

Trinity Christian School/ Trinity Treasures

Nursery and Reception



PARENT HANDBOOK

Policies, Procedures & General
Information



Trinity Christian School
Birbeck Street, Stalybridge, SK15 1SH

0161 303 0674
Email: office@trinityschool.org.uk
Website: www.trinityschool.org.uk

Registered Charity No: 1163326

DCSF Registration No: 3576000

Company No: 9321497

SESSIONS AND FEES

- Trinity Nursery and Reception class is open for 36.5 weeks each year. We follow Trinity Christian School's term dates and are closed on their in-service days and holidays. Please check the School calendar so you are aware of our closures.
- Children are entitled to attend up to **15 hours free** (Government grant funded) from the term following their third birthday i.e. 1st Sept', 1st Jan' or 1st April until they enter the Reception year at School. You may also be eligible for 30 hours free—please refer to the local Government website to find out.
- Any extra hours attended will incur a fee. Please see Mrs Kneen, for details, in the school office.

TIMETABLE

Session	Start Time	Finish Time
Monday to Friday (Full time)	8.40	15.00
Monday to Friday AM	8.30	11.30
Monday to Friday PM	12.00	3.00



AIMS AND OBJECTIVES

- Our main objective is to bring the love of God to your child in the classroom
- Trinity Treasures Nursery & Reception aims to provide a safe, happy, caring and stimulating environment for children aged 36 months (3 years old) to school age, to learn through play.
- Our Early Years Team work together to provide fun, hands on, play-based learning experiences for the children.
- A high adult:child ratio enables us to give the children plenty of individual attention.
- Our early Years Foundation Stage objective is to promote the children's readiness for school by fostering their social, emotional, physical and intellectual growth during planned activities, circle times and independent play.
- We use Early Years Foundation Stage Guidance to inform our planning which follows through into Year 1 National Curriculum objectives.

SAFEGUARDING CHILDREN

"Safeguarding children from abuse is the responsibility of everyone in the community."

- As a registered childcare provider it is our responsibility to share any concerns that a child in our care may be at risk from abuse, or from being abused, with Children's Social Care (CSC).
- Tameside's Safeguarding Children's Board guidelines require us to advise parents prior to a referral being made to CSC. However in certain circumstances it may be necessary to make a referral without a parents knowledge or consent.
- We have a responsibility to inform Parents/Carers of any accidents or injuries a child sustains whilst in our care.
- It is essential that Parents/Carers inform us of any accidents or injuries that their child has sustain home or elsewhere.
- Childcare providers are required to record accidents, incidents or injuries.

SETTLING IN

- During the settling in period (different duration for each child) we recommend that the Parent/Carer stays until the child has formed a relationship with another child or staff member/key person/. Staff will provide experienced and trained care to make this settling in period a happy one. It helps to discuss your child's interests, hobbies,

- preferences and worries with staff to aid their work.
- Special comfort items from home are sometimes helpful to smooth your child's transition. Please make staff aware of these items so they can safeguard them.
- Most children beginning Reception may have already have attended Trinity Nursery, and will therefore already be familiar with both the staff and premises.
- Children new to our setting who are starting in Reception are welcome to bring Parents/Carers to their first few sessions until they are settled.

Please note:

If the regular Parent/Carer is not collecting the child, the School Office must be notified at the beginning of the day/session.

Please keep these times to a minimum as they can be confusing for children and staff alike.

Please be aware of the schools late collection policy. (You can obtain a copy from the School website).



PARENTS, GRANDPARENTS AND CARERS

- You are always welcome in school by prior arrangements.
- You can arrange with the lead practitioner to come and play, observe or help us, when the safeguarding checks have been made.
- Any skills you have, we can use. Please offer!
- We are happy to talk to you about your child and their progress, interests or concerns.

COMPLAINTS PROCEDURE

We hope that you will not have any reason to complain but if you are not happy with any aspect of our provision, please contact Michael Stewart, the Headteacher. If you are not happy with the way a complaint has been dealt with, you should contact Ofsted (Early Years) on 0300 123 1231

FIRE PROCEDURE

- The procedure for fire drills is displayed on the notice board.
- We have termly fire drills and keep a log of these.
- The procedure is clearly explained to the children

CONFIDENTIALITY

- Children's personal information and records are stored away securely overnight in the school office and only seen by staff members and parents/Carers.
- Parents' permission will be obtained first if it is necessary for anyone else to view this information e.g. The health visitor, educational psychologist.
- Staff regularly take photos of children as a record of activities to support their observations on children's progress. Staff on training courses sometimes use photos in their course portfolios. This is subject to permissions given by Parents.



BEHAVIOUR MANAGEMENT

- All adults in the setting will try to provide a positive role-model with regard to friendliness, care and courtesy.
- Staff will praise and endorse desirable behaviour.
- We use a traffic light system to encourage children to make the right choices.
- We have a responsibility to keep children in our care safe so any anti-social behaviour such as physical violence or verbal aggression from children or adults is not acceptable.
- Staff will always inform parents of incidents and discuss any worries so that challenging behaviour can be dealt with in partnership with them.
- We follow six simplified golden values that link into Trinity School rules.

We are kind and helpful

We are gentle

We tell the truth

We play safely

We listen

We look after things



PLANS/REPORTS/RECORD KEEPING

8:30am	EYFS Parents to bring Child to class to settle in
8:45am	Registration
9:45am	Bible Time or Assembly
9:15am	Phonics following 'Sounds and Letters' Scheme
9:30am	Morning Activities
12:10pm	Lunchtime
1:05pm	Afternoon Activities
2:30pm	Story Time
2:50pm-3:00pm	Gates open - Home Time



- We use the government's Early Years Foundation Stage guidelines and the seven areas of learning and development to inform our planning.
- The **Prime Areas** are—Communication and Language; Physical development; Personal, Social and Emotional development.
- The four **Specific Areas** are—Literacy; Mathematics; Understanding of the world; Expressive Arts and Design. We also observe HOW the Children learn (identifying Schema) and look for the Characteristics of **Effective Learning**; motivation; engagement and creative thinking which flow throughout the whole curriculum.
- The Early Years Team will observe and assess your child as they learn, and compile an online Learning Journey document as a record of their progress.

At the end of the Reception year the children are assessed as **emerging, expected or exceeding** based on knowledge of the child and evidence from the online Learning Journey in each area of the curriculum. This information is moderated by Tameside LEA. This information is shared with parents and used as a baseline for Year 1.

EQUAL OPPORTUNITIES AND INCLUSION POLICY

- We believe that every child in our school is a unique gift from God, created individually, and has the right to be respected as such. We aim to include all children in our setting whatever
- their ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.
- As Special Educational Needs Coordinators, Mr Stewart & Mrs Fisher will work with the Early Years key person to identify children with extra needs and tailor our provision accordingly.
- Children should feel free to explore each others ideas and express their own without fear or ridicule or condemnation, as long as those ideas do not prevent others from feeling valued and safe.
- We endeavour to provide positive images of everyone living in our society whilst holding fast to our Christian values in order to help children develop in an atmosphere of mutual respect.

ILLNESS / ACCIDENT / EMERGENCY



What to do when child is ill/off school

- Accidents and incidents are recorded by staff in our accident/incident book. Parents sign this to confirm they have been informed of the incident, and are given a copy.
- Parent sign registration documents to give consent to any emergency treatment or advise needed during sessions.
- Parents./Carers are informed as soon as possible if their child becomes ill whilst in the care of Trinity Christian School, or if they have an accident where it is felt the parents are needed. If necessary a child would be taken to A&E at the local hospital and parents requested to meet staff at A&E.
- Please DO NOT send your child to school for 48 hours after that have had vomiting or diarrhoea, to protect other children from infection.

MEDICATION AND SUNSCREEN

- Any medication to be administered by us during our sessions needs written and signed permission including details of the child, medicine, dose and time, to be handed to the teacher in a labelled container.
- During hot weather you must apply sunscreen to your child/ren. A clearly named sunhat is also recommended.

FINANCES

- Trinity Christian School is a registered charity managed by Trustees, a board of Governors and a Senior Management Team (SLT) led by Mr Michael Stewart—Headteacher.
- We do still depend on parents to help out with fundraising to enable us to replace toys and equipment. This is done via our PGTA Team with a separate account.
- Donations of good quality, age appropriate toys, games and dressing up clothes are always welcome.
- All other in school Finance related requests go via the Schools own account.

OUR STAFF

- All staff are officially checked by the Disclosure and Barring Services.
- The Schools follows safer recruitment procedures.
- There is always a staff member on the premises with a current First Aid certificate.
- Our staff update their knowledge through training courses.
- All staff have completed level 3 NVQ.
- We run a key person system to foster a supportive relationship between staff, child and parent.

Our Staff are: Mrs Jo Fisher, Mrs Sian O'Gorman, Miss Rebecca Stafford and Miss Rachel Howarth



STUDENTS

- We frequently welcome students on childcare courses at college and university who wish to train with us. They are visited in our setting by tutors and assessed by school and EYFS to ensure they are suitable to work with young children.
- All students are closely supervised and usually make a valuable contribution to the sessions they attend.



YOUR CHILD WILL NEED

- Our School Uniform which can be purchased from our Supplier (see out website or details or uniform list given in Family info pack)
- A named small bag or drawstring back with a change of clothes and wellies.
- A named lunch box with a packed lunch, if attending the lunchtime session (no sweets please).
- A named bottle with water or juice in it. Your child can access drinking water whenever they need it.
- Clothing appropriate to the weather conditions i.e. named: school jumper / coat / sun hat/ wellies.
- Footwear appropriate for playing in. No sandals or flip-flop please.
- Medicine forms where applicable.
- A school book bag which can be purchased from the Uniform Supplier.

EARLY YEARS FOUNDATION STAGE TIME

Children choose from a range of free-play activities during their 'Learning Time' including:

- Sand and water play
- Large and small construction toys
- Dress-up and role play
- Malleable play with play dough
- Small world play
- Quiet area with books and puppets
- Creative area, painting and craft



Staff are there to settle children in; to scaffold imaginative and social play; model; behaviour and differentiate activities to each individual child's stage of development.

Staff also facilitate messy and construction play. Activities are planned and toys are rotated to provide a stimulating, challenging and enabling environment both inside and out.

During the morning, short sessions of Mathematics and Literacy are planned according to the children's needs.

The afternoon sessions will be topic led and circle time with a focus including baking, music and PE.

Children will also learn through outside provision.

