

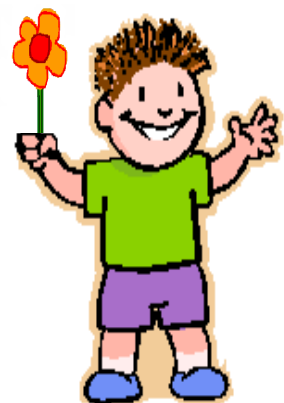
Garnteg Nursery



Live, Learn,
Succeed Together



GARNTeg PRIMARY



Handbook 2018-2019

Contact Details

GARNTEG PRIMARY SCHOOL

School address: Garnteg Primary School
Hillcrest
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Website: www.garntegprimary.co.uk

Head teacher: Mrs S Roche

Chair of Governors: Mr K Gauntlett

Local Education Authority: Torfaen County Borough Council

In the event of a complaint please refer to the attached complaints procedure for our school.

Welcome! Croeso!

Welcome to Garnteg Nursery! This handbook has been put together to introduce you to our Nursery, to explain how things work and to give you some information that you might need. We encourage parents to take an active part in their child's learning and there is always a member of Nursery staff available if you have anything you feel you need to discuss. We look forward to welcoming your child to Nursery and working together with you.

Miss Zaharah Ally
Foundation Phase Co-ordinator



Morning Session 8:50am-11:30am

Afternoon Session 12.45pm-3.10pm

Please try to keep to the times given. The Nursery doors will be opened at

Our Mission Statement

Live Learn , Succeed Together !

All schools in Wales have been required by the Welsh Assembly Government to publish Equality Objectives and a Strategic Equality Plan by April 2012 to ensure that equality is promoted appropriately at school. In developing our objectives we are undertaking a consultation process with all major stakeholders.

Strategic Equality Policy

- 1 . Publish and promote the schools' Strategic Equality Policy (SEP) developed in line with the Equality Act 2010 through the school community.
- 2 . Reduce the gap between FSM and Non FSM pupils achieving More able provision
3. Reduce the Gender gap performance in Literacy and numeracy at KS
- 4.Improve outcomes in attainment and education provision levels Lac Pupils in Literacy and numeracy

Our School Values

At Garnteg Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of disability, race, gender, age, sexual orientation, religion or belief, gender reassignment, pregnancy & maternity, marriage and civil partnership. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

Garnteg Primary School

PARENTAL COMPLAINTS AND CONCERNS

Procedure for Parents

If you should ever feel it is necessary to make a complaint about the school curriculum or indeed any other aspect of the school, your first point of contact would be the class Teacher, Senior Leader Member, Deputy Head Teacher then the Head Teacher. If after speaking with the class teacher you are still concerned you can contact the school and arrange to discuss any matter with the Head Teacher in the hope that it can be resolved quickly and to everyone's satisfaction.

Should the issue still not be resolved then you can make a formal complaint to the governing body, preferably in writing to the Chair of Governors. It is **not** the role of parent governors to bring complaints from individual parents into school or to meetings. That is the responsibility of the parents themselves to follow the procedure listed above. We hope that early contact and discussion would resolve most concerns so please remember that is always best to contact school at your earliest opportunity. A policy statement on bullying has been and is available to all parents. A full copy of the schools Anti-bullying policy and procedures is available from the school. A full copy of the schools complaints procedure adopted by our Governors fully complies with Welsh Assembly advice and is the policy written and adopted by Torfaen and can be obtained via the school reception smaller leaflets are available from the waiting areas in school and are on our school website.

General Information

- Milk and healthy snacks are provided during each session. We ask for a donation of £1 a week to cover the cost.
- If your child has an allergy to anything please let us know so that we can provide an alternative.
- Please could you provide your child with a spare set of clothing. Please ensure that all clothes are labelled.
- If your child receives medication please let us know on the form.
- Please provide your child with wellies and for warm weather ensure that they have sun hats and wear sun cream for outside play.
- If your child will be absent from school, please inform the school office otherwise it will be marked as an unauthorised absence.



Daily Routine

On starting Nursery, children will be learning about routines and self help skills such as washing hands, dressing themselves etc. They will learn to find their own name and peg for hanging their coats through picture and name recognition.

The children learn through play. They explore their world and learn about colour, shape and numbers etc through both group and free play activities. They also take part in music and PE activities each week.

Throughout the year you will be invited to attend Language and Play , Story Trail and other activity sessions with your child, these sessions have been very successful over the past few years and have proved to be beneficial for both parents and pupils.

During the year the children take part in various events such as Christmas concert, sports day, sponsored events, class assembly and trips.

Each term there will be an opportunity for you to discuss your child's progress at parent consultations. However, please feel free to talk to Early Years staff at any time throughout the year.



Early Years Activities

Below are some of the many activities your child will have the chance to experience during their time at Nursery.

- Role play
- Sand play
- Water play
- Art and Craft: painting, printing, cutting, junk modelling...
- Construction
- Music
- Outdoor play
- Cooking
- Book corner and story area
- Maths activities: comparing, measuring, sorting, matching, counting...
- Computer
- Writing Area
- Investigation area
- ICT Area



Literacy and Numeracy Framework (LNF)

At Garnteg Primary School we fully endorse and have integrated the National Literacy and Numeracy Framework into all our curriculum policies and Schemes of work. Within all the areas of learning in the foundation phase the skills have been mapped into both the long term and short term planning to produce a comprehensive continuum for pupils learning.

The LNF focuses on the learners' **acquisition** of, and ability to **apply**, the skills and concepts they have learned to complete tasks appropriate for their stage of development. Expectations are given for each school year from Nursery to Year 6 in each of the elements and aspects. The LNF is designed to be inclusive of all learners, including those with additional learning needs (ALN). Extension expectations are also given for those learners with higher-order literacy and/or numeracy skills, such as more able and talented (MAT) learners. The two components of the LNF are divided into the following **strands**:

Within literacy the strands are:

- *oracy across the curriculum
- *reading across the curriculum
- *writing across the curriculum.

Within numeracy the strands are:

- *developing numerical reasoning
- *using number skills
- *using measuring skills
- * using data skills.

Progression through the stages is demonstrated by an ability to develop and demonstrate increasing competence in literacy and numeracy skills.

Developing Digital Competency (DCF)

Digital competence is a cross-curricular responsibility, alongside literacy and numeracy (LNF). It focuses on developing digital skills which can be applied to a wide range of subjects and scenarios which will be integrated into our curriculum in Nursery and throughout the school.

Aims of Early Years

- To provide a happy, secure and stimulating environment.
- To encourage each child to achieve his/her potential through a progression of appropriate activities.
- To develop self-esteem leading to confidence and cooperation in relationships with adults and children.
- To provide opportunities for children to develop gross and fine motor skills.
- To provide opportunities to develop a child's communicative and listening skills.
- To encourage independence and self care skills.
- To encourage enquiring minds through exploration and discovery.
- To establish good relationships between home and school.



King & Queen of Nursery

King and Queen is a reward system to encourage nursery pupils to take part in daily activities such as RWInc sessions, tidying up and classroom rules etc. The visual reward chart is displayed in the class for the children to see with 3 steps. At the end of the week a King or Queen is then chosen from the shooting stars. Parents are informed in advance to make arrangements to come into nursery to watch their child receive the award.



Clothing

The Nursery has a school uniform which is the same as the rest of the school, red or white t-shirts, red sweatshirts, jumpers or cardigans and dark trousers, skirts or pinafore dresses.

When dressing your child for Nursery, **please consider clothes suitable for toileting, comfort and messy play.**

Aprons are provided for water, craft and cooking activities.

Please make sure all your child's clothes are clearly labelled with their names.

All school uniform is available from:

- Pretty Miss, 5 Caradoc Road, Cwmbran. 01633484408
- Ruck Um Maul, North Pontypool Industrial Estate, Pontnewynydd, Pontypool. 01495769467
- On-line at Brigade clothing www.brigade.com
- Www.schooltrends.co.uk
- Www.clothingattesco.com/icat/embschoolwear



Health and Safety

- The main doors are locked after the start of Nursery for safety reasons. The outdoor gates are padlocked during outside play sessions.
- There is no unauthorised access to the school via the Nursery entrance.
- Early Years staff must be informed in advance of any changes to the collection of children.
- Children are always supervised during indoor and outdoor activities.
- The electrical sockets in Nursery are fitted with cut-out circuit breakers
- No children are allowed unattended in the kitchen.
- Children are taught to wash their hands after toileting, and also before and after cooking.
- Any infectious diseases should be reported to staff.
- Please ensure that you check your child's hair regularly for head lice and inform staff if any are found, so that we can remind other parents to check and treat their children's hair.



We hope you enjoy
your days at
Garnteg Nursery

