



# HAREWOOD NURSERY SCHOOL

Wakefield Metropolitan District Council

Headteacher: Mrs Becky Cook

Chair of Governors: Mrs Sarah Conway

Harewood Avenue, Pontefract, WF8 2ER

Tel: 01977 722835 [www.harewood.wakefield.sch.uk](http://www.harewood.wakefield.sch.uk)

Email: [headteacher@harewood.wakefield.sch.uk](mailto:headteacher@harewood.wakefield.sch.uk)

29/01/2018

Dear Parents and Carers,

Welcome back to another busy term at Harewood Nursery School. I am pleased to say that our new starters have all settled in well and are on their way with their learning journeys here with us. Children who are accessing 30 hours of funded education are enjoying their longer days with us and the novelty of staying for lunch! If you think you might be eligible for the additional hours of nursery provision for the summer term please see: [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or call **0800 587 8042** for information.

Here are some reminders from the staff:

## **Family Library times: Monday and Thursday 11:45 am and 3:15 pm**

We do still need volunteers to help us to run the library, particularly on an afternoon. If you are able to come to school 15 minutes earlier on those days to help out it will be appreciated. The library can only run for you if it is run by you. I know that you appreciate that the staff have to be with your children first and foremost and though they will juggle groups and plan activities to free an adult up for a few minutes to set the library up I cannot expect staff to come away from their work with the children to operate the library. If we cannot staff the family library with volunteers then we will have no option but to withdraw the service.

## **Kit out your Kids!**

Just a reminder to make sure your child has spare clothes, wellies, warm coat, hat, gloves, indoor shoes, nappies / pull ups and wipes if applicable in a bag every day at school. Please ensure that your child's name is in everything and let them know what is theirs. Children often don't know which their own wellies are when faced with several pairs – they often just choose the ones they like best!

## **Snack Money**

We provide milk and a healthy snack for your child every day. The milk is funded through the government scheme however we have to pay for the fruit / yogurts / toast / cheese & biscuits etc that your child is offered each day. We can only continue to do this with your kind donations to the school fund. We ask for just £1 per week or whatever you can spare towards this provision. Unfortunately as this isn't funded and we don't formally charge for the consumables we offer we may have to remove this provision. This would be a real shame as for the most of the children snack time is one of their favourite parts of their session!

Designated Safeguarding Lead: Mrs Becky Cook. Deputy DSL: Miss Natalie Godfrey / Mrs Theresa Long.  
Safeguarding Governor: Mrs Sarah Conway.

If you are worried a child is at risk of harm please contact either of the above or Social care Direct: **01924 303456**  
Copies of the Safeguarding and Child Protection Policy can be obtained from the school office or downloaded from the website.

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## Self-Registration

Please encourage your nursery child to find their name and post it into the basket. This helps them to develop independence with the coming into nursery routine and learn what their name looks like in print.

## Attendance

Once your child starts nursery and settles in it is important for them to maintain regular attendance. This helps to build up their understanding of the routines and ensures that they have no gaps in their learning and make good progress.

Here is a copy of our attendance policy which you will have received when your child joined us:

### Attendance Policy

Although it is not compulsory for children under 5 to attend school, nursery is an important phase of education and sets in place a positive attitude to learning.

Regular attendance enables your child to settle into the routine, develop friendships and learn all the skills and behaviour expected at school.

Research shows that children who attend a high quality nursery education achieve better results at school.

Our funding may be withdrawn if your child does not come to nursery.

We expect parents to:

- Ensure your child attends nursery regularly
- Contact school on the first day of absence
- Avoid taking holidays during term time whenever possible
- Inform nursery in advance of any medical appointments
- Bring and collect your child on time

School will:

- Follow up any non reported absence by telephone on the 1st day
- Call again if your child doesn't return on the expected date
- Follow up by letter after 2 weeks when the nursery place may be withdrawn.
- Contact parents by letter if the child's absence is consistently below 80%.
- Only allow designated adults collect your child. (over 16 years of age)

I am pleased to say that there is only a small number of children who are persistently absent.

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## Safeguarding

Safeguarding children is everyone's responsibility and we take it very seriously. Please don't be offended if we call you to find out why your child isn't in school. It is in our policy that you let us know if your child is unable to attend due to illness but we do appreciate that there isn't always a quiet moment to do that when you are looking after a poorly child. We will therefore call you if we haven't heard from you as that is part of our duty of care for your children.

If your circumstances change, for example a change of phone number / address / living arrangements etcetera, we need to know. We have had an incident recently when we were unable to contact a parent for a child as phone numbers had changed and we hadn't been informed.

When your child joins our school you let us know on their admission form who is able to collect your child and who if anyone is not. If this information changes it is vital that you let us know. If you or the nominated people are unable to collect your child for whatever reason and you are sending another trusted adult to collect your child you must inform a member of staff: we will not hand over a child to anyone who claims to know them or you or claims to have been sent by you without us hearing it from you first. I hope that you find this policy reassuring rather than a nuisance.

## Questionnaire

Please see the outcome of our parent questionnaire from last term. Thank you to those parents who took the time to fill them in and return them to school. Thank you for your kind responses. It's good to know that you appreciate all we do for your children and that you think so highly of our school.

## Friends of Harewood Nursery School

When your child joins our school you automatically qualify to become a member of the 'Friends of Harewood Nursery School' Group. This is the group that supports events such as school trips, fairs and fundraising activities for school. This term the group are in the process of applying to the council for some funding from the 'Neighbourhood Improvement Fund' to purchase equipment to enhance the nursery garden for our children. If you would like to find out more about the group or can give up your time to support its efforts at key points in the year please do let us know.

## Litter

It has been brought to our attention via complaints from our neighbours that there is an issue with children and some parents dropping litter along the paths around school and around the school gates. We generally have a good relationship with our neighbours and they help us to keep the school site safe when we are closed so we want to do all we can to ensure that we don't cause any concerns for them. Please remind your children to put their litter into a bin or remember to take all litter home with you. Thank you.

Here's a reminder of our key dates and events coming up.

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## Calendar

When	What	Notes
Friday 16 <sup>th</sup> February 2018	Stay & Play Day	9:00-10:00 / 12:30-1:30
Monday 19 <sup>th</sup> February to Friday 23 <sup>rd</sup> February 2018	<b>HALF TERM HOLIDAY</b>	
Monday 26 <sup>th</sup> February 2018	All children return to school	
Thursday 1 <sup>st</sup> March 2018	World Book Day	Fancy Dress required
Friday 23 <sup>rd</sup> March 2018	Sport Relief – Sponsored Walk and picnic in the park	Parents to accompany children.
Thursday 29 <sup>th</sup> March to Friday 13 <sup>th</sup> April 2018	<b>EASTER HOLIDAY</b>	
Monday 16 <sup>th</sup> April 2018	New children starting school only	
Tuesday 17 <sup>th</sup> April 2018	All children return to school	
Wednesday 2 <sup>nd</sup> May 2018	Sponsored event to fundraise for school trip	
Monday 7 <sup>th</sup> May 2018	May Day (no school)	
Friday 25 <sup>th</sup> May 2018	Stay & Play Day	9:00-10:00 / 12:30-1:30
Monday 28 <sup>th</sup> May to Friday 1 <sup>st</sup> June 2018	<b>HALF TERM HOLIDAY</b>	
Monday 4 <sup>th</sup> June 2018	All children return to school	
Friday 15 <sup>th</sup> June 2018	School Trip to Cannon Hall Farm	Parents to accompany children. Letters to follow.
Wednesday 27 <sup>th</sup> June 2018	Summer Fair	3:00 – 6:00 pm
Wednesday 18 <sup>th</sup> July 2018	Graduation for Nursery Leavers	11:30 / 2:30
Thursday 19 <sup>th</sup> July 2018	Summer Picnic	
Friday 20 <sup>th</sup> July to Friday 31 <sup>st</sup> August 2018	<b>SUMMER HOLIDAY</b>	
Monday 3 <sup>rd</sup> September 2018	INSET	
Tuesday 4 <sup>th</sup> September 2018	New children starting school only	
Wednesday 5 <sup>th</sup> September 2018	All children return to school	

There is a link to next year's term dates 2018 / 2019 on our school website:  
[www.harewood.wakefield.sch.uk](http://www.harewood.wakefield.sch.uk)

Thank you for your continued support.

Mrs Becky Cook

Headteacher

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