware of their actions whether positive or negative and are encouraged to be responsible for them.

Staff will treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.

Responding to Unacceptable Behaviour

Any child needing support with behaviour must expect a response of some kind. This may take a variety of forms and with children of this age we cannot expect to lay down a firm and rigid structure of responses, as all children and all cases should be dealt with individually.

- A reprimand from the teacher to make the child aware that their behaviour is unacceptable.
- Loss of a small period of free time/playtime.
- Withdrawal for a limited period from the class environment if their behaviour is disturbing others' work period. The child is asked to sit on the 'Thinking Chair'. This will allow the child to have time out and then return when ready to join class activities. Children are encouraged to say sorry for their actions. Another teacher will provide positive reinforcement and a timer if necessary and help resolve the issue. There is also an emotions area for children to reflect and share their emotions with a supporting adult.
- Unacceptable behaviour is reported to the parents and they are invited to discuss this with the staff.
- Corporal punishment is forbidden by law.

We want children to be happy and safe, with a stimulating and challenging programme of learning and development. We aim to provide positive experiences and opportunities as they begin their learning journey through Gatehouse School.

Signed: _____

Mrs S Korbay

Headteacher

GPA

When your child joins Gatehouse School, you automatically become a member of our Gatehouse Parents' Association. The main focus of our GPA is fundraising and the sale of second hand uniform. They are always very happy to welcome new members to the committee.

If you would like more details regarding GPA, please contact our current Chairman, Mr Koh through the school.

The password for the Parents' Area on the school website is: est.1948

Contact Number for Nursery: 0208 890 2978 from 8am-6pm