



# WIMBLEDON CHASE PRIMARY SCHOOL

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**Headteacher:** Mr. K. Ellis B.Ed.(Hons.), M.A. (Education)

Dear Parents,

Thank you for choosing Wimbledon Chase Primary School Nursery for your child. I hope that this will be the start of a long association with the school.

We pride ourselves on being an inclusive setting and our community of pupils and families include a great variety of languages, cultures and backgrounds. We welcome children, whatever their needs. We are extremely fortunate to have a high level of parental support and interest and firmly believe that the success of the Nursery comes from working in partnership with parents.

## Our Values

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**Aspiration** – for our children to aspire to achieve whatever they wish to achieve

**Inclusion** - all are valued and supported

**Kindness and Respect** - for others and for self

**Environmental Awareness** - of the local and global environments that we live in

I look forward to meeting you at the start of the term.

Yours sincerely,

**Mr K. Ellis**

Headteacher

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## Key Staff

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<b>Mr K Ellis</b>	Headteacher
<b>Mrs C Burnett</b>	Deputy Headteacher
<b>Mrs J Ruffle</b>	Acting Deputy Headteacher / Phase 1 Lead (Nursery and Reception)
<b>Mrs S Warwick</b>	Inclusion Manager, Designated Safeguarding Lead
<b>Mrs C Knapman</b>	Assistant SENCo
<b>Mrs S Dotchin</b>	Parent Support Advisor & Deputy Designated Safeguarding Lead
<b>Mrs Baker</b>	School Business Manager
<b>Mrs Scott</b>	Nursery Lead

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## THE EARLY YEARS FOUNDATION STAGE CURRICULUM

In the Nursery, we are committed to providing a stimulating and challenging environment where planned activities are set to promote learning and discovery. The children will learn through many different experiences and most importantly through play. Play is a key way in which children learn with enjoyment and enthusiasm. Through play, children gain the confidence needed for learning and through structured play, they are challenged within a safe environment.

The Early Years Foundation Stage (EYFS) Curriculum is broken down into three Prime Areas and Four Specific areas.

The Prime Areas cover the knowledge and skills which are the foundations for children's school readiness and future progress. In Nursery your child's learning will initially focus on the Prime Areas.

### These are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The development of good language, physical and social skills are key aspects of our activities in the Nursery. We ensure that the learning activities meet individual needs. As your child grows, the Prime Areas will help them to develop skills in four Specific Areas. These are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design



## ROUTINE OF A TYPICAL NURSERY SESSION (15 hour session morning or afternoon)

- Adult led activities including phonics, maths and other curriculum areas
- Carefully planned learning activities, with access to the indoor and outdoor learning environment
- Weekly activities include PE in the gym, visits to the school library and cooking



## FULL TIME (30 hour session)

In addition to the typical 15 hour Nursery session:

- Supervised lunch time in the Nursery with access to the Nursery playground after a packed lunch (Parent to provide)
- Additional adult led activity each day, planned across the EYFS curriculum focussing on skills such as fine motors skills, oracy and core strength
- Access to other school facilities, such ICT suite and cookery room



### TAPESTRY (Online Learning Journal)

Staff, parents and children contribute to Tapestry, which is an online Learning Journal, by making observations and taking photos of children's learning, activities and experiences. Parents and staff share access to the child's Learning Journal via an app or the website. More information about Tapestry Online Learning Journal can be found on the school's website:

**[www.wimbledonchaseschool.co.uk/our-learning/early-years](http://www.wimbledonchaseschool.co.uk/our-learning/early-years)**

## SESSION TIMES

Children either attend a morning, afternoon or 30 hour full time session. Please drop your child at the main Nursery door.

<b>Morning session</b>	8:30 am	-	11:30 am
<b>Afternoon session</b>	12:230 pm	-	3:30 pm
<b>Full time (30 hour)</b>	8:30 am	-	3:30 pm

## CLOTHING AND SCHOOL BAG

Children in the Nursery are not required to wear a school uniform.

The Early Years Foundation Stage Curriculum is based on active sessions so please ensure that footwear and clothing are comfortable and suitable for indoor and outdoor activities. Your child needs to bring a bag or rucksack with them to Nursery each day that contains a named water bottle and 2 changes of clothes in case they are in need of a change of clothes during the Nursery session.

### Please make sure:

1. Each item of your child's clothing is labelled with their names
2. Shoes should be strong and safe for climbing, no crocs or open toed shoes. Velcro fastenings are often best, giving your child a sense of independence
3. No long dresses as these can restrict play
4. All clothing should allow your child to use the toilet independently
5. No items of jewellery should be worn in the Nursery (for safety reasons)



## SNACKS AND DRINKS, PACKED LUNCHES FOR 30 HOUR CHILDREN

Wimbledon Chase Primary School is part of the National Fruit and Milk Scheme and your child will be given a piece of fruit each morning and afternoon session. We ask parents to provide named water bottles with a sports cap so that children have access to water throughout the session.

Parents of 30 hour children are required to provide a packed lunch for their child in a clearly named lunch box. A drink may be included as part of the packed lunch, which should be in a suitable container. We encourage the children to observe 'healthy eating' from an early age, so we ask parents not to include sweets or fizzy drinks. We will discourage the child from throwing away any food so that you can see how much has been eaten. Our advice at the beginning of Nursery is to only place three or four small items of food in the lunch box as some children can be overwhelmed by a very full packed lunch.

**We endeavour to be a nut free school.**



## ARRIVAL AND COLLECTION

All Nursery children will be dropped off and collected from the Nursery playground at the back of the school. It is very important for your child's peace of mind for you to be on time when arriving at the Nursery session as well as when they are being collected. Please notify a member of staff if the arrangements for collecting your child change. The children will only be allowed to leave the Nursery when the parent has been seen by a member of staff.



Please telephone the School Office if your child is going to be late arriving or is unable to attend due to illness, dental appointments etc. (020 8542 1413) or email [absence@wimbledonchase.merton.sch.uk](mailto:absence@wimbledonchase.merton.sch.uk). Children arriving late will need to come in via the School Office so that you can sign them in via the electronic system.

## HEALTH, WELFARE AND MEDICINES

Should a child fall ill or have an accident during the school day, we will of course administer first aid and contact parents if necessary. It is therefore very important that the school has an up to date record of parents' telephone numbers, both at home and work. Please advise us of any change of address, phone number or place of work as soon as possible. This can be completed on the school's parent app. More details about the parent app will be given when your child starts Nursery.

We also require two phone numbers of alternative contacts in case we are unable to reach parent(s) in an emergency. For minor accidents, such as bumps and grazes, your child will take home an accident slip informing you of the incident.

With the agreement of the Headteacher, the school may make arrangements to store and administer medicines. Parents requiring these arrangements must complete a 'Parental Agreement for School to Administer Medicine' form, available at the School Office or on the school's website:

**[www.wimbledonchaseschool.co.uk/parents/useful-information](http://www.wimbledonchaseschool.co.uk/parents/useful-information)**

Medication must be handed in to the School Office by the parent. The medication must be in its original packaging, named and with the dose clearly stated. It remains the parent's responsibility to check the expiry dates of medication and replace it as necessary.

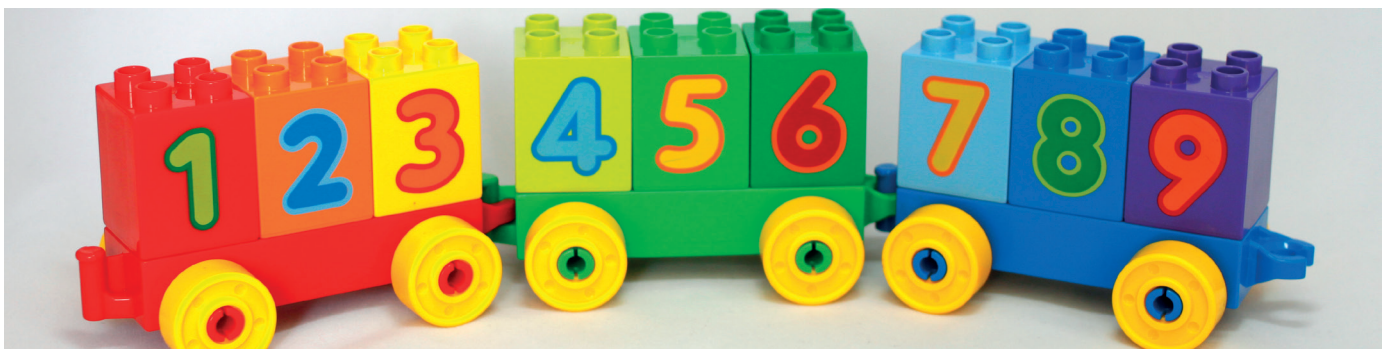
Please note that the school must be notified of all contagious diseases immediately for the sake of other children and adults (German measles and slapped cheek syndrome which are very dangerous in the early stages of pregnancy). If your child has sickness, diarrhoea, or an infectious illness, they must be kept at home and may only return to school 48 hours after the last bout of illness. We will notify parents of any infectious diseases via SIMS Parent app.

It is also helpful if parents could let us know of any incident at home that might cause their child to be upset or anxious at school.

Head Lice - Please check and comb through hair regularly, as head lice are a recurring problem for most school children. If your child has head lice, please let the school office know.

## ATTENDANCE

For all absences, parents must notify the School Office **each** morning that their child is unable to attend. Please do this by either calling the School Office and leaving a message on the absence line or by using the absence email: **[absence@wimbledonchase.merton.sch.uk](mailto:absence@wimbledonchase.merton.sch.uk)** (also on the school's website). In addition, if your child is absent for more than five consecutive Nursery days in one period of illness please provide a letter explaining their absence on their return. If you know your child is going to be absent for a few days (e.g. they have chicken pox) the school will advise you about when you need to call in again. Periods of absence can effect you child's progress as well as their routine.



## SCHOOL SECURITY

The School and Nursery are equipped with high quality CCTV cameras at the main entry points to the school. In addition, there are security locks on all external doors and gates. Please help us to ensure the safety of children by **making sure that all doors and gates are closed and locked after you**, and that you report to the School Office if you need to visit the School or collect your child during Nursery hours. All visitors to the school or Nursery are required to sign in and out via the electronic system and wear a badge of identification produced by the system. No child will be allowed out of school during Nursery hours without an adult and written notification.

For the safety of all children, we must ask you not to bring dogs onto the school site, nor to ride, or allow your children to ride bicycles or scooters inside the school grounds. (Please note that parents are requested not to let children, whether of school age or under, play on the equipment before or after Nursery or school).

## ROLE OF THE PARENT

### Parents in Partnership

In addition to parents signing the Home School Agreement when their child begins Nursery, parents are also encouraged to volunteer to help in school by joining our Parents in Partnership Project. Parents are always welcome to help in the Nursery on a voluntary basis.

### Class Reps

Class reps are Nursery parents who volunteer for this role. They help with the communication between Nursery teachers and parents, for example passing on reminders and messages.

### ParentPay

ParentPay is our preferred way of making payments to the School. You will receive further information about accessing ParentPay during the first few weeks of your child starting Nursery.







### **Friends Association**

All parents automatically become members of our Friends Association. We are always looking for new members to join our Friends Committee, which meets each term to organise events to support the school.

**Please offer your help in any way that you can.**

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## **PREPARING YOUR CHILD FOR NURSERY**

Increasing your child's self-confidence is an effective way to prepare them for starting Nursery. This can be done by:

- Socialising with other children maybe at a playgroup or by going to the park with friends who have children to gain experience in turn taking games
- Time away from parents with other carers such as a relative or friend, to gain experience of being left for short periods of time in a safe environment
- Visiting the Nursery as well as meeting staff at the "stay and play" and "meet the teacher" sessions. Talk positively about the school, activities, other children and staff, chat through any worries your child may have before they start
- Practise independent toileting skills, pulling their own underwear down and up, as well as wiping themselves and washing their hands after going to the toilet

In addition to labelling your child's belongings with their name, tie a colourful piece of ribbon to the inside of their coat so they can begin to recognise their own belongings. Adding a character or shape sticker to their water bottle as well as their name can help your child to independently recognise their bottle.



Reading books together is an ideal way to talk through feelings around the topic of starting Nursery.

### **Useful titles:**

- **My First Day at Nursery School** by Becky Edwards
- **Maisy Goes to Nursery** by Lucy Cousins
- **I Am Absolutely Too Small for School** by Lauren Child
- **Will You Come Back to Me?** by Ann Tompert
- **See You Later Mum!** by Jennifer Northway

The children start Nursery in small groups to help the transition for all children. Naturally, we wish that your child's introduction to Nursery is a happy occasion. If you have any concerns about how your child may settle please speak to the member of staff during your 'Meet the Teacher' session.

By talking to your child about the new venture of Nursery and regarding it as exciting will help your child settle in.