



**Russell Street School**

**Nursery Class**

**2019 – 2020**



[www.russell-street-school.co.uk](http://www.russell-street-school.co.uk)

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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 Head teacher, 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.

## Forward from the Chair of Governors

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.

Parents are welcomed at Russell Street too and kept informed about children's progress. Teachers are always happy to discuss 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.

Our school continues to flourish and Ofsted rated us 'Good' in January 2017. 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 Headteachers: Jayne van Rooyen / David Thompson

## Governing Body

Andrew Letchford (Co-opted/Chair)  
Gillian Lucas (Co-opted)  
Sandra Lewis (Headteacher)  
Jen Smith (Parent)  
Rachael Withe (Parent)  
Jenny Batstone (Co-opted)

Naomi Sumpter (Co-opted/Vice-Chair)  
Carolyn Stokes (Parent)  
David Thompson (Staff)  
  
Parent Governor Vacancy

## The Staff

### Teachers

Sonia Camp  
Kim Campbell  
Alice Cottam  
Anne Draisey  
Ellie Ingrouille  
Shelley Jeffery  
Fairoza Jokhia  
Vicky Krater  
David Thompson  
Laura Titley  
Julia Thurgood  
Sophie Green  
Jess Gaeta

### Teaching Assistants

Caroline Simmons  
Kris Applegarth  
Kelly Lyons  
Gemma Devereaux  
Karen Moone  
Nicky Chapman  
Debbie Styles  
Sue Vinden  
Sarah Jones  
Michelle Thorne  
Ashleigh Barnes  
Hayley Hobday  
Sharon Sarjoo

### Nursery Nurses

Tracey Francis  
TBC  
Michele Odds

### Reading Specialist

Rachel Wyatt

### Lunchtime Supervisors

Chris Collier

### Business Manager

Jill Eales

### Site Manager / Administrator

Caroline Croxford

### Finance Officer / Administrator

Ali Starr

### Caretaker

Mick Kelly

### Cleaners

Farhiya Yusuf

### Premier Sport Coaches

Shaun Cooksley  
Ryan Kelsey

## About Russell Street School

Welcome to Russell Street School Nursery Class and the beginning of our Early Years Foundation Stage provision.

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 39 funded part-time nursery places in a session; we also offer 30 funded hours and 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 needs 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.



# 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

# Induction Arrangements

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.

There are three induction sessions:

- 'stay and play' session for parents and children
- A 'meet the key worker' session for parents and children
- A 'drop off and play' session for children

Induction arrangements can be adjusted to suit the needs of individual children.

During your 'meet the key worker' session you will be able to chat to staff about your child; including, sharing information about their previous childcare experiences, their general development and their interests. Information shared during the meeting helps Nursery staff to plan for your child's first day and ensures that the move into Nursery is as smooth as possible.

During the series of meetings, staff will talk to and play with your child, learning about their interests. 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.

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 group base, find their name card and choose an activity. In the early days, parents are welcome to stay and play while their children settle.

## Wrap Around Care

We have a dedicated building in which to provide a safe and relaxed social environment for those families who require wrap around provision.

**Breakfast Club** runs daily from 8am and is currently available to all children attending Russell Street School. The cost of the session is £4.65 for Nursery. Nursery and Reception children have their breakfast club in the Early Years building.

**After School Club** runs daily after school to 6pm at a cost of £10. This club is available to all children attending Russell Street School from Nursery, Reception, Year 1 and Year 2. At the end of the school day, the children attending after school club are taken from the nursery building to after school club by a member of staff. There is a mixture of structured and free play activities available, including sports with our coach. The children are offered a snack during the session. The club enables children to continue their learning and to relax with their friends, in a safe environment, beyond the school day. Parents are required to collect their children by 6pm.

For both clubs we require bookings and payment in advance. Payment can be made using Parentmail or Childcare Vouchers. Registration and Booking forms are available in the school office and on our website.



# 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, events and ways that you can help your child at home. We also send out a Nursery weekly up-date every Friday with a brief description of what children will be learning the following week.

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 ICT
- 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. 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, make dens and pick apples for cooking. 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 are provided with a morning fruit snack and a drink of milk or water. If their child is in school all day, parents can order a hot lunch from Essence Catering or provide their child with a **named** lunchbox; they can put the lunchbox on our trolley at the beginning of the session. Mealtimes are an important social time for the adults and children, and will emphasise manners and speaking and listening skills.



The morning is organised so that all children have access to the following: inside and outside activities and an adult-led activity.

The children help to tidy up either outside or inside. The last part of the session is spent in our key worker groups for circle, stories and songs.

At the end of the morning session, a member of staff will bring your child to the Nursery entrance. When the staff have seen you and said goodbye, your child may come to you. **We need to know exactly who will be picking your child up each day.**

At the end of the full day session, a member of staff will open the Nursery entrance door and your child will be handed over to you from one of the bases; orange base, green base or purple base.

# Ways you can help

## 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.**

## The school's uniform is as follows:

- Red or navy sweatshirts / cardigans.
- White, red or blue polo shirts.
- Grey, navy or black 'bottoms', e.g. leggings, tracksuit bottoms
- In the summer an optional extra of red or navy gingham dresses
- Sensible footwear (flat and closed toed)
- No jewellery, other than plain stud earrings which should be taped on PE days.

School sweatshirts and polo shirts are available from Maisie's in Wolverton. Uniform is optional for children in the nursery class.

## Communication

Please:

- Communicate with us about your child's health, interests, achievements and concerns
- Sign up for 'Parentmail' at the beginning of term for email information
- Read our newsletters and weekly updates
- 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 children's 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 by phoning the school by 9am. We are required to know that children are safe.

## **Medicines**

Prescribed medicines that must be taken during the school day can be administered by nursery staff. They must be clearly named with your child's name and the dosage. You will be asked to fill in a form, giving specific instructions, if you require your child to have medicine administered.

## **Emergency numbers**

You will need to notify us immediately of any changes to emergency numbers.

## **Parent helpers**

Nursery staff would welcome support from parents who are able to help in class. This could include helping children with activities or sharing specific skills and talents. Please speak with Nursery staff if you are able to help.

## **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 Sasha Austin. The AGM is held in October.



Russell Street School

## School Term and Holiday Dates Dates for 2019-20

	Open on morning of:	Close at end of day on:
Autumn term 19:	<b>Tuesday 3<sup>rd</sup></b> September 19	Friday 25 <sup>th</sup> October 19
	<b>Tuesday 5<sup>th</sup></b> November 19	Friday 20 <sup>th</sup> December 19
Spring term 20:	<b>Tuesday 7<sup>th</sup></b> January 20	Friday 14 <sup>th</sup> February 20
	Monday 24 <sup>th</sup> February 20	Friday 3 <sup>rd</sup> April 20
Summer term 20:	Monday 20 <sup>th</sup> April 20	Friday 22 <sup>nd</sup> May 20
	<b>Tuesday 2<sup>nd</sup></b> June 20	Friday 17 <sup>th</sup> July 20

**School will be closed on Friday 8th May 2020 due to May Bank Holiday.**

Please note when school starts on a day other than a Monday.

### Staff training days:

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

Monday 2 <sup>nd</sup> September 19	<b>Monday 4<sup>th</sup> November 19</b>
Monday 6 <sup>th</sup> January 20	<b>Monday 1<sup>st</sup> June 20</b>

### Nursery Class Opening Times

Doors open at 9am and 14:50pm. The official end of session is at 15:00.

Children attend either: a morning session, 2.5 days, 3 days, 4 days or full-time.

Morning session: 9.00 – 12.00

All day session: 9.00 – 15.00

# Charging Policy

## Introduction

All education during school hours is free, with the exception of group music tuition. We do not charge for any activity undertaken as part of the National Curriculum.

## Voluntary contributions for activities as part of the Curriculum

When organising school visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the visit or activity as long as parental consent has been given.

## Music Tuition

All children study music as part of the National Curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid directly to the provider of the peripatetic music. We give parents information about additional music tuition at the start of each academic year.

## Nursery Wraparound

Nursery parents can apply for extra hours in Nursery (over and above funded hours) in accordance with the Nursery Policy. The hourly rate is £4.65.

## Activities Outside the School Day

Where activities take place outside school session time, charges are levied where appropriate. A breakfast club session costs £3.50 for Reception to Y2 and £4.65 for Nursery children. An extra-curricular club costs £3.50. An afternoon wrap around club costs £10.

## Pupil Premium Funding

Pupil Premium children are not charged for school visits and are encouraged to take up a school based extra-curricular activity, for which they are not charged.

Any application for a full or partial remission of charges will be considered by the Headteacher.

## Damages and Losses

Parents may be required to meet the cost of breakages, damages and losses where this is a result of their child's behaviour.

**Thank you for reading our information pack.**

**If you wish to have further information or to make an appointment to see the Headteacher, Mrs Sandra Lewis, please contact the school.**

**We will be delighted to hear from you.**