



Excellence, Innovation, Respect

**Oakgrove Primary and Nursery**  
**Nursery**

**Key Information**  
**2018-2019**

Please keep this booklet in a safe place for future reference

## Contents

Term and Holiday Dates 2018/2019.....	3
Dates for your Diary.....	4
School Contact Details.....	5
Nursery Staff Members.....	5
What your child needs for Nursery at Oakgrove School.....	6
Drop Off and Pick Up Times.....	7
Drop off Routines.....	7
Pick Up Routines.....	7
Lunch.....	8
Changes to Collection Arrangements.....	8
PE.....	8
Snack.....	8
Communication.....	8
Your Child's Learning Journey.....	9
Medical and Illness Information Sheet.....	9
Reporting an Absence.....	10
Busythings Website.....	11

### **We are a strawberry and nut-free school**



**Due to serious allergies amongst our children, we kindly request that strawberries and nuts are not brought into school.**

**We appreciate your support in this matter.**

## Term and Holiday Dates 2018/2019

Term Dates		
Autumn term	Wednesday 5 September	Friday 26 October
	Monday 5 November	Friday 21 December
Spring term	Monday 7 January	Friday 15 February
	Monday 25 February	Friday 5 April
Summer term	Tuesday 23 April	Friday 24 May
	Monday 3 June	Friday 19 July

### Inset days

Friday 30 November 2018  
 Monday 22 July 2019  
 Tuesday 23 July 2019

### Bank Holidays 2018/2019

Good Friday	Friday 19 April
Easter Monday	Monday 22 April
May Day Holiday	Monday 6 May
Spring Bank Holiday	Monday 27 May

## Dates for your Diary

- **Wednesday 5<sup>th</sup> September 2018**  
Nursery pupils' home visits begin
- **Monday 17<sup>th</sup> September 2018**  
First intake group of Nursery children will start school
- **Thursday 27<sup>th</sup> September 2018**  
All children joining Nursery will have started school by this day.
- **Friday 28<sup>th</sup> September 2018 at 11am and 2.45pm**  
**Parents EYFS Curriculum Information Meeting**  
Curriculum information meeting for parents of children in Nursery, focusing on the different areas of learning in Nursery and how the children access and take part in the activities and how you can help with your child's learning at home.
- **Tuesday 9<sup>th</sup> October 4-6pm, Thursday 11<sup>th</sup> October 5-8pm and Friday 12<sup>th</sup> October**  
Parents Evenings – a chance for all parents to discuss their child's learning alongside how they have settled in to Oakgrove
- **Week of 15<sup>th</sup> October – Nursery Learning Together Sessions**  
Parents will be invited in to spend some time in class with their child.
- **Friday 30<sup>th</sup> November – INSET DAY – School Closed**
- **Tuesday 18<sup>th</sup> December, 11am (morning session) 2.30pm (afternoon session)**  
Nursery Nativity Songs

## School Contact Details

Oakgrove School, Primary and Nursery  
Atlas Way  
Oakgrove  
Milton Keynes  
MK10 9BD

Tel: 01908 545300 (option 5 for Primary)

Email: [primary@oakgrove.school](mailto:primary@oakgrove.school)

Website: [www.oakgrove.school](http://www.oakgrove.school)

## Nursery Staff Members



**Hayley Matthews**  
Nursery Teacher



**Jo Botten**  
Nursery Teaching  
Assistant



**Thirtha Karambaya**  
Nursery Teaching  
Assistant



**Georgia Tipper**  
Nursery Teaching  
Assistant

## What your child needs for Nursery at Oakgrove School

- **Uniform** – Blue sweat shirt or cardigan, grey skirt or trousers, white polo shirt and black shoes.
- **Book bag** – We will send home letters and information through the book bag please ensure that your child brings it to school each day. We advise that parents use a distinctive keyring on their child's book bag for recognition.
- **A suitable coat for the weather** - the children will spend lots of time outside throughout the year.
- **Wellies** – For outdoor play when wet.
- **Spare clothes** – children in nursery are starting to manage their own toilet timings and this will take some practise. Please include socks and underwear with their clothes. The children are also likely to get messy during their learning and play – this is an important part of your child's education at this age! A spare clothes bag is welcome to stay on your child's peg to be returned each half term or when clothes have been used. If your child is still getting the hang of the toilet please provide everything that they will need during their session in Nursery. Please also ensure that staff are aware of the support your child needs.
- **Water Bottle** – Please ensure that your child brings a full water bottle to school each day containing only water.
- **Sun hat/woolly hat and gloves as needed.**
- **Sun cream** – sun cream must be applied at home prior to the start of Nursery.

### **Please name everything your child brings to school!**

Easy use name tags are available for [www.mynametags.com](http://www.mynametags.com) or alternatively a name written in biro.

## Drop Off and Pick Up Times

### All Day Sessions

- Door open 8.50am and close at 9.00am. Any late comers need to go through reception
- Prompt pick up at 3.30pm from carpet areas. If you are going to be late you will need to inform the school office

### Morning Session

- Door open 8.50am and close at 9.00am. Any late comers need to go through reception
- Prompt pick up at 11.50am from carpet areas. If you are going to be late you will need to inform the school office

### Afternoon Sessions

- Door open 12.30pm and close at 12.40pm. Any late comers need to go through reception
- Prompt pick up at 3.30pm from carpet areas. If you are going to be late you will need to inform the school office

## Drop off Routines

To help your child have a positive start to their daily nursery session we ask that you arrive at nursery in time for the doors opening.

- Please come into the classroom with your child and encourage them to hang up their coat and put their book bag and water bottle away
- Please aim for a quick goodbye and handover children to a member of nursery staff
- Children take part in early work activities straight away with the adults in the classroom

Children who arrive after the doors have closed will be walked through to nursery by a member of school staff and handed over to a member of the nursery team.

## Pick Up Routines

Nursery doors will open for parents at the end of the nursery session (11.50am for the morning session and 3.30pm for the all day and afternoon sessions). Please ensure you are on time to collect your child from nursery at the end of their session.

## Lunch

If your child is attending an all-day session you will need to send them in with a suitable packed lunch. We have children who have severe and life-threatening allergies. **Please DO NOT include: whole eggs, strawberries, peanut butter, chocolate spread, biscuits etc that may contain nuts or strawberries.**

## Changes to Collection Arrangements

For reasons of safety, at the end of the nursery sessions we will only hand your child over to yourselves or another authorised person. Before your child starts in school with us you will be asked to complete a form that details the persons authorised to collect your child from school.

Any other ad hoc changes to this will need to be communicated either via your child's class teacher or by a telephone call to the school office **before 11am** for a morning session collection for **before 2.30pm** for an afternoon session. If we haven't received any notification and an unauthorised person arrives to pick up your child, we will not release your child until we have spoken directly to you.

## PE

- The children will take part in PE once a week in the school hall. They will take their shoes and socks off for this session so please help them to be independent by encouraging them to learn how to do this by themselves

## Snack

- A mid-session snack will be available for all children
- Cool Milk to School provide daily milk. We register every child for this unless you would like to opt out
- We have children who have severe and life-threatening allergies. **We will not have any food in nursery that include: whole eggs, strawberries or nuts.**

## Communication

To help save the environment and reduce printing costs, we send the majority of our correspondence home by email. In order to make the system effective, we need to have an up-to-date email address for you. If your email address changes it is vital that you update the school with your new address.

As well as emails, letters and daily conversations, we will communicate with you via the school website (<https://www.oakgrove.school/primary-and-nursery/>), and newsletters.

Please see the noticeboard outside the Nursery area for sudden changes!



## Your Child's Learning Journey

Your child's learning journey is a valuable document that tracks their progress and attainment throughout their first year in school. It is extremely important that you contribute to this by sharing achievements and experiences outside of school eg:

- Photos of days out, riding their bike for the first time, cooking, taking part in sport etc
- Weekly weekend 'WOW moments' sheet
- Examples of learning at home

Evidence can be shared by sending examples into school with your child, talking to the staff, and jotting down a quick note or by email. Please send your email to:

[hmatthews@oakgrove.school](mailto:hmatthews@oakgrove.school)

At Oakgrove School the children's learning journey is documented on an online system called 2Build a Profile. At the start of their first term in nursery, parents will receive a registration email from 2Build a Profile. Once you have created an account you will receive regular updates from the school, showing you details of your child's learning observation, often linked with a photo.

## Medical and Illness Information Sheet

If your child is unable to attend school, you should telephone the School Office on 01908 545300 before 9.00 am to notify them of the absence. If your child has shown signs of being unwell, or having a temperature, and you decide to send them into school please let us know - particularly if you have administered any painkillers.

Should your child become ill during the school day or is recorded as having a temperature above 37.5 degrees Celsius, we will telephone you, in the order of the contacts given to the School Office, and ask that your child be collected.

Prescribed medication can be administered in school, if it is required more than 3 times a day. The medication will need to be handed in at the School Office each morning and a form completed. Any long term medication should be left in school and a long term medication form completed at the School Office.

Please note the school policy with regards to the exclusion periods for the following illnesses and infections. These are in place to avoid spread and further infection amongst the other children in school:

- **Sickness and diarrhoea** – children can return to school **48 hours** after the last episode of sickness or diarrhoea.
- **Conjunctivitis** – Children can return to school after starting treatment.
- **Impetigo** – Children can return to school **48 hours** after starting antibiotic treatment or after the lesions have crusted and healed.

- **Ringworm** – Children do not need to be excluded but should be treated.
- **Scarlet Fever** – Children can return **24 hours** after starting antibiotic treatment.
- **Warts and Verrucae** – Verrucae should be covered.
- **Chickenpox** – Children can return to school once they are feeling better and all the spots have crusted over.
- **Headlice** – If you see live headlice please treat your child at home. If they are in school and live lice are seen, you will be contacted and asked to collect your child and treat them at home.
- **Slapped Cheek** – children can be in school as long as they do not have a high temperature and are well enough in themselves.

Please teach, and encourage, your child to wash their hands properly at home to try to avoid the spread of infection!

### Reporting an Absence

If your child is absent for any reason, please leave a message on the absence line by calling 01908 545300, select option 1 for Primary and then 1 for the absence line. Absences without reason have to be followed up and if they are unanswered the absence will be unauthorised.

Please may we ask that you avoid making medical appointments during school hours wherever possible, but if it is absolutely necessary, we would kindly request to see a copy of the appointment letter.

Classroom doors open at 8.45am and registers are taken promptly at 9am. If your child arrives after this time, they must report to reception so that their mark can be recorded.

If you have any queries relating to Attendance, please contact the School Administrator, Mrs Porritt.

## Busythings Website

As a school, we subscribe to Busythings as a tool to aid children's learning in Foundation. It covers each of the Foundation areas of learning and had some excellent phonics and maths games suitable for children in Nursery. We also have home access to this website and hope that you might be able to make use of the site at home to practise the skills the children are learning in school.

The details of the username and password that you will need to use to access the website are shown here. If you have any questions about this site or the games it contains, please do not hesitate to contact the staff in Foundation.



Oakgrove School

Home access login

Username:

home56386

Password:

gruff6885



To access Busy Things, go to [busythings.co.uk](http://busythings.co.uk) and click 'Log in'.

Please do not share these login details with anyone outside of your school.