

## NURSERY ADMISSIONS POLICY

<b>Name of School:</b>	<b>Headlands Primary School</b>
<b>Person(s) Responsible:</b>	<b>Headteacher, Governors and Foundation Stage Manager</b>
<b>Review Date:</b>	<b>October 2018</b>
<b>Distribution:</b>	<b>Governors and whole staff</b>
<b>Web Page:</b>	<b><u><a href="http://www.headlandsprimary.co.uk">www.headlandsprimary.co.uk</a></u></b>

April 2008 – Policy written by Mr A Lakatos and Mrs R McAleenan

Reviewed September 2008 by Chairs Sub-Group – No changes

Reviewed September 2009 by Rebecca McAleenan and Chairs Sub – Group Minor amendments made to page 2, 3, Appendix 4a, Appendix 5, Appendix 5a, 5b, 5c, Appendix 6, added 6a in, minor change to Appendix 7b

Reviewed October 2010 by Rebecca McAleenan and Chairs Sub-Group. No changes.

Reviewed October 2011 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. , changes made to page 2,3,4, appendices tweaked to show Foundation Stage logo.

Reviewed October 2012 by Rebecca McAleenan, Andrew Lakatos and Chairs Sub Group. Minor changes made throughout.

Reviewed March 2014 by Louise Worrell, Jo Moore, Andrew Lakatos and the Chairs Sub Group.

Reviewed November 2015 by Jo Moore, Louise Worrell, Andrew Lakatos and the Chairs Sub Group

Reviewed January 2017 by Louise Worrell, minor changes mainly dates.

Reviewed March 2018 by Darren Smith, minor changes mainly dates

## **ADMISSIONS PROCEDURE FOR NURSERY AGED CHILDREN**

### Headlands Primary School Nursery

Headlands Primary School is pleased to be able to offer a well resourced, highly staffed Nursery with 30 places available during the mornings for your child. The Nursery unit enjoys the benefits of a qualified teacher, 1 qualified Early Years Practitioner and an experienced Teaching Assistant. We offer 5 sessions over the week that are funded by the Government and are therefore available free of charge to parents. Morning sessions run from 9:00am – 12:00am. In addition, if there are available places, the school also offers lunchtime club places for a nominal fee. Please enquire for further details. Additional places can also be purchased at a competitive rate. Ask in School for more information.

### Equal Opportunities

The school is committed to ensure that Nursery places will be allocated according to date of registration. As such, any decision to refuse admission will not be based on ability, ethnicity, gender or religious background.

### Visits to the Nursery

Visits are always most welcome to the Nursery however appointments should be made to ensure you get the most from your visit, please ring the school for availability. During your visit, you will be given the opportunity to have a good look around, see the nursery 'in-action' and ask questions.

### Applying for a place in the Nursery

The Nursery places are offered on a first come, first served basis. You can register your child any time after they have been issued with their birth certificate. During registration you will be asked to complete an Admissions Application Form (appendix 1), and show your child's birth certificate. Clearly, the earlier you register your child the more likely they are to get a place at our nursery.

### Allocation of places

In the March before your child is due to start at the Nursery, you will be contacted by the school detailing the outcome of your application (appendix 2 or 3). If the school receives more requests than places available for the sessions on offer then preference is decided in order of date of registration.

### Confirming your Place

If successful, within two weeks of receiving your offer of a place at Headlands you should sign and return the reply slip (on appendix 2) indicating that you wish to accept or decline the place that you have been allocated. As our Nursery is very popular it is important to note that after this two week period your place will be offered to another child on the waiting list so your prompt return is essential.

### Nursery New Parents Meeting

In the June before your child is due to start in Nursery you will be invited to attend a Nursery New Parents Meeting (appendix 4). A reminder letter is sent out prior to the meeting taking place (Appendix 4a). This meeting will provide you with essential information about the Nursery's organisation. In addition you will meet the adults who will be helping your child and have the opportunity to ask any questions whilst looking around the Nursery. At this meeting you will receive much information including, the date of new class day, home visit and starting date (appendix 5 a,b,c). The school will send an additional copy of key dates and times later in the year to act as a helpful reminder (appendix 6)

### New Class Day

In July you and your child are invited to attend a half day session in the morning. This will allow your child to become accustomed to the Nursery environment whilst enjoying your support and encouragement throughout. **Please be aware that you are expected to stay with your child during this time.**

### Home Visits

When school starts in September, Nursery staff commence home visits. The school completes home visits to all new children to the Nursery setting and we ask you to work with the school to ensure you are available on the date and time agreed. This gives the adults the opportunity to meet your child in their own environment and provides you with the opportunity to discuss any private matters whilst completing the compulsory paperwork (appendix 7 a, b, c, d, e, f). **If for some reason, you are not present on the date and time agreed, the compulsory school documents can not be completed and your child will have a delayed start in the Nursery** (this is for legal and insurance reasons). If this happens, we strongly suggest that you contact the school as soon as possible to arrange an alternative date and time. The visit should take approximately 30 minutes. We aim to have completed all Nursery home visits within 1 week of school starting. During this time your child will not attend the Nursery.

### Data transfer

Information collected about your child during the home visit is entered on the school's computer system along with all other members of the school. All written information is stored in a named blue folder secured in a lockable cabinet.

### September Arrangements

After home visits the school operates a staggered entry into the Nursery to help ensure all children are settled and feel comfortable in their new environment. Children are introduced into the Nursery over a 2 week period commencing on either a Monday or Wednesday. When your child starts for the first time you may arrive from 8:45am until 9:15am. This relaxed start time for this one day helps to ease congestion in the cloakrooms, will provide a chance for you to speak to an adult and will help your child to settle.

### Waiting Lists

If your child is not successful in their application to the Nursery you are welcome to place your name on a waiting list. If a place then becomes available later in the year, parents (in order of date of request to be placed on the waiting list) will be offered a place.

### Lunchtime

We run a **lunchtime club** that runs from 12.00-1pm each day at a cost of £4.00 per day. You will need to bring a packed lunch in for your child during lunchtime.

### Further Additional Places

If the Nursery places have not been filled by 'rising four year olds' the school may apply to the Early Years Partnership to accept children for an intake in the following January. These children are selected using the following year's waiting list from those children who will have had their third birthday between September 1<sup>st</sup> and December 31<sup>st</sup>.

### Headlands Primary School Designated Special Provision

The school is proud to have a large Designated Special Provision (DSP). This caters for children with severe communication difficulties and autistic spectrum disorders. Referrals for admissions to the DSP come via the Northampton Assessment Panel. Such referrals name Headlands Primary School Designated Special Provision as the approved place of education on the child's Statement of Educational Need. DSP admissions for September, for Nursery aged children, are considered at an admissions meeting held in February.

# Headlands Primary School Admission Form

Bushland Road, NN3 2NS Tel: 01604 407098 Fax: 01604 416115  
Email: [darren.smith@headlands.org.uk](mailto:darren.smith@headlands.org.uk)  
Website: [www.headlands.org.uk](http://www.headlands.org.uk)  
Headteacher: Mr Darren Smith – B. Ed (Hons) N.P.Q.H.

Thank you for choosing Headlands Primary School for your child.

The school is required under **Data Protection** legislation to comply with essential good practice in respect of the information collected here and to manage it securely. The individuals who are the subject of the information or who have parental/guardian responsibility are generally entitled to see the information and are encouraged to help keep the information up to date. This information will be used for educational, welfare, planning or managerial purposes. Please complete this form **fully** to ensure we have all the relevant information we need. For ease of reading and copying, it would be greatly appreciated if you could complete this form with a black pen, writing in block capitals.

## INFORMATION RELATING TO YOUR CHILD

School Year:		Class:		Date of birth:		Sex (M/F)	
Legal Surname of child: <i>(Name on birth certificate)</i>				Preferred surname: <i>(Name used in school)</i>			
Legal Forename of child: <i>(Name on birth certificate)</i>				Preferred forename: <i>(Name used in school)</i>			
<b>Parent/Guardian 1</b>				<b>Parent/Guardian 2</b>			
Title:				Title:			
First Name:				First Name:			
Surname:				Surname:			
Does this parent/guardian have parental responsibility? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>				Does this parent/guardian have parental responsibility? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>			
If parents are separated or divorced please provide details of any court order or child arrangements order that are in place:-							
<b>Address Details of Parent/Guardian 1</b>				<b>Address Details of Parent/Guardian 2</b>			
Post code:				Post code:			
Home Telephone:				Home Telephone:			
Mobile Telephone:				Mobile Telephone:			
Email Address:				Email Address:			
Please tick the box if the child lives at this address <input type="checkbox"/>				Please tick the box if the child lives at this address <input type="checkbox"/>			

## Emergency Contact Details

Please list below, **in order of priority**, all Parents and Contacts who should be contacted in the case of an emergency. **This information is very important to us.** If your child becomes ill during the day we need to be able to contact you, or someone acting for you who are able to collect your child. Please give at least two contact numbers. **Please note that whoever you select as Priority 1 will be the person/s the school will contact via SchoolComms.**

*(You can select more than one person to be priority 1).*

Priority Number (1,2,3,4)	Name of Contact	Relationship to child (eg Aunt/Uncle)	Address (Including postcode)	Telephone Number (Please specify if it is Home/Work/Mobile)

Office use only:

Admission Date:		Admission Number:		Birth Certificate Verification:	
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Position of child in family (Please circle)					Name and Address of Previous School/Nursery (if applicable)					
1    2    3    4    5										
Other children in the family										
Name:					DOB:			School:		
Name:					DOB:			School:		
Name:					DOB:			School:		
Name:					DOB:			School:		
Medical/Dietary/SEND Details										
Doctor's Surgery:					Surgery Telephone No:					
Medical Conditions:					Dietary Needs:					
If your child has any long standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any areas of his/her life please give details below:-										
Has an Education Health Care Plan (EHCP) been issued in respect of your Child? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>										

**Ethnically based statistics (To be completed on behalf of all children)**  
 The collection of ethnically based data is becoming increasingly recognised as a means of identifying needs and thus ensuring fair and equal treatment for all. The information you are asked to give below is for educational purposes and will be used only to enhance the provision for all pupils in school. **Please tick the most appropriate boxes below.**

Ethnic Origin of Child				Main language normally spoken in the child's home		Religion of Child	
Category	Ethnic Type			Please tick		Please tick	
			Please tick	✓		✓	
White	British					Anglican	
	Irish					Baptist	
	Traveller of Irish Heritage					Christian	
	Gypsy/Roma					Church of England	
	Any other White Background (please specify below)					Hindu	
Mixed	White and Black Caribbean					Jehovah's Witness	
	White and Black African					Jewish	
	White and Asian					Methodist	
	Any other mixed background (please specify below)					Muslim	
						No Religion	
Asian or Asian British	Indian					Roman Catholic	
	Pakistani					Sikh	
	Bangladeshi					United Reformed	
	Any other Asian background (please specify below)					Other (please specify)	
<b>Country of Birth:</b>				<b>Nationality:</b>			
Black or Black British	Caribbean						
	Other Black African						
	Somali						
	Any other Black background (please specify below)						
Chinese	Chinese						
Any other ethnic group	Vietnamese						
	Any other ethnic group (please specify below)						

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_ Title \_\_\_\_\_



Dear Parent/Carer

Thank you for completing the Headlands Admission Application Form for your child asking to be considered for a place at the school's nursery unit.

We are delighted to be able to offer your child a place.

As a popular Nursery you now need to secure your place. To do this you must return the reply slip below within two weeks of the date shown at the top of this letter. If you do not return the reply slip the school will allocate your place to a child on the waiting list.

TELEPHONE CONFIRMATIONS CANNOT BE ACCEPTED

I look forward to receiving your reply slip confirming your place at the school. I hope that this is the start of a partnership that will help ensure your child enjoys their time at the Nursery and develops an appetite for learning.

Yours sincerely

Darren Smith  
Headteacher

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HEADLANDS PRIMARY SCHOOL NURSERY

Please tick  
as  
appropriate

I wish to formally accept the place offered to me by the school.

Please tick  
as  
appropriate

I wish to formally decline the place offered to me by the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

To the Parent/Carer of

Date

Dear Parent/Guardian

We recently wrote to you offering your child a place at Headlands Nursery Unit for the academic year beginning September xxxx.

----- can attend the Nursery 5 sessions a week.

As of today's date we have not received the requested reply slip.

If you would like your child to take this place for September xxxx please complete the slip below and return to the School Office.

TELEPHONE CONFIRMATIONS WILL NOT BE ACCEPTED. Please reply promptly by

\_\_\_\_\_.

Yours sincerely

Mr Darren Smith  
Headteacher

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NURSERY XXXX - ADMISSION ACCEPTANCE

\*I accept/\*I do not accept the place for my child at Headlands Nursery Unit beginning in September xxxx. (\* Please delete as applicable).

Signed..... Dated .....

Appendix 4



March

Dear Parent/Carer

I would like to thank you for choosing Headlands Primary School Nursery for your child. I feel sure that by working together we can provide your child with a positive start to their educational experiences.

I am writing to inform you about our Nursery New Parents Evening. This is an opportunity for you to meet all the adults that will be working with your child over the next year, ask any questions you may have or raise any issues that may be worrying you. In addition you will have the opportunity to have a good look around the Nursery and look at the resources we have to offer.

**I would like to confirm the following time and date XYZ.**

This is really a time for parents and carers so we would prefer your children were cared for at home if at all possible.

At this meeting there will be important information given to you. This will include the date and time of your home visit and the starting date for your child. Therefore it is most important that you attend this meeting. Below is a form for you to sign and return to school. Thank you.

We look forward to seeing you.

Yours sincerely

Darren Smith  
Head Teacher



**Please complete and return to the School**

I/We will/will not be attending the Nursery New Parents Evening.

Signed ..... Name of Child .....

If you have any questions that you would like answering on the evening, please write them below.

.....  
.....  
.....  
.....

June

Dear Parent/Carer

I am contacting you to remind you about the first important meeting for your child. This meeting is very important as it provides you with most of the information you will need to ensure your child's schooling starts off well.

You may recall that we sent you a letter in May telling you of some future dates concerning your child starting Nursery in **date**.

We look forward to seeing you at the first of these on **date** June from 7.00pm. - 8.00pm.

The meeting is for parents only and is to be held in the Lower Hall of the school. Please park in the top car park and proceed to the Lower Hall.

There will be a great deal of information given and an opportunity to meet the staff and visit the Nursery.

In addition, we are expecting to visit all children at home before they begin Nursery and you will be given the date and time for that visit, as well as starting dates and times. This is particularly important because children will not be admitted to Nursery until a home visit has been completed.

It is most important that at least one parent attend this evening event.

We look forward to seeing you.

Yours sincerely

Mr D Smith  
Headteacher

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**Please complete and return to the School**

I/We will/will not be attending the Nursery New Parents Evening.

Signed ..... Name of Child .....

If you have any questions that you would like answering on the evening, please write them below.

.....  
.....

New Parents Information Pack consists of:-

- Questionnaire (Appendix 5a) – to be given out for Home Visit
- School booklet – Welcome to the Foundation Stage (Nursery) (Appendix 5b).
- Home visit time, date and starting date letter (Appendix 5c).- to be given out on Transfer Day
- Food Tasting Letter - to be given out on Parents Evening

Please help us to get to know your child by filling in this questionnaire together, thank you.

My name is.....

I like to be called .....

At home I like to play with.....

.....

.....

My favourite toy is .....

Other things I like to do are .....

.....

.....

My favourite story book is .....

My favourite song is.....

Please add comments to the following statements:

I can put on my coat .....

I can take off/put on my shoes and socks.....

I can drink from a cup.....

Please tick the appropriate answer.

I wear a nappy/pull ups .....

I can go to the toilet and wash my hands by myself.....

I need some help when I go to the toilet.....

I need to be taken to the toilet by the adult.....

Please add any additional information you wish to share

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.....

.....

Thank you for taking the time to fill in this questionnaire.

We look forward to seeing you soon!

The Foundation Stage team.



## **HOW SAFE IS MY CHILD?**

### **Nursery**

We are safety conscious for our nursery aged children, and have two gated entrances at the sides of the school for parents bringing and collecting nursery children. A member of staff welcomes children and registers them. Parents are asked to leave by the second nursery door as an extra security check. **PLEASE CLOSE ALL DOORS AND GATES BEHIND YOU.** Your child's safety is our priority.

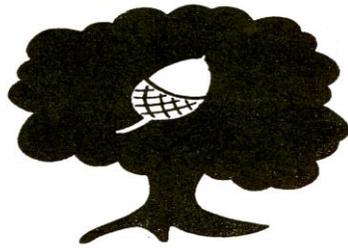
We also have a password system to ensure that we know who will collect your child.

During the session, outside gates are monitored and only one is used as an Emergency Fire Exit.

Children are always supervised when playing in the covered and open outside areas.

Children are only handed over to the adult responsible for them at the end of a session unless that parent has informed staff of permission for another person to collect them.

**Welcome to  
the  
Early Years  
Foundation Stage**



**NURSERY**

## Welcome to Headlands Nursery Unit

We hope the information in this booklet will help you to get to know the Nursery routines. Your co-operation in these matters will assist us with the smooth running of the Nursery and help your child settle in confidently.

The Nursery is staffed by a qualified teachers, one Early Years Practitioner and a Teaching Assistant. The teacher has senior management responsibility for co-ordinating the day to day running of the Nursery. All members of staff are key workers and will be responsible for the observations and assessments of a group of children. Your child's key worker is the person you should go to if you wish to share any information, news or concerns.

May we take this opportunity to thank you for choosing Headlands Nursery. We hope you and your children enjoy your time with us and have as much fun as we do! Thank you.



## HEADLANDS PRIMARY SCHOOL SCHOOL TERM DATES – 2018/2019

### Term 1

<b>Closed to Pupils Training Day</b>	-	<b>Tuesday 4 September 2018</b>
<b>Closed to Pupils Training Day</b>	-	<b>Wednesday 5 September 2018</b>
School Opens	-	Thursday 6 September 2018
School Closes	-	Friday 19 October 2018

### Term 2

<b>Closed to Pupils Training Day</b>	-	<b>Monday 29 October 2018</b>
School Opens	-	Tuesday 30 October 2018
School Closes	-	Wednesday 19 December 2018

### Term 3

School Opens	-	Thursday 3 January 2019
School Closes	-	Friday 15 February 2019

### Term 4

<b>Closed to Pupils Training Day</b>	-	<b>Monday 25 February 2019</b>
School Opens	-	Tuesday 26 February 2019
School Closes	-	Friday 5 April 2019

### Term 5

<b>Closed to Pupils Training Day</b>	-	<b>Tuesday 23 April 2019</b>
School Opens	-	Wednesday 24 April 2019
<b>School Closed May Bank Holiday</b>	-	<b>Monday 6 May 2019</b>
School Closes	-	Friday 24 May 2019

### Term 6

School Re-Opens	-	Monday 3 June 2019
School Closes	-	Wednesday 24 July 2019

## **HOW CAN I HELP ?**

### **Parents and Carers**

The contribution you make to your child's education is highly valued. Headlands nursery provides lots of opportunities for parents to participate and contribute to their children's learning in many different ways. All of us working together as a team on your child's behalf is the key to their success in School.

To help your child get ready for Nursery please could you begin to teach them :

- to go to the toilet on their own.
- to put on and fasten their coats
- to tidy away after themselves
- to wash and dry their hands
- to put on/take off shoes and socks

Involvement during the Nursery Year may be:

- sharing work and achievements with your child
- listening to and sharing stories
- helping with activities, in class or at home
- making resources
- sharing information
- helping on outings or trips
- attending social events
- using your expertise. If you have a talent, please share it with us!

**PLEASE CHECK THE NOTICE BOARD WEEKLY FOR PLANS AND INFORMATION ABOUT WHAT YOUR CHILD IS LEARNING AND HOW YOU CAN HELP.**

## **WHAT WILL MY CHILD LEARN?**

Across the Early Years Foundation Stage there are 7 areas of learning, 3 prime areas and 4 specific areas. The prime areas begin to develop quickly in response to relationships and experiences, they run through and support learning in all other areas. The prime areas continue to be fundamental throughout the Early Years Foundation Stage and they are:-

Personal, Social and Emotional Development, Communication and Language and Physical Development.

The specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning. They are:-

Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

## **WHAT IF MY CHILD HAS SPECIAL NEEDS?**

### **Special Needs: Special Aptitudes**

For a variety of reasons, some children do not make as much progress as others. This may be due to learning difficulties or behavioural problems. Sometimes we as a school need to seek extra advice and support from outside agencies. Parents will always be consulted about this so that we can all work together to help your child. If you have any concerns about your child, please speak to their key worker and we will try to address any issues.

Some children may be assessed as having special talents in particular areas. Similarly, we will design challenging programmes to meet their special needs.

## **WHAT ABOUT EQUAL OPPORTUNITIES?**

We endeavour to provide each child with the same opportunities irrespective of race, sex, religion or social class.

## **ATTENDANCE**

Although Nursery education is not compulsory, please make sure that your child attends regularly, providing they are fit and well. If your child feels listless or sick, or complains of feeling ill, please keep him/her at home. School is not the best place at this time. However much your child wants to come YOU are in charge! On the first day of your child's absence please ring the school office and leave a message on **01604 407098**.

There is an answering phone operating twenty-four hours, choose option one. If you do not inform school your child will receive a 'no reason given' mark for their absence.

## **BRINGING AND COLLECTING**

Children must be brought and collected by an adult. Please inform the member of staff taking the register if someone different is collecting your child as we have a responsibility to return the child to the person who brought them to school unless otherwise notified. A book is available at the door to sign if your child is going home with someone other than their parent. If you forget to inform us, contact us on 01604 407098. When bringing/collecting your child please ensure that all gates and doors are closed behind you. We also have a password system to ensure we know who will collect your child.

## **NURSERY HOURS**

Morning session	9.00am. – 12.00am.
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Please be punctual when collecting your child. Remember, a few minutes to us can seem an eternity to a child and children can become upset when they see other children being collected.

We have twelve spaces available between 11.30 and 12.30 for those children who wish to take advantage of the 'Lunch Club'. It is £4.00 per session, billed once a term.

## **PARKING**

Please park courteously in the area showing consideration to other road users and local residents.

NB – PLEASE DO NOT PARK ON THE YELLOW ZIGZAG LINES, 1 BAR opposite the main entrance or near THE BUS STOP OUTSIDE SCHOOL or on THE PAVEMENT or ACROSS RESIDENTS' DRIVEWAYS.

## **SNACKS**

In Nursery and Reception the children receive a free entitlement to milk and fruit. In Nursery, children will be offered a wider range of choice at snack time to encourage them to try new things and share the experience of eating together. They also participate in regular cooking sessions. There will be a charge of £2.00 per week, payable on Mondays to cover the extra cost. Please inform us of any allergies or dietary requirements that your child may have.

## **CLOTHES**

We provide a variety of "messy" learning experiences in nursery. Paint, glue, clay can all get on your child's clothes. We do insist the children wear the aprons provided, but accidents do happen. Please make sure your child is wearing clothes in which he/she is comfortable and can manage themselves and that will not be spoiled should they accidentally get paint/glue on them. Having a set of 'nursery clothes' is also a good idea!

All our activities are provided with specific learning skills in mind and if children feel inhibited because they have been told not to get their clothes dirty, they will miss out on many important learning experiences.

Please make sure your child's coat is named clearly. Long coats are not really suitable for outdoor play in school. They can be dangerous when your child is climbing and can get caught in the wheels of the bikes. Also, please ensure that your child wears sensible footwear to climb and pedal a bike.

A change of clothes is extremely useful in the event of "little accidents" or sleeves dangling in the water. These should be left in a named bag on your child's peg. It is also helpful if clothes are named to avoid confusion, should they be removed for any reason.

In accordance with school policy and for security, health and safety reasons, no jewellery should be worn in school.

**School uniform is available for your child should you wish them to wear it. Please speak to a member of staff for further details.**

Date

Dear .....

My name is ..... I am going to be your teacher when you come to  
Headlands Primary School Nursery.

Your day for starting is on ..... at .....

You will be able to come to school .....  
.....

I will be coming to visit you at home so that we can say "Hello". Can I visit you on  
..... between .....?

Please ask Mum or Dad to return the slip to school, at the above address, to confirm that  
you will be at home on the date given.

I look forward to meeting you at home and getting to know a little more about you.

Yours sincerely

Class Teacher

HEADLANDS PRIMARY SCHOOL NURSERY

Child's Name .....

We will be at home for a visit on .....between .....

Signed .....

Date .....

Dear Parent/Carer

Thank you for choosing Headlands Primary School Nursery as the Nursery School for your child. I hope that this letter helps to mark the start of relationship that will ensure your child achieves their full potential whilst making friends and having lots of fun. I would like to take this opportunity to remind you of the key dates for your diary. I hope this reminder ensures you do not miss out on any of the events the school will be running that are designed to ease any anxieties you may have.

Evening for Parents or Guardians of September 2018 Nursery Children Wednesday June 20<sup>th</sup> 6.00pm.- 7.00pm

This is an evening for parents only. It will begin at 6.00pm with a welcome from the Headteacher. There will be a great deal of information given, meet the staff, become more familiar with the Nursery setting and receive home visit dates and starting times for your child. Most importantly you will be able to ask any questions that you may have.

New Class Day – Monday 9<sup>th</sup> July 2018

We would like to invite all Nursery children into school for part of the day on July 9<sup>th</sup>. They will attend for a morning session to meet the staff and their classmates. This visit is for the children to become familiar with their new setting and routines and so it is important for them to be there promptly. During New Class Day, we ask that you stay with your child throughout the session to help ease them into the new environment.

Home Visits 6<sup>th</sup> September – 12<sup>th</sup> September 2018

As part of our settling in programme we will be visiting all Nursery children in their home to get to know them and to complete the compulsory school admission forms. We do expect to visit all children so **please let us know as soon as possible if you have a preference for a date or time of visit** so that we can plan it into the schedule. Home visits take place between 9.00am and 3.00pm on dates given. We can visit working parents during their lunch break. We hope to have time to play with your child - we will bring some toys and games to play with. You will receive the date and time for your visit at the Parents' Evening.

School Starts for Nursery Children at date agreed at meeting

As long as the home visit and compulsory paperwork is completed, your child will commence the Nursery. We stagger the Nursery entry of the children to allow the staff to support a smaller number of children and help them to settle.

It is absolutely essential for health and safety reasons to have all the required information on your child prior to entry. Your entry date cannot be adhered to if we do not have prior notice of all your details which are gathered during the home visit.

We look forward to seeing you on **Wednesday 20<sup>th</sup> June 2018** at the New Parent's Evening at 6.00pm and working alongside you to ensure your child's schooling is enjoyable and rewarding.

Yours sincerely

Mr Darren Smith  
Headteacher

Dear Parent/Carer

I am writing to you again, to remind you of some important dates for your diary and provide you with further information. Please find detailed below all the key information relating to your child starting at Nursery. Please read the letter carefully and ensure that you and your child can attend when necessary.

New Class Day – 9<sup>th</sup> July 2018

We would like to invite all Nursery children into school for part of the day on 9<sup>th</sup> July. They will attend for a morning session to meet the staff and classmates. This visit is for the children to become familiar with their new setting and routines and so it is important for them to be there at the beginning of the session. During New Class Day, we ask that you stay with your child throughout the session to help ease them in to the new environment. If your child is attending the morning session they will stay from 9 – 12.00 a.m.

Home Visits September - 6<sup>th</sup> – 12<sup>th</sup> September 2018

As part of our settling in programme we will be visiting all Nursery children in their home to get to know them and to complete the compulsory school admission forms. We do expect to visit all children. Home visits take place between 9.00am and 3.00pm on dates given. We hope to have time to play with your child - we will bring some toys and games to play with.

School Starts for Nursery Children – September 2018

As long as the home visit and compulsory paperwork is completed, your child will commence in the Nursery from the date given in your pack. If you have any questions about this, please talk to us on the home visit

It is absolutely essential for health and safety reasons to have all the required information on your child prior to entry. Your entry date cannot be adhered to if we do not have prior notice of all your details which are gathered during the home visit e.g. birth certificate, doctor's number and emergency contact details.

Yours sincerely

Mrs Louise Worrell  
Foundation Stage and Key Stage 1 Manager

### Home Visit Request

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**I would prefer:**

A morning slot (any time between 9.00am and 12.00 midday)

Home visits should take no longer than 30 minutes. Please ensure you have filled in the relevant paperwork (admission form, permission slip for photos etc. and the child's questionnaire) and have your **child's birth certificate or red medical book to hand**. We allocate times based on geography and try to be as prompt as we can! Your date and time will be confirmed July on Open Day.

### Home Visit Request

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

---

**I would prefer:**

A morning slot (any time between 9.00am and 12.00 midday)

Home visits should take no longer than 30 minutes. Please ensure you have filled in the relevant paperwork (admission form, permission slip for photos etc. and the child's questionnaire) and have your **child's birth certificate or red medical book to hand**. We allocate times based on geography and try to be as prompt as we can! Your date and time will be confirmed 9<sup>th</sup> July on Open Day.

FOUNDATION STAGE - HOME VISIT REPORT

CHILD'S NAME .....DATE .....

VISITORS .....

Family Background

Child's interests and favourite toys

Concerns (eg Behaviour/Speech/Anxieties/Parental Access)

Medical

Dietary Requirements

Involvement of other agencies e.g. Speech Therapy, Social Workers, Child and Family Guidance, Child Development Centre, Health Visitor

## Headlands Primary School Safeguarding



Pursuing  
excellence for  
every child

Child's Name \_\_\_\_\_

Child's Class \_\_\_\_\_

Please complete all the sections below and return to your child's class teacher.

In order to safeguard our children and to ensure our records are kept up to date please could you indicate below that you agree/do not agree to the following:-

Photographs	Permission (Please circle)
<p>During the course of the school year we often take videos and photographs of your child for a variety of reasons, these may be displayed in the school's log book, school displays or on the website. Occasionally, when children are involved in special activities/events, we may ask the local press along (if photographs are published in the local press only forenames will be used). We need your permission to allow your child to be photographed for these reasons.</p>	Yes / No
<p><b>Films</b></p> <p>From time to time, U certificate films for Reception to Year 4 and PG films for Years 5 and 6 may be used in school to either support the curriculum or during Golden Time etc. We need your permission for your child to watch a U/PG rated film.</p>	Yes / No
<p><b>Local Visits</b></p> <p>In support of the curriculum studies, School may take the children on a walk around the local area. (Should any trips involving a longer journey and transport be planned, a separate letter and permission slip will be sent to you). We need your permission for your child to take part in local visits.</p>	Yes / No
<p><b>Food Tasting</b></p> <p>Throughout the school year children are given the opportunity of tasting and handling various foods. We need your permission to allow your child to participate. (Please notify us of any allergies your child may have in the space below).</p>	Yes / No
<p><b>Birthday Treats</b></p> <p>Occasionally children will bring treats into school, on their birthday, to share with their friends at the end of the school day. We need your permission for your child to receive such treats.</p>	Yes / No

**Collection from school**

For safety reasons, School also needs to know who would usually collect your child at the end of the school day and would therefore request that you confirm below the usual arrangements that are in place.

**Usual Arrangements**

*(When a different arrangement occurs, please either inform the Class Teacher direct or contact the School Office).*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Date

Dear Parent/Carer

### **ADMINISTRATION OF MEDICATION IN SCHOOL**

All parents are welcome to read our Administration of Medicine at School Policy. A printed copy is available for inspection in our Reception and it can also be reviewed on our website at [www.headlandsprimary.co.uk](http://www.headlandsprimary.co.uk)

#### **Parents of Asthmatic children and children requiring Epipens.**

At this time of year we update our records concerning prescribed medicine which is brought to school for use for children with asthma or severe allergic reactions.

Please sign the authorisation form attached to this letter and return it to your child's class teacher. We are not able to give your child any medication without this signed form. It is essential that all such medicine is clearly labelled, is within its use-by date and is available in school.

#### **Medicine prescribed by a doctor for a short period only**

On rare occasions a child will be prescribed medication which means that a dose has to be given at lunchtime. This will generally be only when the medication is to be given four times a day. The attached form will also need to be completed in these cases.

Further copies of these forms are available in the office.

Yours sincerely

Mr D Smith  
Headteacher

Encl. Medication Consent Form

**MEDICATION CONSENT FORM**

(To be filed in Medication Administration Record File)

We will not give your child any medication unless you complete and sign this form and the Headteacher has confirmed that school staff have agreed to administer the medication.

**DETAILS OF PUPIL:**

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_ M/F: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Class: \_\_\_\_\_

Reason for medication (optional): \_\_\_\_\_

**CONTACT DETAILS:**

Name: \_\_\_\_\_ Daytime Contact Tel No: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that the medication must be delivered by a responsible adult to an authorised/appointed person in school and accept that this is a service which the school is not obliged to undertake

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

**MEDICATION 1**Name/Type of Medication **(as described on the container)** \_\_\_\_\_

For how long will your child take this medication? \_\_\_\_\_

Date dispensed: \_\_\_\_\_

**FULL DIRECTIONS FOR USE:**Dosage and amount **(as per instructions on container)** \_\_\_\_\_

Method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Self-Administration: \_\_\_\_\_

I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her as necessary.

**MEDICATION 2**

Name/Type of Medication **(as described on the container)** \_\_\_\_\_

For how long will your child take this medication? \_\_\_\_\_

Date dispensed: \_\_\_\_\_

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**FULL DIRECTIONS FOR USE:**

Dosage and amount **(as per instructions on container)** \_\_\_\_\_

Method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Self-Administration: \_\_\_\_\_

I would like/would not like **(please delete accordingly)** my son/daughter to keep his/her asthma inhaler with him/her as necessary.

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**MEDICATION 3**

Name/Type of Medication **(as described on the container)** \_\_\_\_\_

For how long will your child take this medication? \_\_\_\_\_

Date dispensed: \_\_\_\_\_

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**FULL DIRECTIONS FOR USE:**

Dosage and amount **(as per instructions on container)** \_\_\_\_\_

Method: \_\_\_\_\_

Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Self-Administration: \_\_\_\_\_

I would like/would not like (please delete accordingly) my son/daughter to keep his/her asthma inhaler with him/her as necessary.

Dear Parent/Carer

Please take time to look through this letter. It details the Nursery School's policy on managing and improving behaviour in the school through a system of rewards and sanctions.

### **Rewards and Consequences – Nursery**

Your child's first year at school, starts with time spent in a Nursery, playing alongside other children. This skill is one of the most important for their future in education, as they learn how to communicate effectively, interact meaningfully, manage emotions, share resources and build relationships, all of which are fundamental to their wellbeing as a member of the school community and later, as part of wider society.

As such, we take teaching expectations, values and behavioural conduct very seriously at Headlands Nursery. Boundaries and rules are made very clear to the children from their very first session with us, in a firm, fair and friendly way. If children display behaviour which is considered exceptionally mature for their age or the situation they are in, they receive praise and rewards, like stickers, or time spent in a favourite activity. Should they break rules or not follow instructions after repeated requests by adults, the child is 'sat out' for a period of time relative to their age: three minutes if three years old, four minutes if four years old.

Parents are spoken to daily about the successes of their child, but also informed if a sanction has been required. The expectation is that parents will then discuss and respond as necessary to the information, working with the staff to support children who find following the rules a challenge, as well as rewarding and praising those who have exceeded expectations. Consistency in partnership between the adults at home and school helps the children feel secure and valued, our hope for every child we teach.

If you would like clarification of any of the above, please see your child's key worker.

Yours sincerely

Darren Smith  
Headteacher

Ref: S:\data\admin\Parlett\newbehaviour (3).doc

(This appendix is the same as Appendix 1 – Admission Application Form).

The original completed application form is taken on the home visits to check and amend any information as necessary.

# HEADLANDS PRIMARY SCHOOL

## NURSERY ADMISSIONS

