



# Welcome to Russell Street School

## Nursery Classes

2016 - 2017





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## Safeguarding Children

Russell Street School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Under the Children Act 1989 the School has a duty to keep all children safe and to protect them from harm. Any issue relating to child protection should be referred to the Headteacher, Sandra Lewis.

Parents and carers expect the school to provide a safe, secure and caring environment in which their children can flourish. To meet this expectation, the school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy.

## Dear Parents,

Russell Street is a friendly school at the heart of the local community – that's why I chose it for my children. With the help of their teachers, my children quickly settled into school life and started to fulfil their potential. An inspiring combination of classroom study and active outdoor learning encourages independence and instils a love of learning.

As a parent, I'm always made to feel welcome at Russell Street too. I'm kept informed about my children's progress and teachers are happy to discuss my questions and concerns. More than this, every parent can participate directly in the life of the school – helping in lessons, joining school trips, supporting fund-raising or serving on the Board of Governors.

Just as my children are flourishing, so is the school. Ofsted rated our school as 'Good' in January 2012. This was a significant achievement under the new, more rigorous inspection framework. Feedback from Ofsted suggests we narrowly missed an 'Outstanding' rating, but we're not resting on our laurels. Sandra Lewis (our headteacher) and her team strive to provide an outstanding education for our children every day.

I'm confident that choosing Russell Street for my children was the right decision. Russell Street is a great school with a bright future. After reading this prospectus or visiting the school I hope you will feel the same. We look forward to welcoming your child.

Kind regards,

Andrew Letchford, MA (Cantab), MEng, CEng

Chair of Governors



## **Russell Street School Staffing List**

Headteacher: Sandra Lewis Deputy Headteacher: Jayne van Rooyen

### **Governing Body**

Andrew Letchford (Chair /Finance)  
Gillian Lucas (Vice Chair, Healthy  
Schools/SEN))  
Sandra Lewis (Headteacher)  
Hilary Benjamin (Physical Development)  
Dave Ronalds (Creative Development)  
Lorna Hardwick (English)

Phil Wharton (Mathematics)  
Paul Beeby (ICT)  
David Thompson (staff)  
Chrissie Walsh (Safeguarding)  
Jen Smith (Parent)

### **The Staff**

#### Teachers

Julia Thurgood  
Deb Malton  
Ellie Ingrouille  
Shelley Jeffery  
Anne Draisey  
David Thompson  
Sonia Camp  
Kim Campbell  
Alice Cottam  
Laura Warner  
Fairoza Jokhia  
Laura Rawlings

#### Nursery Nurses

Michele Odds  
Tracey Francis  
Sarah Jeffries  
Vicki Kerley

#### Teaching Assistants

Karen Moone  
Sue Vinden  
Alison Ward  
Rachel Wyatt  
Debbie Styles  
Kris Applegarth  
Inma Aleman

#### Lunchtime Supervisors

Chris Collier  
Jane Holman  
Maggie O'Neill  
Elaine Tuttle

#### Business Manager

Jill Eales

#### Administrators

Caroline Croxford  
Ali Starr

#### Caretaker

Mick Kelly

#### Cleaners

Jane Holman  
Maggie O'Neill  
Ray Tovey  
Farhiya Yusuf  
Gemma Devereaux

#### Premier Sport Coaches

Shaun Cooksley

## About Russell Street School

Russell Street School was originally known as the British School and has been in existence since 1844. It moved into the present buildings in 1907. In 1970 Russell Infants was formed and is now called Russell Street School.

Russell Street School is a Local Authority school that caters for boys and girls. We cover the Early Years Foundation Stage (3-5 years old), which includes a nursery and reception class, and Key Stage 1 (5-7 year olds). From September 2015 we expanded to three class entry. There are 78 funded part-time nursery places; we also offer additional paid hours. We run a breakfast and after school club.

A **warm and welcoming atmosphere** is a key feature of our school. We are committed to providing a high level of care for our children, ensuring that they remain safe and happy and that their personal, social and emotional needs are met.

Our school is at the **heart of our community** both locally and at a more international level. Our parents are highly involved in school life through our Parents' Association and as regular visitors and helpers in school. We use our town and locality as a resource in our learning and participate actively in community events like Stony in Bloom. We also have strong links with other community groups in Stony Stratford.

**International partnerships** with schools in Europe give our children the opportunity to learn about other countries in immediate and real contexts. Children through the school learn Spanish.

**Academic progress** is ensured through thorough assessments and a curriculum that matches the need of individuals. We carefully map out the provision for children throughout the ability range and are able to offer 1:1 teaching for selected children through 'Every Child a Reader' and 'Every Child Counts' programmes. A **'growth mindset'** is nurtured in our children helping them to develop self-belief and a positive attitude to challenge.

A commitment to **outdoor education, including Forest School**, supports our drive to provide for the needs of all children. Through outdoor activities our children learn independence, self-motivation, communication and social skills. They learn about mathematics, science, humanities and technology in real, fun and exciting contexts.

We have a **Breakfast Club** which runs daily from 8am and is currently available to all children attending Russell Street School and older siblings from St Mary and St Giles' Junior School. The cost of the session is £2 and the children have a variety of breakfast items to choose from and an assortment of activities to engage in. At the end of the session, children are taken to their classrooms by the breakfast club staff ready for the start of the school day.



## Russell Street School

### Our Ethos

We create a culture where everybody:

- Believes in themselves
- Develops respectful relationships
- Learns in a stimulating, safe environment
- Achieves their potential - academically, socially, emotionally, physically and morally, spiritually and creatively
- Develops the skills and attitudes to contribute positively to their community

### Our Aims

We...

- Promote high levels of individual self belief and well-being.
- Create positive relationships which allow good behaviour to thrive.
- Inspire and motivate children to become successful and lifelong learners.
- Enable each individual child to respond positively to challenges and to achieve their best.
- Provide outstanding learning environments.
- Instil a sense of community – school, local, global.

### Our Vision

To create a community of children and adults who:

- Believe in themselves and are highly motivated
- Build respectful relationships
- Feel safe, happy and appropriately challenged
- Achieve their best and have a love of learning
- Play a positive role in our school and wider community



## **The Nursery**

Welcome to Russell Street School Nursery and the beginning of our Early Years Foundation Stage provision at Russell Street School. In our Nursery we accommodate 78 children a day, 39 in the morning session and 39 in the afternoon session. We also offer additional paid hours.

### **Our Nursery Team**

Our nursery is staffed by Shelley Jeffery, our nursery teacher, Vicki Kerley, our nursery nurse and Kris Applegarth, our teaching assistant.



**Shelley Jeffery**



**Vicki Kerley**



**Kris Applegarth**



## Getting Ready for Nursery

Starting Nursery is a new and exciting experience; however, both parents and children can sometimes feel apprehensive about the changes ahead. At Russell Street School, we aim to make this transition as smooth and as positive as possible.

### Home visits

Nursery staff will make an arrangement to visit you and your child at home. This will take place in the week before they start Nursery in September. This is an opportunity for Nursery staff to meet you and your child in a relaxed and familiar environment. During the home visit you will be able to chat to staff about your child, including their previous childcare experiences, their general development and their interests. You will also be able to share other relevant information or concerns you have about the transition. Information shared during the home visits helps Nursery staff plan for your child's first day and ensures the move into Nursery is as smooth as possible.

The staff will talk to and play with your child, learning about their interests, and they will engage in a couple of activities with them. It would be lovely to talk to your child about something that is special to them, for example, their favourite toy or their pet. We can then share this with the rest of the children when they start nursery. We also need a **copy** of your child's birth certificate or passport. **Please ensure that you have all of the paperwork filled in before the home visit.**

### Nursery Times

Children attend either: a morning or an afternoon session, 2.5, 3 days or full-time

Session times are as follows: Morning session: 8.30 – 11.30

Afternoon session: 12.00 -3.00

**The doors open ten minutes before the end of each session in order to have a steady flow of parents, to ensure safe dismissal of the children. Please be prompt when picking up your child.**

### First Day

Your child will come into Nursery for a morning or an afternoon on **either** the 12<sup>th</sup> or 13<sup>th</sup> September. We have half of the children in on each of those days in order for the staff to be able to give them individual attention and help them to settle. The nursery will then officially open for the academic year on Wednesday 14th September.

Once children are settled, Nursery staff will welcome children at the start of each session. On arrival, children hang their coat on their named peg, go to their key-worker base (orange room, green room or purple room) find their name card and choose an activity in their base.

# Learning and the Curriculum

At Russell Street School we believe that young children learn best through play and from first hand experiences. In order to meet the requirements of the Early Years' Foundation Stage Curriculum, play opportunities and activities are carefully planned and structured to provide opportunities for learning that are meaningful and relevant to the child's experience, age and stage of development. Sometimes a theme may arise from the children's interests and information about this is sent home in half-termly newsletters, along with information about dates and events and ways that you can help your child at home.

Each Nursery session is carefully planned to give children the opportunity to take part in a range of play based activities which encourage the development of skills, knowledge and understanding in all the seven areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Activities include:

- Sand and water play
- Small and large construction
- Creative activities
- Role play
- Listening to and joining in with songs, stories and rhymes
- Using the computer
- Playing with small world animals, vehicles or people
- Puzzles and games
- Tactile play
- Cooking

Every day the children take part in a talking circle. This encourages speaking and listening skills and gives the children a sense of belonging to the class. The Nursery has an outside play area which we use as an outdoor classroom. Our outdoor activities are carefully planned, to cover all areas of the curriculum. We have a science garden, where we plant fruit and vegetables, which we then use in our cooking sessions. We have a school orchard, which adjoins the Nursery, where we listen to stories, do pond-dipping and pick the apples to cook with. The children use the large climbing equipment in the Early Years' playground to help to develop their gross motor skills and balance. We visit the main school to use the hall, the studio and the library.

# **Organisation and Routines**

## **Key Workers**

During their time at the Nursery the children are allocated to a member of staff, their 'key worker', who will be responsible for their care and development, observations and record keeping. In the first instance you should speak to your child's key worker about any queries or concerns you may have about your child. The staff will observe and share information about the children with each other and with you.

In the Autumn Term the children will be given plenty of time to settle and become familiar with the staff, the environment, and the routines. We will observe the children, noting their interests and attitudes and begin to guide them towards widening or extending their interests and skills.

## **Expectations**

We provide a caring environment in which people and property are respected. We are committed to 'Restorative Practices'; helping the children to understand the impact that their choices have on the community around them. The focus of the school's behaviour policy is on the positive reinforcement of expected behaviours.

The children are taught to be sensitive to the feelings of others, to be polite and to take care of each other and their environment. It is very important that they develop good listening and attention skills and learn to communicate with their peers and adults with increasing fluency.

The children are encouraged to become independent when using the toilet, washing their hands, using an apron, hanging up and putting on their own coats.

## **Session Routine**

The children will be given the opportunity to have fruit in the morning with a cup of milk or water, both of which are supplied by the school. For children attending all day or attending afternoon sessions, your child will need to bring a healthy packed lunch. For children attending all day sessions, they have the option to have a hot lunch from Essence Catering at a cost of £2.00 per lunch. Water is accessible at all times. Mealtimes are an important social time for the adults and children, and will develop manners and speaking and listening skills.



After circle time with the key worker, the children may move about freely and select activities independently. Sometimes a table or area may be set aside for an adult led activity. The outside area is usually available to the children after the first half hour of the session (regardless of the weather!). The children help to tidy up either outside or inside. The last part of the session is spent in our key worker groups for phonics and maths activities, stories and songs.

At the end of the morning and afternoon session a member of staff will open the front door. You are asked to come in and stand near your child's group. When the staff have seen you and said goodbye, your child may come to you. The children are encouraged to sit still until handed over to you by the staff. **Please let us know if a different adult from usual is going to collect your child.**

## Clothing

Whilst at Nursery your child will take part in a range of messy and creative play activities both inside and outside; therefore, we ask you to send your child in comfortable and suitable clothes for such activities. Children are encouraged to manage their own coats and shoes, so styles which are easy for children are encouraged. They will also need a bag of spare clothes, which can be kept on their peg. **Please label your child's clothing and belongings.**

If you would like your child to wear a school polo shirt, sweatshirt or jacket, they are available, in a range of colours, at Maisies in Wolverton or from [Tesco.com/ues](https://www.tesco.com/ues).

# Ways you can help

## Communication

Please:

- Communicate with us about your child's health, interests, achievements and concerns
- Read our newsletters
- Sign up for 'Parentmail' at the beginning of term for email information
- Let us know if you have moved house, changed your place of work or telephone number
- Help us keep your emergency contacts up to date

## Attendance

Regular attendance at Nursery helps the children to feel settled and safe in a consistent routine. It supports their developing friendships and promotes a good pattern of attendance for future schooling. It also enables staff to provide effectively for each child's learning needs so that the foundations are laid for the start of the child's Reception year.

If your child is unable to attend a session then please let staff know by sending in a message or phoning the school.

## Medicines

We try to discourage the giving of medicines in Nursery. If it is unavoidable (e.g. asthma inhalers) the medicine must be prescribed by a doctor and be clearly named with your child's name and the dosage. The teacher will deal with medicines and will need to know your specific instructions. You will be asked to fill in a form if you require your child to have medicine administered.

## Emergency numbers

Please provide us with the name and telephone number of someone we can contact in the event of an emergency. You will need to notify us immediately of any changes to these arrangements or your own details.

## Parent helpers

Nursery staff welcome support from parents who are able to work in class. This could include supporting outings in our local community, helping children with activities or sharing any of the specific skills and talents you may have. Please speak with Nursery staff if you are able to help.

## And finally...

We hope you and your child are looking forward to being a part of our Nursery. Educating young children is a rewarding experience. We are privileged to be offering your child education and care and we will be doing everything we can to make your child's time with us positive and memorable.



## Russell Street School

### School Term and Holiday Dates

#### Dates for 2016-17

Dates below match with those of St Mary and St Giles Junior School

	Open on morning of:	Close at end of day on:
Autumn term 15:	Monday 5 <sup>th</sup> September 16	Friday 21 <sup>st</sup> October 16
	Tuesday 1 <sup>st</sup> November 16	Friday 16 <sup>th</sup> December 16
Spring term 16:	Wednesday 4 <sup>th</sup> January 17	Friday 10 <sup>th</sup> February 17
	Monday 20 <sup>th</sup> February 17	Friday 31 <sup>st</sup> March 17
Summer term 16:	Tuesday 18 <sup>th</sup> April 17	Friday 26 <sup>th</sup> May 17
	Monday 5 <sup>th</sup> June 17	Friday 21 <sup>st</sup> July 17

May Bank Holiday is on Monday 1<sup>st</sup> May 2017

Please note when school starts on a day other than a Monday and when it closes on a day other than a Friday.

#### Staff training days:

There are 4 training days in this academic year; an additional training day will be split into twilight sessions and does not affect school opening.

Autumn	Spring	Summer
Thursday 1 <sup>st</sup> September 16	Tuesday 3 <sup>rd</sup> January 17	Twilight sessions
Friday 2 <sup>nd</sup> September 16		
Monday 31 <sup>st</sup> October 16		

School doors open at 8.40am

	School starts	School finishes
Nursery am	8.30am	11.30am
Nursery pm	12 Midday	3pm
Reception	8.50am	2.50pm
KS1	8.50am	2.55pm

**Please note that the start to the Autumn Term is staggered for the Nursery class to ensure a confident and happy start. You will be notified of your start date by letter.**

# Parents' Association

## Parents' Association

The Parents' Association is a charity, run by parents, which exists to raise money for the school and to bring the parents of the school and community together. The PA regularly pays for extra books for the library, the water coolers and extra toys for classrooms. It also raises money for additional extras like the climbing frame in the playground, the library refurbishment and play equipment.

The PA is made up of parents and relies on parents volunteering to man stalls at the School Fete or to help out at after-school events. Parents can get involved by helping to plan events, match funding if their employer operates such a scheme, donating prizes to school events, buying the fundraising products made by children such as tea-towels or Christmas cards, giving their time to help out at events.

Volunteering is fun and rewarding. Events benefit your child in providing an occasion for them to remember and also money to buy equipment that will enhance their school experience.

The Chair of the PA is Caz Gulliver. The AGM is held in October.

