



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Welcome to Nursery

Information Booklet: what you need to know about joining
the Nursery at Exeter Cathedral School

Welcome to Nursery!

My team and I would like to take this opportunity to welcome you to the Nursery and offer a brief introduction and guide to the year ahead. Should you have any questions at any stage, please do not hesitate to be in touch.

Mrs Eleanor Oelmann
Head of Nursery

Nursery Staff

Mrs Eleanor Oelmann (Head of Nursery)
Miss Hazel Rhodes (Key Worker)
Miss Sarah Wills (Key Worker and Breakfast Club/After School Care)

Door Codes for Hall House

Exeter Cathedral School Pre-Prep site (known as Hall House), operates a coded door system to ensure the safety of its pupils. The door code is changed on a termly basis (more often if necessary), and Mrs Jellard, the Pre-Prep Receptionist, will tell parents the code on request. All parents of children in Pre-Prep are permitted to have the code, on the assumption they ensure that they use the code discreetly when entering Hall House, do not give the code to anyone else, and that they do not allow other people to enter the door unless they know they are a parent or member of staff. If in doubt, please advise Mrs Jellard on Reception, and she will let others in.

Arriving at Nursery

The School's Nursery and Pre-Prep is open from 8.30 am. You may like to speak with me during this time or undertake an activity with your child before saying goodbye. A breakfast club is available for parents who need to drop off earlier than 8.30 am – please see separate section in this booklet for details.

Registration is at 8.50 am so parents are asked to leave by this time so that the class settles in good time for the start of the Nursery day.

Staff will be available before and after a session to talk to you. This helps to make sure that we know the needs of your child and allows for regular opportunities for you to share and contribute to their day.

Nursery Session Times

The Nursery day starts at 8.45 am with registration, and finishes at 11.45 am. There is an optional lunchtime session which runs from 11.45 am to 12.15 pm. If you wish to change your child's sessions at any time, please contact Mrs Lucy Lewis, our Admissions Registrar, on 01392 421 763 or l.lewis@exetercs.org. Afternoon sessions commence at 12.15 pm and the Nursery day finishes at 3.15 pm. Your child should be collected from the Nursery classroom at the end of the

day. If you are unable to make this time, your child will automatically join After-School Care and your fee account will be charged accordingly. If you know you are going to be delayed in collecting your child, where possible please phone Hall House Reception on 01392 410 348 to let us know.

If another person is going to collect your child, either on a regular or occasional basis, it is essential that you let us know in advance and complete a parental permission form which can be collected from the Hall House Reception. Your child will not be permitted to leave with anyone else unless you have advised us by completing this form in advance.

Lunch and Snacks at Nursery

Nursery children should be provided with a packed lunch (School lunches are available when your child reaches Reception). During warmer months an ice pack should be provided in the lunch box to keep food cool. At ECS we strive to be as nut free as possible. Please could children not bring food into School if it refers to specific allergens (eg. peanuts), even if only that the food may contain them. We request that no sweets or fizzy drinks are brought into School.

Healthy snacks are provided at morning break, including fresh fruit and a drink of milk or water. Water is available throughout the day for children to help themselves. Please supply your child with a named water bottle which they can refill during the day.



Learning and Teaching in the Nursery

Teaching, learning and child development in the Early Years Foundation Stage is broken into three prime areas of learning: Personal, Social and Emotional; Communication and Language; and Physical Development. These areas cover the knowledge and skills which are the foundations for children's school readiness and future progress, and which are applied and reinforced by four specific areas: Literacy, Mathematics, Understanding the World and Expressive Arts, and Design.

Learning and teaching in the Nursery is designed to develop and encourage independent learning.

Throughout the day the children will have short, adult-led sessions encompassing the areas of learning cited above, as well as inspiring self-initiated activities that assist in forming the foundations of their learning and development.

Providing well-planned experiences based on a child's spontaneous play, both indoors and outdoors, is an important way in which our Nursery supports young children to learn with enjoyment and challenge. Play underpins all development and learning for young children. Most children play spontaneously, although some may need adult support, and it is through play that they develop intellectually, creatively, physically, socially and emotionally.

Absence and Requesting Absence

If your child is unwell please contact Hall House Reception on 01392 410 348 or email a.jellard@exetercs.org as early as possible. Please keep your child at home for 48 hours after sickness or diarrhoea, as per the NHS guidelines. If your child is off sick for more than one day, please contact Hall House Reception every day that they are absent.

If you wish to request a planned absence, please complete the School's Leave of Absence Request form, which is available on the Parent Portal or from Mrs Jellard on Reception.

Accidents

Safety is a priority. However, minor accidents (such as grazed knees and head bumps) often occur as children learn to manage their spatial awareness and calculate the risks. All accidents are recorded and a note will be sent home to inform you. In the case of head bumps, we will call you to let you know. Please do not be concerned by this. If a more serious accident occurs, you will be telephoned immediately. We have an on-site Matron, Mrs Mandy Bennett, and she is on call during the Nursery Day to deal with First Aid issues and to administer regular medication if your child requires it, either temporarily or on an ongoing basis.

After School Care and Breakfast Club

If an early start is needed, our Breakfast Club takes place in the Chantry from 7.30 am each day. The sessions include fruit juice, milk or water, cereal and toast and a supervised play session at a cost of £3.50 per day. All pupils are then escorted to Hall House to start the School day. Further details are available from the Chantry Reception on 01392 255 298 or reception@exetercs.org.

After-School Care is available until 6.00 pm each day and a 'little tea' is also provided. The cost of this is £3.00 from 3.15 – 4.15 pm, and £2.00 per half hour thereafter.

If you would like your child to attend Breakfast Club or After-School Care, please contact Mrs Andrea Jellard at Hall House Reception on 01392 410 348 or a.jellard@exetercs.org and she will be very pleased to assist with arrangements.

Calendar

Exeter Cathedral School produces a printed termly calendar which contains all the dates which you need to know. The calendar is sent home with pupils at the end of the previous term and is also available on the School's Parent Portal system and website.



Communication between Parents/Guardians and Nursery

As a parent/guardian, you play a vital role in your child's education. Therefore it is so important to us that you know what goes on at Nursery each day. There are several strategies to ensure good communication:

- There is a parents' board in the Nursery, where you will find termly and weekly plans. This is an important opportunity for you to discuss with your child their daily learning and be involved in their topics and activities at home.
- Your child has an online learning journal which you will be able to access through a link and password system. This provides opportunities for you to share with your child their daily activities and upload any home observations you would like the Nursery Staff and children to share. Access to this system will be provided once your child has started Nursery.
- We have a WOW board, where you can write down anything your child has achieved or taken part in at home. We then celebrate these 'WOW' moments in the Nursery.
- Informal chats and planned meetings are welcomed to discuss any issues regarding your child.
- We have a very helpful Parent Portal for all ECS parents to find out what is happening, to book on to activities, and which holds information about your child, including their reports. At the start of the term in which you join the Nursery, you will be given login details and instructions on how to use the Parent Portal. Miss Katharine Pearce, PA to the Headmaster and Office Manager, will be very pleased to help you with any aspect of the Parent Portal. You can email her at k.pearce@exetercs.org or telephone her on 01392 285 959.

Contacting the Nursery

A member of Nursery will be available before and after each session if you wish to talk one to one about anything.

The main School Reception in the Chantry can be contacted on 01392 255 298 or reception@exetercs.org.

Mrs Jellard, the Hall House Receptionist, can be contacted on 01392 410 348 or a.jellard@exetercs.org.

Office hours are 8.00 am to 4.00 pm at the Chantry and 8.30 am to 4.30 pm at Hall House.

You may also wish to contact our Admissions Registrar, Mrs Lucy Lewis, l.lewis@exetercs.org or the PA to the Headmaster, Miss Katharine Pearce, k.pearce@exetercs.org

Escort System

There may be occasions when the children walk across to the Chantry or to the Cathedral. Whilst at Nursery age this does not happen on a regular basis. On those occasions the children are always closely supervised by at least two adults at all times.

Fees and Termly Fee Accounts

You will be invoiced on a termly basis for your child's Nursery fees. If you have any questions about your fee account, please contact Mrs Helen Grantham, our Finance Manager, on 01392 255 298 or h.grantham@exetercs.org.

Lost Property

If your child loses any items of uniform or other personal property whilst at Nursery, please inform a member of staff as soon as possible and they will do their best to locate the missing item(s). Please assist staff by ensuring that all items brought into Nursery are clearly named with a printed name tag to enable safe return. A Lost Property box is located in the Hall House Reception.

Newsletter

A weekly newsletter is sent via email to all parents. This contains information about the whole School, including a review of the current week, forthcoming dates, events, news items, blog



Outings and Trips

From time to time, the Nursery goes on visits to places like Paignton Zoo, Dartmoor Zoo and Pennywell Farm. You will receive information about forthcoming visits and trips via our Parent Portal System. This will contain all details including the cost, what your child should wear, and what the trip will include. In order for your child to attend any of the trips and visits, you will need to give your permission by signing up to the activity via the Parent Portal. Instructions on how to do this will be provided. The cost of any outing and trips will be added to your termly fee account.

Parent Portal System

The School operates a Parent Portal system where all information you require is available. Upon joining Nursery, you will be given login details for the Parent Portal, which you access via the School's website by clicking on 'Parent Login'. If you require assistance with using the Parent Portal, please contact Miss Katharine Pearce either on 01392 285 959 or k.pearce@exetercs.org

Parents' Evenings

We hold a Parents' Evening in the Michaelmas and Lent terms to discuss your child's progress in class. Parents' Evening dates appear in the School Calendar, and sign up sheets will be provided in Nursery in the weeks leading up to a Parents' Evening so that you may sign up for a suitable time slot to speak to Mrs Oelmann or your child's key-worker.

Throughout the year, informal meetings will take place naturally to discuss progress and development.

Personal Belongings – including lost property

Your child will have a named coat peg. Please provide a draw-string bag containing a spare change of clothes to be kept in Nursery at all times. If your child has an accident or we have a particularly messy play session, it is much nicer if your child is able to change into some of his or her own clothes.

Your child will have a named tray to store personal items until the end of each session, such as pictures made, and party invitations!

Lunch boxes are stored in the Nursery cloakrooms.

As we plan activities in all weathers, please keep a light-weight rain coat, sun hat and sunscreen in your bag too, depending upon the season and weather conditions.

Reports

You will receive a written report on your child at the end of the Michaelmas and Trinity terms. These will be sent via the Parent Portal in a pdf format which you can download and print off. If you have any questions about your child's report, please speak to Mrs Eleanor Oelmann.

Uniform

A uniform list will be sent to you prior to your child starting Nursery. In addition, the School operates an 'As New' uniform shop, which is open once a month. To make an appointment please email asnew_uniform@exetercs.org.

We very much look forward to welcoming your child to Nursery and will do our very best to ensure that he or she has a memorable, enjoyable and educational experience during their first months and years of education. Welcome to ECS!





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