



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Pre-Nursery, Nursery and Reception Parent Handbook

*Last Updated: May 2021
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Early Years Parents Handbook (Pre Nursery, Nursery and Reception)

Age of Admittance

1. In Pre Nursery we accept children who turn 3 during the term.
2. In Nursery we accept children who are 3 before the 1st September.
3. To enter the Reception class, children must turn 4 before the 1st September.

Opening Times

4. The Pre Nursery, Nursery and Reception classes open from 8.35 am to 3.15 pm during term time; please see the term dates for Hampton Court House.
5. Children who take the bus, children who have older siblings in the Lower, Middle and Uppers years and children staying for after school care stay in their class with the Early Years team until 4 pm.

Arrival and Departure of Children

6. Parents/carers must notify a member of staff of their arrival and hand over their children to a member of staff. If anyone other than the parent/carer or the persons mentioned as authorised to collect the child comes to collect the child, parents must inform the school office (reception@hchnet.co.uk), the Head of Early Years (afr@hchnet.co.uk) and the Form Tutor.
7. Parents are asked to wait with their children in the Main Hall before 8.35 am.
8. Parents must sign the arrival and departure on the class register.
9. The Early Years closes promptly every day at 3.15 pm and parents/carers or other responsible adults should be on the premises at that time.
10. Please contact the school reception 020 8614 0865 if, for any reason, you are going to be late to collect your child.
11. If you, or other responsible adults listed on the registration form, are unable to collect the child, please give details to staff of the person who will be collecting their child. This must include their name, physical description and any other information staff or parents may deem appropriate. A password will also be provided which will then be shared with the staff on duty.

Settling-in Procedure

12. In Pre Nursery and Nursery, we adapt to the child and the parents to facilitate the process. Settling-in can be organised over a week. Members of staff should support parents and children if they find it difficult to adapt.

Parents' Contact Details

13. It is important that parents fill in their contact details before the child starts the settling-in period. Three emergency numbers must be given to the school reception as soon as your child joins school, and any changes must be notified immediately.

Absence

14. In case of absence, please inform the school office (reception@hchnet.co.uk) and the child's Form Tutor.

Parental/Carer Involvement

15. We encourage parents and members of staff to communicate as much as possible as we recognise that this is important. Please do not hesitate to speak with the Form Tutors when you bring or collect your child, or organise a meeting with the team or the Head of Early Years.

Almanack (Daily Diary)

16. The almanack is used to liaise with parents, to stick information letters etc.

Clothing

17. Please provide your child with a complete change of clothes. Bear in mind that it is an essential component of educational play that children are able to enjoy art and craft activities with, for example, glue, paste, paint, sand, water, etc. Inevitably children will transfer some of these materials to themselves and their clothing. We attempt as far as possible to purchase glue, paste and paint, which are 'washable', but in practice not everything washes off all clothing materials. Please dress your child with this in mind. The school will accept no liability for clothing damaged while the child is at school. When clothes are dirty or soiled, they will be put in a plastic bag in the child's box to be taken home and washed.
18. Please provide your child with slippers that have rubber soles so they can also wear them when they go to the bathroom and wellington boots.
19. Parents will be asked to provide rain boots for Forest School and outings. These boots will stay at school. HCH provides rain suits that also stay at school.
20. Children shouldn't wear a scarf. Form Tutors should make sure parents are informed and reinforce it.
21. Children should not wear any jewellery including earrings.

Food

22. Please provide your child with two healthy snacks (fruit, cheese, yoghurt, bread, etc.) and avoid sweets and nuts.
23. We will use tap water for bottles but if you prefer the use of bottled water you can bring water for your children.
24. We provide lunch for the children and we are able to accommodate most dietary requirements, e.g. vegetarian preferences and omission of disliked foods. We can cater for special diets, such as religious or allergen specific diets. It is our policy not to provide any food that contains nuts.
25. You can find the menu on our website:
<http://www.hamptoncourthouse.co.uk/student/lunches/>

Sickness

26. Parents are requested not to send their child to school if he or she is suffering from any of the following symptoms:
 - a. Vomiting
 - b. Diarrhoea
 - c. Fever
 - d. Rash (indicating measles, chickenpox, etc.)
27. A full period of 48 hours (as per instructions laid down by the Department of Public Health England/ Scotland) should have passed without any of these symptoms being present before a child can return to school. Therefore, if a child has been unwell during the night then they cannot attend school the next morning.
28. In addition, should any child develop such symptoms while they are with us, we will contact the named contact persons such that the child may be taken home.
29. If a child is sick, the school reception will call the parents and ask them to collect their child.
30. Members of staff will use an ear thermometer to check the child's temperature. If a child has a temperature of 38 degrees or more, members of staff will call parents to ask them to collect their child.
31. Should your child be given antibiotics, they should stay home for at least 24 hours before going back to school, to moderate possible allergic reaction.
32. Please refer to the *Sick Children and Exclusion for Illness Policy*.

Security

33. Before dropping and collecting your children, they are under your responsibility. Please make sure they stay under your surveillance and stay away from the pond and the car park.

Outdoor Learning

34. Outdoor Learning is an essential part of the Early Years Foundation Stage.

35. Children go outside at least three times a day. They go to the playground in front of the school or to the Early Years garden. They also occasionally go for a walk on the rest of the premises and to Bushy Park.
36. You will be invited to fill in the form to give their permission for your child to go to Bushy Park. We are lucky enough to have a door that leads to the park and we would like the children to be able to enjoy this opportunity.

Reading

37. In Nursery and Reception, we aim to read individually three times a week with the children. Please refer to the Early Years reading curriculum on the website.

Communication with parents

38. We encourage parents and members of staff to communicate as much as possible as we recognise that this is important.
39. You will be informed by Form Tutors (and on some occasions the Head of Early Years or the Deputy Head) about any significant happening e.g. events, trips, accidents, progress etc.
40. A newsletter is sent to parents twice a term. You will be asked to give your authorisation for photographs. The newsletter will show activities, trips etc. and explain the curriculum.

Early Years Profiles and Parents' Evenings

41. The Early Years team use Tapestry to track children's progress, do observations and be in contact with parents. You will be given a password to access your child's files. The Form Tutor will ask permission to publish photos of the children, only accessible to parents. Tapestry is a great tool that allows you to check the progress of your child, write your own comments and liaise with the team.
42. We put a great deal of importance on good communication between home and school. Part of this is meeting with parents regularly to discuss the child's progress, the curriculum, the activities etc. In some cases, these meetings happen fairly spontaneously and frequently. If this has been well-covered by spontaneous meetings there may be no need for a formal one, however, you are always welcome to request one.
43. A parents' evening takes place once a term. Please note that the parents' evening lasts 10 minutes and you can book a slot. In Pre Nursery, individual meetings will be organised with the parents. In Nursery and Reception, you will have the opportunity to meet the Form Tutor and reading teachers to discuss your child's progress. Your children can stay in the Nursery class with the assistants while the Form Tutors and the Reading Teachers meet you. Coffee and Tea will be provided (please note that for safety reasons, hot beverages have to stay in the room where they are provided). You will also have the opportunity to look at your child's file.

Personal Property

44. Please do not provide your child with anything valuable. Children should not wear any jewellery (including earrings). Staff cannot be held responsible for any personal belongings being damaged or lost. .

Sun Protection

45. Please provide the team with sun cream and authorization to use it and a sun hat for your child, both labelled with your child's name.

Injuries

46. In case of an accident and any injury on the head (including minor injuries), children will be brought to the school reception where they will be taken care of. The school reception will fill an accident form signed by the member of staff who witnessed what happened. You will be called if needed and/or Form Tutor will inform you at the end of the day and ask you to sign the form. Please refer to *First Aid and Accident Policy*.

Nappies, Intimate Care and Toilet Training

47. Please refer to the *Nappies and Intimate Care Policy*.
48. Members of staff will liaise with parents regarding toilet training.
49. Only members of staff who are familiar with the children are able to carry out intimate care. Intimate care is defined as care tasks of an intimate nature, associated with bodily functions, body products & personal hygiene.

Curriculum and Planning

50. We are following the government EYFS guidance (Early Years Foundation Stage). Lessons and activities are planned in advance and displayed on the corridor board. To know more about the EYFS have a look at:

<https://www.gov.uk/early-years-foundation-stage>

Schedule of the Day

51. Typical schedule of the day and end of day:
 - 8.35 Welcoming children and parents
 - 8.50 Circle time
 - 9.15 Lesson
 - 9.55 Snack and break
 - 10.20 Lessons
 - 11.45 Lunch
 - 12.50 Lessons
 - 13.50 Break
 - 14.15 Lessons
 - 15.15 Collection time
 - 16.00 Bus

Trips and activities day

52. Pre Nursery, Nursery and Reception regularly go on trips and attend the school's activities days.

Photograph Policy

53. Only members of staff are authorized to take pictures of the children with a designated camera. Parents and carers are not allowed to take pictures of the children with the exception of concerts and shows.

Mobile Phone Policy

54. Members of staff, parents and visitors should not use their mobile phone in the presence of children.

Location of Policies

55. The policies and procedures that are relevant to parents can be located on the school website.

Important contact details:

Hampton Court House
Hampton Court Road
East Molesey
KT8 9BS
020 8614 0865
reception@hchnet.co.uk