



## Welcome to our School.

Dear Parents and Carers,

Welcome to High Spen Primary School, where hearts and minds grow.

We are pleased you are considering High Spen Primary School for your child's education

We very much hope that school life will prove to be a positive, happy and successful experience.

Our Early Years Foundation Stage team is dedicated to helping your child benefit fully, from an excellent early education.

This booklet will provide you with some general information about transition into nursery.

If at any time you have any questions, queries or concerns, please don't hesitate to speak to our very supportive team, or myself.

Yours faithfully,

Andrew Firth

High Spen Primary School  
Hugar road  
High Spen  
Rowlands Gill  
Tyne & Wear  
NE39 2BQ  
TEL: 01207 542373



## Welcome to Nursery

I know how scary and daunting this time can be for both you and your child so here is some information that you can take away and read to prepare yourself for that exciting first day when your child returns or starts nursery!

### Routine

As soon as your child feels confident, please let them line up at the fence, encourage them to walk through the Early Year's yard and come into class independently and on their own. A member of the Early Year's team will stand outside the fence to welcome the children in and answer any questions you might have.

From the first day Early Years staff will encourage all children to manage their own coats, bags and water bottles on a morning and afternoon, so don't worry they can do it by themselves.

### Nursery hours

Morning session	8.55am - 11.55am
Lunch for 30 hour children	11.45am - 12.30pm
Afternoon session	12.30pm - 3.15pm
2-year-old session	12.30 - 3.30pm



If for any reason you are unable to collect your child up on time, please telephone school **(01207) 542373** to let us know.

A member of the Early Year's team will stay with your child until you arrive.

## Learning through play

*'Play is essential for children's development, building their confidence as they learn to explore, relate to others, set their own goals, and solve problems. Children learn by leading their own play, and by taking part in play and learning that is guided by adults'*

**(Statutory Framework for the Early Years Foundation Stage, 04.01.2024)**

In Early Years learning through play is a huge element of children's learning and development. Nursery children will have the opportunity every day to explore and investigate both in and outdoors. Nursery staff will plan on a daily basis taking into account children's interests and adapting the classroom resources to enhance any independent learning. If your child has a new found interest in something please come and tell me and we can help scaffold your child's learning through their own individual interest.



## Learning and development

There are seven areas of learning and development in the early years. These areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and a thriving learning environment.

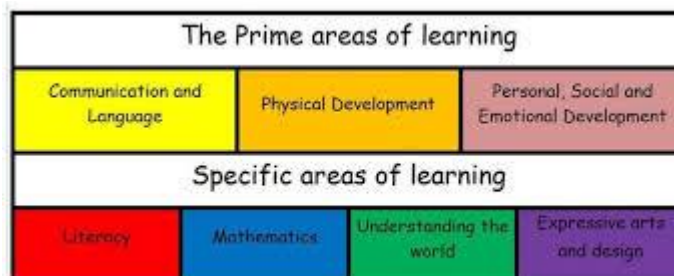
These areas are called the **prime areas**:

- Communication and language
- Physical development
- Personal, social and emotional development



Practitioners must also support children in four other areas, though which the prime areas are strengthened and applied. These are called the **specific areas**:

- Literacy
- Maths
- Understanding the world
- Expressive arts and design



## Phonics

Phonics is a huge part of nursery in preparing all children to read independently. In High Spen Primary School we follow a whole school approach to phonics and early reading. For more information please visit our school website and follow this link <https://highspenprimary.org/teaching-of-reading/>

## Lunch

If your child accesses 30hour provision and stay for lunch, they can stay and have a school dinner, £2.50 per day or you can provide your child with a packed lunch if preferred.

Please provide a healthy packed lunch (sandwich, piece of fruit, water, crisps and of course a little treat).

## Keeping in Touch

We are a paperless school where ever possible. Any notifications or information we need to tell you will be sent via our School Gateway. Please ask at the school office for more information.

We also have a school website ([www.highspenprimaryschool.org](http://www.highspenprimaryschool.org)) and a school Facebook page, which is updated regularly providing you with general curriculum information, any experiences your child has been in involved in and so much, much more. Have a little sneaky peak and get involved!!

## Outings

We will often be exploring the local area around High Spen. We have a school risk assessment that allows children to explore the local area. We will send this consent form out to complete. If there is a planned off site trip and visit, parents

will be notified and asked to complete a separate consent form. If you have any questions please ask a member of the early years team.

### **Get involved!**

We actively look for ways to engage with parents and carers in school life. Look out for workshops and events, which will be posted on the school website, newsletters or sent home with the children. We also have a PTFA (Parent, Teacher and Friends association) which we would love you to be involved in. They actively work hard to raise money for School which is to treat the children to lots of nice things. It can't run without new parents, as our Y6 Parents leave we invite you to come along and see what it is all about. We need volunteers of all different kinds and skills and I am sure there will be a job you can help with...from helping at discos to setting up school fayres!

### **We are a healthy school**

At High Spen, we operate a Healthy School policy. No crisps or sweets to be brought into school.



### **Absence**

The safety of all our children is of paramount importance.

If your child cannot attend school, please call before 8.30am to let us know the reason for their absence and the anticipated date of return.

Should you fail to inform school, our Admin team, Miss Bullerwell or Mrs Hutchinson are legally obliged to ring to check why your child is absent.

### **Change of contact details**

If you change address, telephone or mobile numbers, please notify school as soon as possible.

It is important that we have accurate contact information in case of emergency.



## **Access to school**

If you need access to school during the school day, please use the main entrance (automatic doors.)

We make every effort to ensure the safety of our children by keeping all other outer doors locked.

## **In case of illness**

All children are ill at times, and in the first few months of starting school, they seem to pick up one bug after another! Poorly children are happier at home, but please remember to contact school on the first morning of absence.

If your child becomes unwell at school, we will contact you as soon as possible. **It is important that contact details are kept up to date.**

## **Medication**

If your child is fit for school but still requires medication, you will be asked to fill in a "Request to Administer Medication" form, available from the school office.

One of our First Aiders in the school office will administer the medication at the appropriate time.

## **School Uniform**

### **Boys**

Red jumper or sweatshirt  
White polo shirt  
Grey or black trousers or shorts  
Black shoes (no trainers)

### **Girls**

Red cardigan, jumper or sweatshirt  
White polo shirt  
Grey or black skirt/trousers  
or red & white gingham summer dress  
Black shoes (no trainers)

### **P E Kit**

Red t-shirt  
Black shorts, Plimsolls/ sand shoes/trainers



## Messy Play

Please can you bring in a bag to stay in school, a t-shirt and some bottoms that will be used for **very** messy play? These items can be cleaned on site in Nursery washing machine (if you are happy for us to do so) or you can take them home to wash and return.

## Early Years Staffing

Miss Kirkley - Reception Teacher (Early Year's Lead)

Mrs Bainbridge - Nursery Teacher

Mrs Horn - Teaching Assistant

Mrs Anderson - Teaching Assistant

Miss Maddison - Teaching Assitant

Mrs Kerridge - Nursery Nurse

Early Year's staff are always available for a quick chat before the Nursery session begins. Should you require lengthy discussions regarding your child, end of the day or an appointment time would be more appropriate, thank you.



**We look forward to seeing you all**