



Community School  
and  
Children's Centre

# Welcome to Nursery

Information for Families



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Email: [info@millfields.hackney.sch.uk](mailto:info@millfields.hackney.sch.uk)

Web: [www.millfields.hackney.sch.uk](http://www.millfields.hackney.sch.uk)



<https://twitter.com/millfieldscsc?lang=en>



<https://en-gb.facebook.com/millfieldscommunityschool/>

## School Hours

Rosen Class full time place is: Monday- Thursday 8:50am-3:30pm

Fridays-8:50am-2.15pm

Potter Class part time place is: 8:50am-12:00pm

## Staffing

### Class Teachers

Rosen Class (North London)

Rachel & Bruno



Potter Class ( South-London)

Cynthia



### Nursery Officers

Cheryl



Vania



### Assistant and Head Teacher

Vicky and Jane



## Welcome to Millfields Nursery

52 children attend Nursery, with 26 children in each class. Millfields Nursery consists of two rooms and an outside space. It also has links through to the Children's Centre where full time and wrap around day care is provided (please apply directly). We share the same vision and ethos and we are able to share the facilities on offer within the centre e.g. the garden, the organic roof terrace and the multi active room.

Although your child will be registered within a 'base' classroom, they will be able to access activities in all the learning spaces in the nursery. Each day will provide a range of learning experiences and there will be a mixture of child initiated and adult led learning sessions.

### The Nursery Team

The Nursery team is made up of 2 teachers, 2 Nursery Officers and 1 Teaching Assistant. As we are a training school, there are often students/trainee teachers also working in Early Years. Your child will be designated a key worker and they will be your first point of contact if you have any questions, concerns or information to pass on. Your Key Worker focuses on your child's individual learning and development, helping to track their progress and learning through their Learning Journey. They are also there to support and engage with you as a family to guide your child's learning at home.

### Sessions: Part time 8.45-12.00 and Full time 8.45-3.30 (Friday close 2.15)

Your child will be allocated either a part time or fulltime place. If your child's class has gone in please take your child to the late gate which is monitored by a member of staff. For security reasons we lock the outside doors shortly after 9:00 If you arrive after this time please ring the buzzer at the main entrance and identify yourself. If you do bring your child to school late, it is essential that you inform the main school office as registers are sent electronically by 9.00am every day.

**It is important that you are punctual at the start and the end of the day (12pm and 3.30 pm/2.15pm promptly)** it is unfair to the other children in the class to be disrupted in their learning and your child may become distressed if they are picked up late. No-one likes being left behind. **Punctuality and attendance are monitored and poor punctuality/attendance will result in a meeting with the Local Education Authority's Education Welfare Officer, which may result in the cancellation of your child's school place at Millfields.**


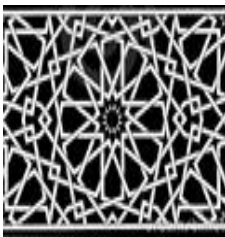



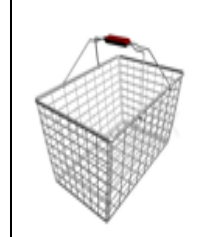
## Time off School

If your child cannot attend school for any reason, i.e. medical or a family emergency, please telephone 02089857898, press option 1 and leave a message for the Senior Admin Officer who monitors attendance. In all cases of vomiting and diarrhoea, please ensure your child is 48 hours clear from their last attack before they return to school. Your child's absences and lateness will be monitored closely as a significant amount of absences or lateness can impact on your child's learning.

Authorisation for any absence is at the discretion of the head teacher and will be given only in exceptional circumstances. You must complete a "request for authorisation of absence from school during term time form" available at the school office. You cannot demand a pupils leave of absence for a holiday as a right – all requests are dealt with on an individual basis.

## Nursery Topics

We have a new topic each half term. See what you can find out about them at home!

<b>Autumn 1 Ourselves</b>	<b>Autumn 2 Patterns</b>	<b>Spring 1 Weather</b>	<b>Spring 2 Animals around the World</b>	<b>Summer 1 Fairytales</b>	<b>Summer 2 Shopping</b>
					

## Trips

We start each topic by going on a WOW trip to spark our imaginations. You will be asked to sign a letter giving permission for your child to go out on local trips during the year, there will be separate letters sent for other trips and events.



## Our Nursery Day

8.45 - 9.10	9.10 - 11.05	11.10 - 11.30	11.30 - 11.45	11.45 - 11.55	12.00 - 12.30	12.30 - 1.10	1.10 - 1.25	1.15 - 3.15	3.15 - 3.30
									
Welcome Song  Hub Intro Story or activity	Play and Learn  Hub Activities  Tidy up  <span style="background-color: yellow;">Interventions</span>	Transitions  Key Worker groups - 11.15	Snack time and    Letters & Sounds RML Phonics	Story time  Singing  Goodbye AM children leave at 12.00	FT Children Lunch	Outdoor Play	Hub Intro Story or activity	Play and learn  Hub activities	Story time  Goodbye  Singing



Fruit is available in the fruit area at all times for children to help themselves to. **Please bring in fruit to share every week!**

### Settling in

When settling your child into Nursery you will be invited to work closely with your child's key worker and other staff to ensure your child feels safe and secure.

It is expected that you should set aside **at least 2 half days** for settling your child. From the third day, your child is free to stay for the full session as long as you and the Nursery staff agree that your child is well settled.

The needs of individuals will be taken into consideration within this period, therefore, you may be asked to stay on the premises during the settling in period and you should only leave when you have reached an agreement with the staff that your child is well settled. Our Nursery staff are happy to offer advice and support during this period.

### Parents' Evenings

Each term there are parent's evenings. This gives you the opportunity to make an appointment to see your child's teacher and discuss your child's progress. If at any point throughout the year you need to see the teacher, please make an appointment with them directly for before or after school. Please remember that it is difficult to see parents during teaching time.

## **Assemblies**

Every term the children have a sharing assembly where they share work they have been doing in their classes with the rest of the school. You will be invited to these assemblies and will be informed of the appropriate date and time.

## **Book Bags**

On entry to school your child will receive a book bag with the school logo. There will be an opportunity for you to help your child select their books for going home. We strongly recommend that you become involved in choosing and reading the books with your child. If you would like any guidance on how to get the best from books at home then please speak to your child's Key Worker. Please take care of the books which are sent home as you may be required to replace any books which have been lost or damaged. We ask parents to come and read to our children every week, please see the family story time sign up sheet on your child's classroom door if you would like to take part. We have a great volunteer system at Millfields and if you are able to give up some of your time to support us every day from 9-9.30am/9.30-10am with our daily supported reading scheme, "Reading through Play" we'd really appreciate it. Please contact [dmoncur@millfields.hackney.sh.uk](mailto:dmoncur@millfields.hackney.sh.uk) for more information and or complete the form at the back of this booklet.

## **Nursery Fund**

We kindly ask for a weekly contribution of 50p. This money goes towards paying for cooking ingredients, juice, seeds and any other day to day items that we may use.

## **Uniform, PE Kit and clothing**

We are proud of our school uniform and ask that your child wears the school uniform to school **every day**. To ensure that your child can participate in a range of practical activities inside and outside you will need to ensure that they wear appropriate footwear and clothing e.g. Wellington boots (essential for Forest School sessions)/ a sun hat /**a rain coat with a hood is compulsory**. Please provide a complete set of spare clothes (including pants and socks) for your child to change into should they need to. Please label **everything** clearly, including shoes and bags, with your child's name so we can return things to the right child. Jewellery should not be worn in school; small studs are permitted for those with pierced ears. Please encourage your child to dress themselves

Summer Uniform		Winter Uniform		PE Kit and Bag	
	 	 	 	 	 

**Summer:** Blue and white checked dress/ Polo shirts white or blue/ Navy sweatshirt or cardigan

**Winter:** Navy Fleece or sweatshirt/ Box pleat Navy Skirt/ Navy Trousers/Black school shoes or black trainers

**PE Kit:** White T-shirt and Blue shorts

Available from: Crossbow Schoolwear, 31 Broadway Market, Hackney, London E8 4PH

020 7923 9313 Email: CROSSBOW.SCHOOLWEAR@HOTMAIL.COM

<http://www.yourschooluniform.com/schools/index/millfields-community-school-44358>

## **Milk and Fruit**

Each day the Nursery children are provided with a drink of milk and have access to water all day. We ask parents to provide a piece of fruit 🍏 every day that we can share. If your child is allergic to any fruits/dairy please inform your child's Key Worker

## **Toys and Sweets**

Please do not allow your child to bring sweets into school. We are a healthy school and the children are provided with healthy snacks and a lunch each day. Often toys from home get lost or damaged and this causes upset and arguments, therefore, we ask you not to bring in personal items from home apart from on **Fridays when we have a show and tell session.**

## School Meals



Children who have a full time Nursery place can have a home cooked healthy Halal School meal. You can pick up a copy of our delicious school food menu created seasonally by our talented chef Leea at the main school office; it is also displayed on our school website. Dinners are currently priced at £2 a day/£10 a week. Dinner money should be paid at least two weeks in advance; we take cash, cheques and debit cards. You can also pay online and will receive a code to do so once your child has started school. Payments should be given to the office staff at the main school entrance. This is payable before or after school. It is very helpful if you encourage your child to eat with a knife and fork before they come to school as it not only makes dinner time a less messy event but also helps to build up important muscles in your child's hands that they need to be able to be good at writing.

We are proud of being a healthy school, so if you choose to send a packed lunch in for your child, please make sure that it is balanced. They should include at least one portion of fruit and one portion of vegetables, non-dairy protein, a starchy food such as any type of bread, pasta, rice, couscous, noodles, potatoes or other type of cereals, EVERY DAY.

There should be NO chocolate, cakes, sweets or crisps and NO fizzy drinks, be Sugar Smart-Swop the Pop...Drink water or milk. As an Eco School we encourage families to use reusable (clearly labelled with your child's name) drinks bottles and packed lunch boxes/packaging We are an allergy friendly school so please don't pack any nut products.

To find out more about healthy packed lunches, please pick up the "**Balanced Packed Lunch Tips**" leaflet from the front office or you can find more ideas for packed lunches here: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

## FREE School Jumper and Half price clubs

If your family earns under £16,000 per year you can receive half price clubs and a free School Jumper by completing the Pupil Premium form online at:

[https://ems.learningtrust.co.uk/CitizenPortal\\_LIVE/Account/Register](https://ems.learningtrust.co.uk/CitizenPortal_LIVE/Account/Register)

Please complete this form whether you want free school meals or not We will also receive money through this premium to help support all children no matter their financial background to make good progress at school. We do this by providing focused resources and support for individual children. If you need any help with completing this or any other form please contact a member of staff who will be happy to help.



## **Extended Day**

The School offers extended day activities in the form of a breakfast club and specific Early Years after school clubs, which include dance, drama and cooking clubs and more! If you require more details about either of these, please see the school website or contact Ifeoma Udejaja in the main school office.

## **Online Payments**

You will be sent a unique online link code for our online payment system [www.scopay.com](http://www.scopay.com). The system will allow you to view balances and pay for the following items online without the need to send cash or cheques into school: School meals/Trips and events /Before and after school clubs /School uniform. Your online account also allows you to: Print receipts, update your contact details and book appointments for Parents' Evening.

## **Injuries and medicines**

All of our Early Years team hold paediatric first aid training certificates. The school will contact you if your child is taken ill or has a serious injury. We also contact you if your child has a head injury, no matter how trivial.

It is school policy that medicine is not administered in school unless prescribed short or long term by your doctor, e.g. a course of antibiotics or chronic illness. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

If your child requires any medical intervention including inhalers or an epipen you must make an appointment with school SENCO to complete a Health Care plan. If your child has to have medication and you do not send them to school with up to date medication they will not be able to attend school.

## **Rights Respecting School**



Millfields is very proud to have a long history of working closely with UNICEF and to have had our Rights Respecting School Award (RRSA) since 2009. We are a Gold Rights Respecting Award School, which is the highest stage of the Rights (the principles of the United Nations Convention on Rights of the Child) Respecting Schools Award. It is granted by Unicef UK to schools that have fully embedded children's rights throughout the school in its policies, practice and ethos. Every class has a charter created by its pupils that binds

teachers and pupils together in mutually agreed rights and respect of the rights of others. Millfields is a UNICEF “Rights Champion” supporting other schools to achieve the Rights Respecting School award. Our Year 5 Peer mediators take a rights approach in their interventions and many children participate by becoming ‘friendship finders’ in the school playground as well as by being part of our school council which ensures that all children have the opportunity to have their voices heard.

To find out more about the RRSA and to see some pictures of Millfields in action, visit the UNICEF Website: <http://www.unicef.org.uk/Education/Rights-Respecting-Schools-Award/>

## **Birthdays**

We love to mark our birthdays at school by singing and sharing how we celebrate at home. We ask parents to refrain from bringing in cake or sweets for children as this impacts negatively on our learning time.

## **Children’s Centre**

We are fortunate enough to have a Children’s Centre attached to the Nursery which offers day care and other services. We have a large variety of extended services, which include health advice, training sessions, parenting classes, volunteering opportunities, job seekers support, adult learning, advice and support. Please ask for a timetable which explains the sessions which are available to the local community. There are a range of drop-in sessions which are usually free and specifically designed for the under 5’s.


There is also an opportunity for paid child care to supplement your part time place in the school Nursery e.g. your child could attend the school in the morning and come through to the Centre for the afternoon. Please contact the Children’s Centre on 02085256410 or email [ccinfo@millfields.hackney.sch.uk](mailto:ccinfo@millfields.hackney.sch.uk) for more information.

## **Transfer to Reception**

Entry to reception happens in the September after your child’s fourth birthday. Please note that **a place in the Nursery does not guarantee you a place in the reception class**. It is your responsibility to apply to The Learning Trust: **020 8820 7150/7401** at the appropriate time. If your child has received a place in the reception class you will hear half a term before they are due to start.

## **Communication**

Talking to and with families is why Millfields is an excellent Community School. Our PSA (Parent Staff Association) is your opportunity to lead on the conversation. Our PSA aims to organise events and raise funds for the school to improve all aspects of school life for those who learn and work there. The PSA is a fully constituted charitable body. As a parent or carer you already belong to the PSA, if you would like to be kept in touch with events and projects and can respond to offers of help please e-mail [psanew@millfields.hackney.sch.uk](mailto:psanew@millfields.hackney.sch.uk) and or complete the form at the back of this booklet

We will be sending you a code for  which is a free app that tells you marvellous news about your child's learning and positive behaviours. Sign up [here](#) if you already have your code. We want all parents and carers to sign up so the whole community feels included in sharing marvellous news about our marvellous children!

We email our Millfields Mag weekly, the latest version can be found on our school website <http://www.millfields.hackney.sch.uk/> for further news take a look at our social media accounts <https://twitter.com/MillfieldsCSCC> [www.facebook.com/millfieldscommunityschool](http://www.facebook.com/millfieldscommunityschool) If you require any other information or assistance please call 020 89857898 or email [info@millfields.hackney.sch.uk](mailto:info@millfields.hackney.sch.uk)

**Finally, welcome again and thank you for choosing Millfields.**

**We hope that your child will be very happy as they continue on  
their learning journey with us.**

