

Comet Nursery School and Children's Centre



Nursery Information

www.cometnurseryandcc.co.uk
www.facebook.com/CometNSandCC
<http://twitter.com.CometNSCC>



What Comet stands for:

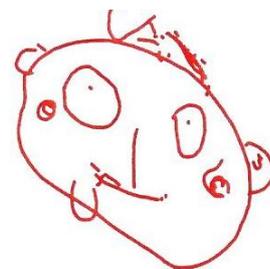
Commitment to children, families and the local community

Opportunities to explore, experiment and extend life-long learning

Meaningful and motivating experiences for all

Engaging environment that promotes excellence, equality, diversity and inclusion

Teaching that inspires creativity and active and independent learners



WELCOME TO COMET NURSERY SCHOOL AND CHILDREN'S CENTRE

Comet is a Hackney Local Authority Nursery School and Children's Centre. The school has been open since 1976, offering high quality Early Years education to children from the local community. Comet became a Children's Centre in 2008. We are committed to promoting equality and inclusion and our children come from a richly diverse community.

We are staffed by professional and qualified early years teachers, nursery education officers and learning support assistants who provide an exciting and stimulating environment. Children are able to explore, experiment and experience a range of activities that encourages active learning and independence.

We aim to develop children's confidence and independence as learners, communicators, collaborators and creative thinkers.

Our children and families come from a wide range of ethnic, cultural and social groups. We reflect and celebrate this diversity through our curriculum and the social life of the school. We are fully committed to inclusion for all children. The school provides education and care for children aged 3-4 years.

CHILDREN'S CENTRE SERVICES

Comet is part of Hackney's Area E Children's Centre and we offer a range of services which are open to the families of children attending the school and from the local area. These services are offered in partnership with Sebright Children's Centre and professionals from other organisations.

Please see our monthly programme of events that include music sessions, parent support, stay and play, Citizens Advice Bureau and fun holiday activities. The Children's Centre is open throughout the year.

SCHOOL TERMS

The school is open term time only. Term dates for the current year are available on a separate sheet. We also close for five days throughout the year for staff training and to allow us to plan and develop the curriculum for your children.

Session Times

Morning place	4 mornings from 9 – 11.30am and 1 full day 9am – 3.15pm
Afternoon place	4 afternoons from 12.45 – 3.15pm and 1 full day 9am – 3.15pm
Full time place	5 days 9am – 3pm for working families eligible for the 30 hour free entitlement
2.5 Days	Mon & Tues 9am-3.15am, Wed 9-11.30 OR Wed 12.45-3.15, Thurs & Fri 9am-3.15am <i>(these places are limited & subject to criteria)</i>
Breakfast club	8 – 9am
Tea Club	3.15 – 5.45pm

CHARGES

A charge will be made for the breakfast and tea club places. Please ask at the office for an application form and cost of the service.

SETTLING IN PROCEDURES

When settling your child into the nursery they will need a parent/carer to stay with them for the first couple of days. A guide to our routines is outlined below but please bear in mind you may need to stay for longer and the times outlined may need to be adapted. The settling in process is to ensure that your child feels confident enough to stay in the nursery without your support.

Day 1 1 hour & 15 minutes	Come to the nursery with your child and stay with them, encouraging them to explore the environment with you.
Day 2 1 hour & 45 minutes	As yesterday but this time, try to stay in a place where your child can go off and explore from. They can come back to you for reassurance.
Day 3 1 hour & 45 minutes	As Day 3 but if your child's key person thinks your child is ready then they will invite you to sit in the hall.
Day 4 2 hours & 30 minutes	If your child is ready, they can stay for a longer time and have a story with the other children. Full time children will be invited to stay for lunch and go home at 12:45.

From the first day your child's keyperson will be there to guide you through the process and will be able to answer any questions you may have. They will work with you to review your child's progress on a daily basis.



ATTENDANCE

It is important that your child comes to nursery regularly. Good school attendance is linked to high achievement and helps children to gain confidence and build friendships.

Please telephone and let us know if your child is going to be absent. Frequent or long term unauthorised absences may result in your child's place being withdrawn.

Please do not arrange holidays during term times.



ARRIVING ON TIME

It is really important to arrive at school on time. At the beginning of sessions members of staff are able to greet children and are available to talk briefly to parents/carers. Please help your child to use the self-registration system, but also make sure a member of staff knows that they have arrived. Registers are closed at 9.20 am and 1.00 pm. If you arrive late please go to the office where your child will be marked into the register.

COLLECTING CHILDREN

It is important that children are collected on time at the end of the session. If you are unavoidably delayed, let us know as soon as possible. If someone else is collecting your child please let us know, as we will not let them leave the school with anyone else unless you have informed us. Children should be brought and collected by an adult.

ORGANISATION AND STAFFING

The children are divided into two registration groups - Sun and Star Class.

Each group has a class teacher and two nursery education officers. We also have four mealtime supervisors, and our team of learning support assistants work with individual children who need extra support while at nursery. During the day the children move freely throughout the nursery and outdoor area, which is open from the beginning of the sessions all year round.



We frequently support teaching/childcare students on work placements, who always work alongside members of Comet staff.

All members of staff/students have undergone the necessary identity and Disclosure and Barring Service checks. New members of staff are recruited through Safer Recruitment procedures.

There are also many other staff that work at Comet supporting our children and families. This includes a specialist teacher, a speech and language therapist, a family support worker and other specialist support.

FOOD AND DRINK AT COMET

Comet is a healthy school, which means that we promote healthy eating and an active lifestyle for children and families.

Milk, water and fruit are available for the children during sessions. We regularly cook with the children, supporting them to learn about healthy foods.

Full time children have a hot school lunch. Please tell us about any special food requirements your child may have. The meat is not Halal and so children who eat Halal meat will be offered the vegetarian option. Please pay for lunches in advance with the correct money in a named envelope available from the office. Some families are eligible for free school meals. Details are attached in your pack.

We celebrate each child's birthday with a pretend cake and candles and by singing 'Happy Birthday'. You may bring in fruit to share if you wish.

EXTENDED PROVISION

Breakfast and tea club are available every day. They are run by Comet Staff and provide a healthy breakfast option and a full tea for children who stay until 5.45pm. There is a charge made for this service and parents will need to complete an application and contract.

CLOTHING

When I paint I wear an apron but sometimes I still get messy! I also wear a hat when I play in the sand.



I like to wear clothes that are comfortable and shoes that I can run and climb in.

We go out in the garden all year round so I make sure I wear my jacket when it's cold or raining.

Each child has a bag on their peg and we ask parents to provide a change of clothes if your child gets wet or has an accident. Please make sure your child wears clothes that they can manage themselves especially when they use the toilet.

CHILD PROTECTION

All adults have a responsibility to safeguard and protect children. We will always try to work with families to support you in making sure that your child/ren are safe. We have a duty of care if we suspect or know that a child is at risk or is suffering harm we will contact and comply with the relevant authorities and pass on details of the child and family, in accordance with local and national Safeguarding and Child Protection Procedures.

CONTACT NUMBERS

The contact numbers you give us may be crucial in an emergency. Let us know immediately of any changes in home, work or other essential contact information. We use your first contact number for communicating with you through our text service.



SECURITY

The school has a comprehensive security and door closing system to ensure that the children are safe. Please make sure that doors have closed properly behind you. Do not open the entrance or hall doors for ANYONE, even if you know them. These doors must only be open by members of staff.

FIRE SAFETY

Fire drills are held on a regular basis so that children become familiar with what to do. Procedures can be read at each exit.

YOUR CHILD'S HEALTH

Please let us know if your child has any allergies – such as nuts or dairy products.

ILLNESS

Children must be well enough to take part in all curriculum activities including outdoor play. Please keep your child at home if they are unwell. Any course of medication should be completed before returning to school. Please call the office to let us know if your child is unwell and won't be attending school.



ACCIDENTS

All class staff have been trained in paediatric first aid. If your child has an accident in the nursery we will carry out the necessary first aid and tell you about it when you collect them. If the accident or illness is more serious we will contact you to collect your child immediately. If necessary we will call an ambulance.

MEDICINES

We do not administer medication to children except in special cases, in such cases please see the Headteacher to complete the necessary paperwork.

CURRICULUM, TEACHING & LEARNING

Our curriculum builds on each child's experiences and natural curiosity. Teaching and learning are carefully planned, encouraging children to choose activities, equipment and materials and to get fully involved and immersed in their learning. This helps children to set their own challenges and to learn to plan, persevere and evaluate what they have done. We plan activities that will enrich children's individual learning and support them to work both independently and with others.



We celebrate festivals which reflect life in our diverse society. Families often help us to celebrate their festivals such as Christmas, Chinese New Year, Easter, Diwali, Eid or Hanukkah. Please let us know if you would like to help us in our work with the children at these special times.

Our curriculum, *The Revised Early Years Foundation Stage* has 7 areas of learning.

The prime areas are:-

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

The Specific areas are:-

- Literacy
- Mathematics
- Understanding of The World
- Expressive Arts and Design



We use our observation and record keeping systems to plan and ensure that children access the full range of learning opportunities.

We focus particularly on supporting the children to develop good personal and social skills, effective language and communication skills and physical development as these are crucial to effective learning.

SPECIAL EDUCATIONAL NEEDS

Some children need extra support during their school life and we will always let you know if we feel this is the case for your child. If you have concerns about your child's development at any time during their time at Comet, please talk to their keyperson or Headteacher.



PROGRESS AND RECORD KEEPING

Each child has a Special Book; the children can choose pieces of work they would like to add to their book. The book builds over your child's time at nursery to show their learning journey. You may take the book home to add to it or show to other family members but please remember to bring it back. Every term your child will have a learning story written about them, this shows a significant piece of learning and there is a space provided for parents to make comments. These are added to your child's Special Book.

HOME/SCHOOL PARTNERSHIP

You will be involved in reviewing and planning for your child's progress through termly parent conferences with the keyperson.

It is important that children are able to make connections between learning at home and school. We encourage you to share books regularly with your child by borrowing books from school.

You are welcome to come into school to help with reading, cooking, art activities or on outings. We are open to new ideas for ways in which parents/carers can get involved!

Home learning is really important to us and please feel free to collect some ideas from our Home Learning Information Stand situated in the hall.

OUTINGS

We take children on outings and visits both locally and further afield. This could include the local shops, canal trips and in recent years we have visited London Zoo and Willows Farm.



BEHAVIOUR

We see behaviour as something young children have to learn about and our policy is to focus on positive behaviour. Unacceptable or aggressive behaviour is dealt with calmly, by talking it through with the child.

We support children to:

- learn about their rights and responsibilities
- behave in appropriate and acceptable ways
- have respect for themselves and show respect, tolerance, empathy and understanding towards others
- understand the effects and consequences of their own behaviour

We expect all adults working in or visiting the school to behave with courtesy, consideration and respect for others. The Behaviour Management Policy is available on our website and from the school office.



COMET GOVERNING BODY

The Governing Body is responsible for supporting and monitoring the leadership and management of Comet.

The school Governing Body meets once a term. It is made up of parents, staff and representatives from the local community.

AFTER COMET

Children are required by law to attend statutory schooling in the term after their fifth birthday. Children transfer into reception class in September. We are happy to talk to you about choosing a school for your child, but it is your responsibility to apply to individual schools.

COMPLAINTS

We hope that the time spent at Comet will be happy, productive and successful for all the children and their families. However, if there is anything that you are worried or unhappy about, we hope you will feel able to talk to us about it, appointments with the Headteacher are always available. Please see our Complaints Policy for further information.

HOW TO KEEP IN TOUCH

- Monthly Newsletters
- Notice Board
- Email
- Text Service
- Facebook

Also please look at our website for further information.

www.cometnurseryandcc.co.uk