



Tel: 01726 73911 Email: enquiries@mcs.celtrust.org

Welcome to our Nursery Class at Mount Charles School. We are looking forward to getting to know you and your child.

Our Aims

Being curious and playful is at the heart of what we do here at Mount Charles. Highly skilled staff ensure that all learning opportunities take place in a safe and secure environment, where skills are developed through play-based learning. We encourage all children to be adventurous and skilful communicators who connect with others through language and play.

At Mount Charles School, we will:

- provide a happy, safe, stimulating, and challenging learning environment for children to experience as they begin their journey through school.
- provide a broad, balanced, relevant, and creative curriculum that will set in place firm foundations for further learning and development in Key Stage 1 and beyond and enable choice and decision making, fostering independence and self-confidence.
- value what each child can do, assessing their individual needs regularly and helping every child to progress.
- provide a caring, inclusive, and anti-discriminatory ethos which is sensitive to the requirements of the individual child, ensuring that every child is included and supported.
- develop excellent relationships with parents and carers to build a strong partnership in supporting their children.

Settling In

Starting nursery is a big step for most children. The time we spend helping your child to settle in will really benefit them – it will mean your child will be happier, more confident, and more ready to learn and progress. Before your child starts with us, you will be invited to bring them to 'stay and play' sessions which will enable them to become familiar with the environment, their keyworker and wider EYFS team and make new friends.



Different children will settle in at different rates. In the past, we have found that settling in goes well for most children but if your child gets upset or sad, don't worry. Your child will be comforted and helped to settle by their key worker. It is important that you try to be as confident as possible that your child will settle; if your child sees that you are upset or anxious, then they will get upset too.

Working Together

We value our close partnership with parents and carers. Please talk to your child's key worker if you are unsure about anything or have any worries or concerns. We will talk to you regularly about how your child is getting on and how we can work together to help your child.

Please help the nursery by...

- Ensuring your child wears our Mount Charles Nursery Class uniform. Children will be required to wear plain black jogging trousers or leggings, black shorts or skirts and white polo shirts. Mount Charles jumpers and cardigans are available to buy from St Austell Screen Print. Please ensure that your child wears clothes that they can take on or off independently. Velcro shoe fasteners and elastic waistbands are easy – laces, lots of buttons and belts are difficult for young children. Children will sometimes get messy or dirty in nursery, so please dress them in clothes and shoes that they can run around and play in freely. It is a good idea to pack a couple of sets of spare clothes including pants, socks, polo shirt, jumper, trousers/ shorts or skirt/dress into a small bag which can be kept on your child's peg. Please can you make sure all belongings are NAMED.
- Not using your mobile phone on the school site. When you are dropping off or picking up your child, we think it is important that you are available to listen to your child and talk with them.
- Not taking photos – other families may not want you to photograph their child. We take pictures of the children regularly for their online journal to record things that are important for your child.
- Telling us if someone different is going to pick up your child (if it isn't going to be you or one of the other people on your form). The minimum age for picking up a nursery child is 16 years old. If we don't know the person who comes to nursery, we will not let them take your child

Opening Times:

Our Nursery Class will be open from 8.25am – 3pm in line with the school day, however, we will be offering places on a flexible basis from 7.30am to 5.30pm every weekday during TERM TIME ONLY.

It really helps children if they come to nursery on time and are picked up on time. Coming late is hard for children as everyone else is busy in their daily routine.

If your child is poorly, please phone the school to let us know before 9am and repeat for every day of absence.



Snacks and Meals

Water to drink and fruit and vegetables to eat are available each day at our snack bar which is open throughout the day. Children are encouraged to bring a named water bottle in with them that they have access to at all times and can be filled up by us throughout the day.

We believe that mealtime is a time to sit, socialise and rehearse skills such as using a knife and fork, so our children eat together in the lunch hall. Meals can be provided on request and can be ordered in advance. Please note, all children wanting to have a school meal must book their meal in advance through ParentPay. School meals will need to be booked by midnight on the Sunday for the week ahead. If you miss the booking deadline, you will need to provide a packed lunch for your child.



A ParentPay account will be set up for you prior to the summer holidays and will be sent to you via email.

Dental Health

It is really important to register your child with a dentist. We can give you a list of local NHS dentists: all treatment for children is free.

The Team

Miss Beth Bray	EYFS Lead & Reception Class Teacher	BEd in Primary Education with Early Years Specialism and QTS Paediatric first aid trained Read, write inc. reading teacher
Miss Charlotte Burford	Nursery Manager	BEd in Primary Education with Early Years Specialism and QTS
Mrs Catherine Boulter	EYFS Teaching Assistant	Postgraduate Certificate in Early Years Teaching Degree in Early Childhood Studies Paediatric first aid
Mrs Catherine Harris	EYFS Teaching Assistant	BTEC National Diploma in Early Years Paediatric first aid

Miss Jemma Hann	EYFS Teaching Assistant	Paediatric first aid
Miss Amanda Harris	Office Manager	First Aid at Work
Mrs Sam Nield	School Administrator	Mental health awareness training Paediatric first aid

Key Worker System

Mount Charles Nursery Class uses a key worker approach. This means that each member of the team has a group of children for whom he/she is particularly responsible. Your child's key worker will be the person who works with you to make sure that our planned provision is right for your child's particular needs and interests. When your child first starts at Mount Charles, she/he will help your child to settle and throughout your child's time in the setting, they will help your child to learn and develop and communicate regularly with you.

Tapestry

On or just before your child's start date in our nursery class, you will receive an invitation for Tapestry, our online learning journal. This is a great way for you to see what your child has been up to during their day and see how they are developing their knowledge and understanding through play.

You are also able to use Tapestry to share things with us that your child has enjoyed at home. We love to see what your child enjoys doing outside of the setting, from beach trips to garden picnics, creating artwork to trying new food.

Class Dojo

You will also be sent an invitation to join Class Dojo. Class Dojo is a great way to keep in touch and is a way that individual, class or school messages/reminders will be posted too.

We also post photographs on the 'class story' page so that you can see what we are up to during the day.

EYFS – The Early Years Foundation Stage

The early years foundation stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old.

Areas of learning

Your child will be taught through an appropriate balance of play-based tasks, small group activities and whole class learning inputs.

The areas of learning are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design



At Mount Charles we believe in giving children the time they need to explore, manipulate, discover, and practise newly acquired skills through purposeful, play-based learning task. This supports them to grow and develop. Play and curiosity is the most important resource that children have to help them learn and connect with people, the world around them and their imagination.

Outdoor Learning

We plan for opportunities to learn inside and outside within our setting, providing learning opportunities which are linked to our children's needs and interests. We were extremely excited to open our brand-new outdoor space recently and have carefully planned the progression of skills for the sand and water area and woodland space to ensure all children are supported and challenging in their explorative learning. We are outside daily and have wet-weather clothing for the children to wear but we ask for every child to bring in a pair of welly boots which they can keep in school.



Safeguarding

At Mount Charles we are committed to Safeguarding all children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive with us in a safe and happy environment.

As part of our general Safeguarding and Child Protection procedures we would like you to note that:

- The Designated Safeguarding Lead (DSL) at our school is Sarah Simpson – Headteacher.
- The Deputy Designated Safeguarding Lead is Helen Hann – Pastoral Care Manger and DDSL.

- Our Operational DSL is Rebecca Kevill.
- Our Safeguarding Governor is Richard Cardigan. He can be contacted through the School Office or using the email address enquiries@mcs.celtrust.org
- If you have concerns about the welfare of any child, then you should speak to one of the designated leads.
- If you have any concerns about the conduct of a member of staff, or any other adult, then you should speak to the designated lead.

We are an Operation Encompass School.

First Aid

There is likely to be a time that first aid will need to be administered to your child. Our team are all first aid trained with several of them also being fully qualified paediatric first aiders. If your child does have an accident at school, you will receive a white slip with the details of the accident and treatment received. If your child has a bump to the head/face, we will give you a courtesy call to inform you.

Health and Safety

If you have any queries or concerns relating to Health and Safety please speak to:

Sarah Simpson – Headteacher

Shaun Grigg – Health and Safety Lead

Medication

We are able to administer prescribed medication. Please see our website for our Medicine policy.

Fire Drills

If you hear a continuous bell, please follow the instructions of the member of staff you are working with or, if alone, leave the building through the nearest exit.

SEND

SEND stands for Special Educational Needs and Disabilities. Special Educational Needs and Disabilities are defined in the Code of Practice 2014 where it states that "A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her". If you have any questions about SEND please contact enquiries@mcs.celtrust.org

We are so looking forward to supporting your child to achieve the very best they can at Mount Charles school.