

Welcome..... to the Nursery Class

Trinity
Holy
Mathias
Springfield
the
precision
spontaneity
John
individuality
Baptist
creativity
St
collaboration
imagination
James



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To inspire a future and a world, learners at Holy Trinity are empowered and prepared through the key values of faith, compassion, endurance and respect. Our learning environments seek to foster these values; that they might be a light to shine before others; inspiring a community of learners and give glory to God. We aspire to be a confident community who can nurture individuals' gifts with respect and compassion. Where learning is delivered in a way that brings opportunity, growth, hope, new technologies and creativity whilst holding to the wisdom that endures.

"You are the light of the world. A city on a hill cannot be hid. No one after lighting a lamp puts it under a basket, but on the lamp stand, and it gives light to all. In the same way, let your light shine before others, so that they may see you good works and give glory your father in heaven."

Matthew 5:14-16*

Holy Trinity C of E Primary School
Beechwood Road
Hackney
London
E8 3DY

0207 254 1010

admin@holytrinity.hackney.sch.uk

Executive Principal: Ms Sian Davies
Headteacher: Ms Catherine Thomas
Deputy Headteacher: Mrs Angela Hunt



Welcome to Holy Trinity C of E Primary School

We are very excited to welcome you to our school! We have written this booklet to help you work with us to give your child the best possible start to Nursery. It also contains important information about the school. Please read the booklet carefully and keep it in a safe place for future reference. If you have any further questions, please do contact us.

The email you have received with this booklet attached also confirms whether your child has been offered a full time or part time place so if you are not sure, please check back on your email. You will also find the link in the email for the admissions form you will need to fill in prior to your child starting at the school. Once children have been in to meet the teacher we will be allocating start dates so you do not yet have that information.

Who is in the EYFS team?



Hi everyone, my name is Miss Hannah Williams, I am the Nursery teacher. My favourite colours are red and yellow. I love playing minigolf and going on long bike rides in my free time. My favourite children's book is 'We're Going on a Bear Hunt' by Michael Rosen. I travel to school on my bike, it's fast, good exercise and really fun. I look forward to meeting you soon!



Hi, my name is Miss Li Rosi, I am the EYFS lead. I love to explore new places, being outdoors and exercising! I love reading stories, especially funny ones! One of my favourite stories is 'There's a Monster in Your Book' by Tom Fletcher because I love how we need to follow the interactive instructions to get the Monster out!

Who is the Headteacher and Deputy Headteacher?



The Headteacher, Ms Catherine Thomas has been working at the school for over 10 years. "I travel to school in one of two ways, I either run or I drive. One of my favourite children's books is 'Whatever Next' by Jill Murphy. I love how the imagination of the bear takes him up the chimney, through the night sky and to the moon! I have a passion for Mathematics and a strong belief that when taught well, everyone can develop a love for the subject."



Mrs Angela Hunt, the Deputy Headteacher, is also the SENDCo and the Designated Safeguarding lead. "Hello soon to be Holy Trinity Reception class members! One of my favourite things to do with my two children is read stories! One of my daughters favourite books is Aliens Love Underpants and my son loves We're Going on a Bear Hunt! I love being outside in the fresh air and gardening is one of my favourite hobbies."



How will I settle my child in?

A child's initial need upon starting Nursery is to feel emotionally secure. We ask you to cooperate with us in helping to make the break from home to Nursery as gradual and as natural as possible. This is important for a number of reasons:

- For your child to get to know and trust a new group of adults and children.
- For you to observe how the Nursery functions and to be familiar with the things your child will talk about at home.
- For you to be around to tell us about your child and the activities they enjoy doing.

Please note that the first two consecutive nursery sessions are 'settling in' sessions. These last 1 hour and you (one parent/carer only) are invited to stay for the first 15 minutes to settle your child in. You will then be required to leave your child to enjoy the rest of their 1 hour session with their friends and teacher. We fully understand that it can be emotional leaving your child and that they may be upset as you go. Please help us by saying goodbye and leaving swiftly. After your child's first two settling sessions, you will then be able to drop off and pick up at the normal time. You will not be able to enter the classroom after the two settling sessions due to safeguarding reasons. Again, we thank you for your understanding in this matter.

If you have any questions, please do contact the school on 02072541010 you can also email us on admin@holytrinity.hackney.sch.uk

When do I meet the teacher?

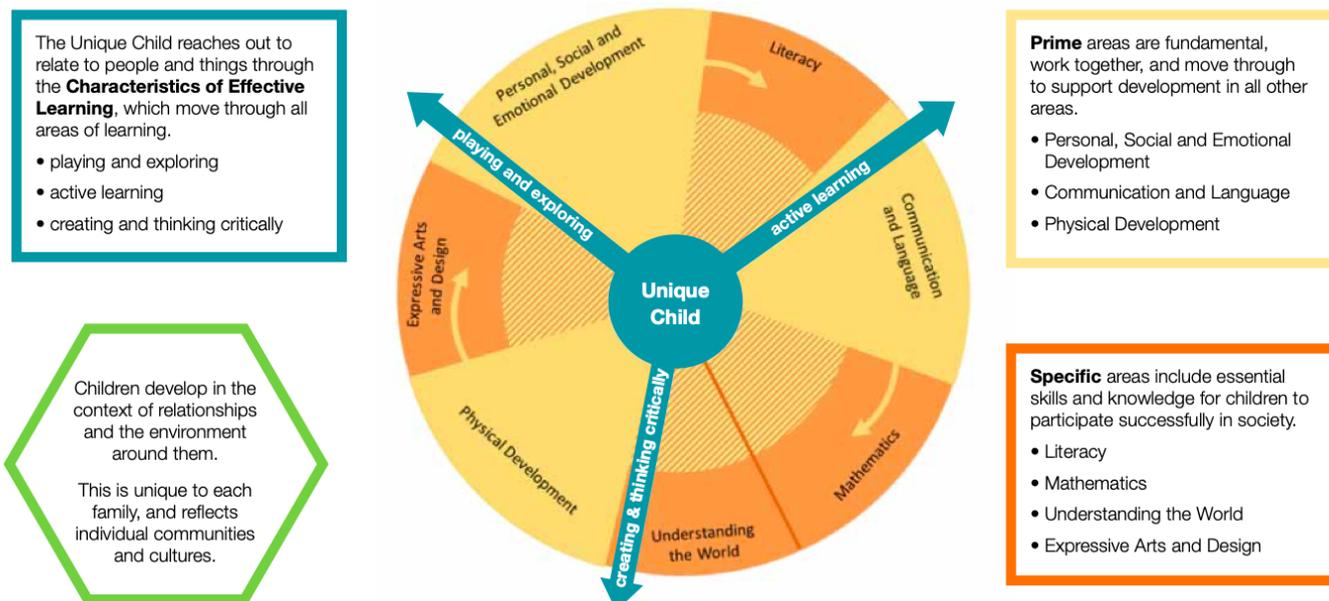
We are very excited to be able to offer you a socially distanced 'meet the teacher' session. These are very valuable in helping your child feel comfortable around their new teacher and additionally offers you the chance to ask any questions you may have after you have read this information. Please bring your child to the meeting which will be held outside our Nursery area in the Nursery entrance. The details of when your meeting will be are included in the email that this booklet was attached to.





What does EYFS mean?

EYFS refers to the Early Years Foundation Stage. This stage of education ranges from birth to age 5 (60 months). The diagram below outlines what we teach in the EYFS (Development Matters, 2012).



How do you teach in the EYFS at Holy Trinity?

We aim to teach a rich, broad and balanced curriculum at Holy Trinity Primary School. This means that we use exciting stimuli alongside high quality texts and resources to help your children become autonomous and passionate learners. Learning is active and engaging, with themes or topics that are brought to life by hands-on, real experiences for the children both inside and outside of the classroom. We support children in making their own choices about learning and we will teach a curriculum that matches their stage of development. There is time for self selected learning and play. In the EYFS we will always encourage children to be independent and lead a moral life based on our school ethos.

Quite simply, we love learning at Holy Trinity and will work with you to ensure that your child becomes a lifelong learner too!





What Does A Typical Day Look Like in the EYFS?

A typical day in Nursery is outlined below. Please note that the children can freely access toilets and drinking water all day. As we have part time children in for morning and afternoon sessions, we alternate am and pm carpet sessions to ensure all children experience the whole curriculum.

Morning

Children are registered as they arrive into the classroom. As the children enter the room there are welcome activities for the children to join in with which support the development of gross and fine motor skills.

Phonics lessons - we will be learning how to listen out for sounds within words (phonological awareness) and then how to form letters and write words, we use the Read Write Inc Phonics programme to teach early reading.

Continuous Provision - This is learning that takes place in the environment throughout the day. It is carefully tailored to meet the needs of the children and to cover a range of learning topics. It will be seen by the children as play. During this time, adults observe the children and take the opportunity to have high quality interactions that move the children's learning forward. The children can freely access outdoor activities throughout the day.

Snack time - this is an opportunity to regroup, have a healthy snack and a drink, and participate in language based activities and enjoy a storybook.

Mathematics - We will have a short, adult led session and then small focus groups. In the EYFS, we focus on building children's conceptual understanding of mathematical concepts by providing real objects and real life experiences of Maths.

Lunch (more info on page 9)

The children have an hour for their lunch break. They eat with their classmates at a table and are expected to use cutlery if they are having a school lunch. They are supervised by familiar adults. The children eat lunch and then head outside for playtime.

Afternoon

CLL - Communication, Language and Literacy are taught. A high quality text will be shared with the children and then follow up activities are completed in small groups.

RWI - Read Write Inc - This is the reading scheme that we use at Holy Trinity. It closely matches the children's phonic abilities and will be used to teach your child to read and enjoy discussions around a text.

Wider Curriculum - During this session, we engage in activities exploring understanding of the world, expressive arts and design and physical activity. religious education, cooking/food tasting and Write Dance are some examples of learning activities that may take place.





What do I need to know about the first day?

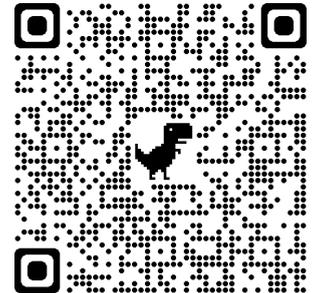
- We recommend that children in the Nursery do not wear a school uniform as after exploring each day in the Nursery they often need a fresh set of clothes by the next day. We ask that children wear warm, practical clothes and bring a coat if the weather requires it. Don't forget a book bag for your child. If a child does wear a school uniform, further information can be found on page 8.
- Am part time children and full time children arrive between 8:45 and 9:00am through the gate on Beechwood Road.
- Pm part time children arrive between 12:30 - 12:40pm through the gate on Beechwood Road.
- Please ensure that you supervise your child in the courtyard until the teacher is ready to welcome them in.
- Hand them over to the teacher, say goodbye and leave swiftly!
- Parents and carers are not able to enter the classroom due to safeguarding reasons.
- Collection is via the gates on Beechwood Road at 11:30 am (am part time) and 3:30pm (full time or part time pm)
- As there are lots of educational toys in school, we would ask you to keep your child's own toys at home.
- If your child has a packed lunch please inform the school office and remember to bring it with you.

WE WILL NOT ALLOW YOUR CHILD TO GO HOME WITH ANYONE OTHER THAN THE KNOWN PARENTS
UNLESS WE HAVE BEEN INFORMED IN ADVANCE.

CHILDREN UNDER THE AGE OF 16 WILL NOT BE PERMITTED TO TAKE A CHILD HOME FROM NURSERY.

What do I need to know about attendance?

If your child cannot attend school for any reason, you must let us know, please go to the school website and click the link under the contact tab or scan the QR code here to link to the online form. Being late for school and missing school through absence seriously affects your child's education.



Extended absence should only be taken in term time in exceptional circumstances. Any parent considering taking their child out of school should apply in writing to the Headteacher. This letter must include the number of days the child/ren will be absent and the reason for absence. Your child may be given work to complete whilst away; this is to be given to the class teacher on their return. If your child is absent from school for an extended time a referral may be made to the Educational Welfare Officer. Your child's place could be withdrawn and the place could then be offered to another child.

What should I do if my child is not well enough to come to school?

Please keep your child at home if they are unwell. After sickness or diarrhoea there must be a clear 48 hours before returning to school. If your child should be taken ill in school, or have an accident, we will need to contact a parent or carer. Please ensure we have your telephone number, plus an additional number for a friend or relative who can be contacted in an emergency. It is VERY IMPORTANT that we have up to date contact addresses and telephone numbers. Please advise us if your child is taking any medications. In order to secure your child's well being, please let us know if there are any changes in this information. School staff cannot take responsibility for administering any medicines in school unless there is a medical care plan in place.



What happens if my child is feeling unwell in nursery?

In normal circumstances your child would be taken to Ms Cunningham or another first aid trained adult for assessment. If your child has a temperature or is too unwell to return to class then a phone call will be made for you to come and collect your child. Currently we also have a protocol in place for when a child develops symptoms inline with COVID-19.

Protocol in place for identification, treatment and return home.

- o The child to be isolated immediately and temperature taken.
- o If they need to go to the bathroom while waiting to be collected, they should use the allocated toilet on the ground floor - this toilet will then have an out of order sign up until it has been cleaned and disinfected.
- o Once the child leaves, the medical room will be cleaned and disinfected.
- If any symptoms are evident the child will be sent home, and then cleaning of the room will take place that they were in.
- If anyone becomes unwell with a new, continuous cough or a high temperature, they will be sent home and must follow the COVID-19: guidance for households with possible coronavirus infection guidance (isolate for 7 days, members of their household isolate for 14 days).
- PPE to be worn by staff if a child becomes symptomatic.
- The child's family will be asked to have their child tested for Covid-19 - readmittance to school only after evidence of testing is provided or after an isolation period of 14 days.
- A further protocol is in place for the 'bubble' the child was in if the test is positive.

What should my child wear?

School uniform is not necessary in Nursery however if you wish for them to wear uniform it can be purchased through the M&S School Uniform website below. Alternatively, you can order by phone on 0333 014 8418. Please note that children are not able to wear jewellery, if they have their ears pierced they may wear simple stud earrings.

<https://www.mandsyourschooluniform.com//m-s-uniform/uniform-by-school/london-schools-a-m/holy-trinity-c-of-e-primary-school/5637147667.c>

Please be sure that shoes are safe for climbing. Laces and trainer boots are very difficult and frustrating for young children to manage themselves. When it's time to buy new shoes, please think about choosing ones that are easy to fasten such as ones with velcro tabs or buckles. Please clearly label ALL clothing items including shoes!

Please ensure that you send spare clothing for your child, in the event that we need to change their clothing on the day it is less disruptive for everyone if they have clothes at school. We recommend that this includes easy to put on items such as leggings, jogging bottoms and a pullover style jumper that are perfect for little hands. We ask you to keep a spare, full set of clothes (including underwear) at school incase of any toileting accidents.



What do I need to know about lunch?

Full time children in the nursery will be staying for lunch. You can choose to provide your child with a packed lunch or we provide a meal for your child. Please let the office know whether your child will be eating a packed lunch or school provided lunch. Your child can have a mixture of school meals and packed lunches, but this must be on a term by term basis. For example, school meals in Autumn term, packed lunches in Spring term and school meals in Summer term. If you wish for your child to move from school lunches to a packed lunch please inform the school office.

Packed lunches should follow our healthy eating guidelines, please ensure that your child has a balanced meal for lunch. Please do not send drinks as access to water and milk is provided at lunchtime for all children. If you have any questions please ask a member of the Nursery team or office staff.

Fruit is provided throughout the day free of charge.

What should I do to prepare my child for nursery?

We all want the best for our children and the aim of this section is to encourage you to prepare your child so that they benefit most from nursery.

Children who are used to having everything done for them by an adult may find it difficult to settle into a nursery day where there will be many children with only two adults.

Children who have been encouraged to be independent and have been shown how to do things for themselves have a far easier and happier time during their first few weeks in school.

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and is not yet able to talk, talking to them helps them to learn and understand new words and ideas. If you make the time every day to do some of the following things with your child it will make a real difference to your child's confidence as a young learner.

We will be holding several parent workshops in the Autumn Term which will help you to understand how your child is learning. We welcome all parents from Nursery to attend these workshops. Information with further details will be shared in October.

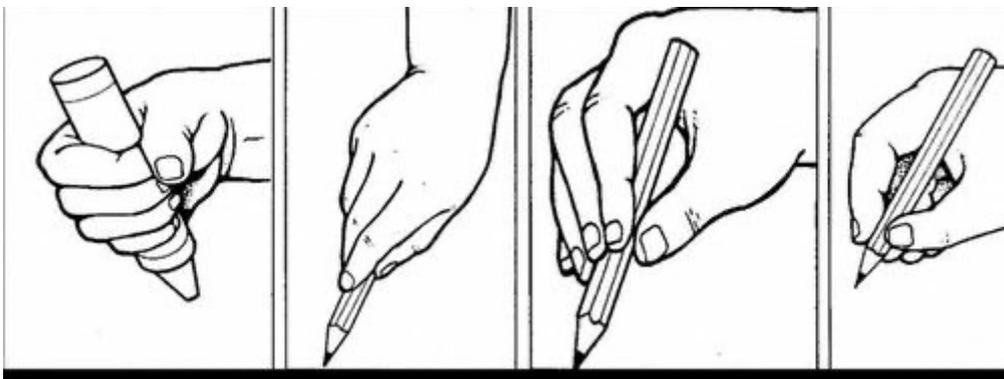
Some Ideas

If you're looking for new ideas for things to do then find out what is on offer at your local children's centre. Many offer 'messy play' activities which you and your child can join in with, and many of the activities they provide are free. Staff can also give you advice about the kinds of books or other activities your child might enjoy at different ages.



It will be a great help to both your own child and the teacher if they can manage to do the following:

- Make sure that your child can use the toilet independently, including wiping themselves and washing their hands with soap and water.
- Make sure that your child can undress and dress themselves. Try to give your child clothes with simple fastenings and shoes with Velcro are easier to manage.
- Blow his/her nose.
- Talk to your child as much as possible. Ask them questions about what they see around them and talk to them about their interests and wonders.
- Tidy up their own toys – Start working with your child to do this at home and explain that it is expected in school too.
- Answer a question clearly – Some children who come to school respond only with head gestures and no speech. As parents you will understand these meanings but other adults may not. Try to encourage your child to give a clear answer to a question such as, 'Would you like this?' with 'Yes, please' or 'No thank you'.
- Use a knife, fork and spoon properly.
- Read as much as you can and talk about what you have read.
- Encourage mark making, drawing and writing as much as possible. This may include activities that strengthen their hands and fingers. Such as:
 - random scribble patterns and making squiggles and letter-like shapes
 - using letters to represent a word
 - any drawing, tracing or dot to dot activities which will help your child learn to grip and use a pencil comfortably.
 - sensory play at home; sorting lentils and rice, pastas, seeds.
- For more information visit www.hungrylittleminds.campaign.gov.uk



This image shows the early stages of pencil grip through to the tripod grip (final image) that we are aiming for.



My child has additional needs, who shall I tell?

Additional needs can be medical, dietary, educational or a combination of them. Please make sure that this has been recorded on your registration forms. If your child takes regular medication please make an appointment to meet with Ms Cunningham. The medication you are handing over for the school to hold should be clearly labelled with your child's name and should be with a copy of their medical care plan if they already have one. If you are concerned that your child has any educational needs, please contact Mrs Angela Hunt on 0207 254 1010 or via email, ahunt@holytrinity.hackney.sch.uk

How should I communicate with the Nursery?

We encourage you to make contact with your child's class teacher. Whether it is communicating details about your child and how they are feeling, voicing concerns, seeking advice on how to best support your child at home or a great idea you would like to share; we welcome all input. If you require more than a few minutes in the morning then please make an appointment.

We hold parent workshops in the autumn term which focus on how a child learns in Nursery. These workshops provide parents with the opportunity to support their child's learning at home, around the key areas of sounds and numbers.

COVID 19: Due to current guidance on social distancing, communicating with school staff as outlined above may not be possible when your child begins school in September. Therefore we would ask that you email the school on admin@holytrinity.hackney.sch.uk and leave a message indicating who you wish to speak to, a brief outline of the query and the best time for someone to call you. Please note that if this is the class teacher, then calls will not be returned until after 4pm.

Equal Opportunities

We are committed to achieving quality in education. We wish to enable every child to develop a good self image and, through education and experience, to reach their full potential. We encourage a positive acceptance and respect for all differences.

We also think it important that both boys and girls feel free to involve themselves in all activities available. They should not feel inhibited from taking part in those activities which traditionally are not considered appropriate for their gender, e.g. we encourage girls to play with footballs, do woodwork and build with the variety of construction materials available. Current research reveals a strong link between early experience with construction toys and achievement later on in mathematics and science. Similarly, we include the boys equally in cooking activities, and encourage them to dress up in the Home Corner and play with dolls. This provides an excellent opportunity for them to develop and practice their caring and nurturing instincts.

If you have any queries or concerns, please contact the class teacher who will be able to make an appointment to talk to you.

COVID 19: Due to current guidance on social distancing, communicating with school staff as outlined above may not be possible when your child begins school in September. Therefore we would ask that you email the school on admin@holytrinity.hackney.sch.uk and leave a message indicating who you wish to speak to, a brief outline of the query and the best time for someone to call you. Please note that if this is the class teacher, then calls will not be returned until after 4pm.



How will I know how my child is getting on?

You will know how your child is getting on in their year group through feedback from adults, this may be in the form of an informal chat, a phone call, a note home, stickers or a meeting.

Covid dependant we will run 'Come Learn with Us' sessions where you are invited into the classroom to spend time with your child, this is a lovely opportunity for your child to show you how they are getting on and for you to meet the adults and other parents,

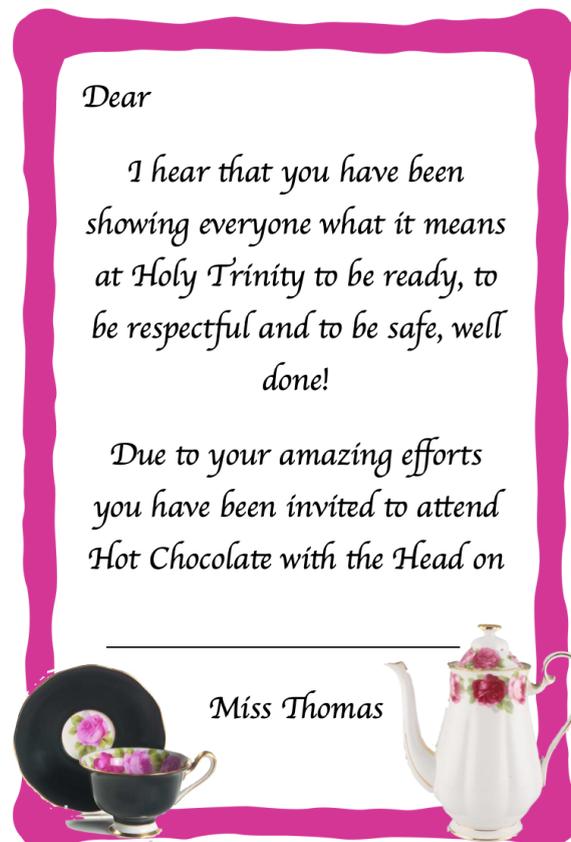
We have 3 simple rules here at Holy Trinity.

We are Ready

We are Respectful

We are Safe

Each week children who are following our school rules and have exceptional behaviour in school will be recognised. One child, per class, per week is selected to have Hot Chocolate with the Headteacher. You will know about it in advance of the event as your child will come home with an invitation that looks like the one below. Please make sure you turn it over as it will have a reason on the back for why your child has been invited to Hot Chocolate.





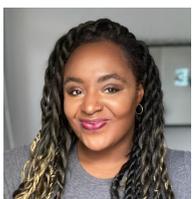
Who else might be useful to know about?



Sian Davies, Executive Principal, has a long standing relationship with Holy Trinity and with Hackney. She has been a Headteacher since 2000 and Executive Principal at Holy Trinity since 2004 and now leads the eight schools in our Federation. She has witnessed the many changes in the school and in the community and is always delighted to welcome back ex pupils as parents and as members of staff! She believes passionately in education as a vehicle for change for individuals and for society. She works in each of our Federation schools in all parts of Hackney and knows the community really well. "I am a big Harry Potter fan but my favourite book is A Necklace of Raindrops by Joan Aiken, illustrated by Jan Pieńkowski. It is such a beautiful story and a one I loved to tell in assemblies. It is magical when a short story can capture the attention and imagination of over 200 children of all ages at the same time".



Chantelle Phillips, a lead practitioner for inclusion, has been working at one of our federation schools for over 10 years and will be joining the Holy Trinity team from September. "I have grown up in and around Hackney all my life and know the local area really well. You will sometimes see me travelling to school on the bus or on foot. Be sure to say 'hello' if you do spot me. My favourite thing to do is to take part in sporting activities, especially basketball and football. Growing up, my all time favourite children's book was 'Handa's Surprise'. I loved this book because I got to see a character that looked similar to me.



Chi Chi Freeman will be joining us at Holy Trinity as a lead practitioner for inclusion in September however she has been working for 6 years within a Primary Advantage Federation school; teaching classes in upper key stage 2! I love music and one of my favourite hobbies is to sing and make music. One of my favourite picture books is Grace and family as I love how it reminds me of when I was little. In my free time, I love going to the gym; particularly boxing training and dancing with my friends.



Leah Grant-Muller is our Key Stage 1 Assistant Head and English Lead. "I have a passion for Art, Drama, Music and Dance and believe that it is important to let children be as creative as possible in their lessons across the curriculum. I also love teaching PE and running sporting clubs and competitions. I believe that children should have every opportunity to develop and showcase their sporting talents! Some of my favourite children's stories are 'The Tiger who Came to Tea' and 'I want my hat back!'"



Reverend Laura Luz is the Vicar of Holy Trinity Church, Dalston and All Saints Church, Haggerston. She leads collective worship once a week and makes visits to the school to talk with children. Laura is a school governor and the chair of the Holy Trinity Local Advisory Board. The School enjoys an active partnership with our local parish church. The school takes part in a range of services, across the year including Harvest, Christmas and Easter.

We encourage those children who are already involved in the Christian faith and hope to bring a spiritual awareness to those of no faith. As a Church of England school, we have religious teaching built into our curriculum and assemblies, and parents are asked to respect this when they send their children to Holy Trinity School. However it is also school policy to teach children about the beliefs and customs of other faiths, to foster sensitivity and understanding towards those whose religion and cultures are different from their own.



Ms Pauline Cunningham is the Pastoral Support Manager, her role provides an additional link between home and school. Pauline loves to travel (only in the school holidays) and she has been monitoring the attendance and welfare of children in our school for the last 17 years. Pauline will make contact with parents if the school has a concern about your child's attendance and/or punctuality. She can answer questions about holiday requests and is often the person to support your child when they are unwell. To support our role in looking after your child's welfare, we have a nominated school nurse and education welfare office linked to the school. These additional agencies work closely with the school and families to ensure that your child is in school each day.



Information on Additional Nursery Time & Charges from September 2021

37 months - 48 months (3 and 4 year olds) - TERM TIME ONLY - 38 weeks

	No funding - child is 37+ months but 15 hours free not available until the term after their 3rd birthday		Eligible for 15 hours free nursery provision		Eligible for 30 hours free nursery provision	
	Weekly	Daily*	Weekly	Daily*	Weekly	Daily*
Breakfast Club 08:00 - 08:45	£20.00	£4.00	£20.00	£4.00	£20.00	£4.00
15 hours - am 08:45 – 11:45	N/A	N/A	£0.00	£0.00	£0.00	£0.00
15 hours - pm 12:30 – 15:30	N/A	N/A	£0.00	£0.00	£0.00	£0.00
School Day ¹ 08:45 - 15:30	£180.00	£36.00	£90.00	£18.00	£0.00	£0.00
Extended Day ² 08:45 - 18:00	£275.00	£55.00	£185.00	£37.00	£95.00	£19.00
Full Day 08:00 - 18:00 ³	£295.00	£59.00	£205.00	£41.00	£115.00	£23.00

* Daily rate is provided for information purposes only to explain why the charge might be different in some weeks

¹ A school lunch is £10 per week or parents can send a packed lunch if they wish to - must inform the school

² Includes an after school snack you do not collect your child before 17:00

³ Includes a breakfast and an after school snack you do not collect your child before 17:00

Help with the costs of Childcare:

www.childcarechoices.gov.uk

www.hmrc.gov.uk/childbenefit

www.hmrc.gov.uk/taxcredits

If you want a place in our breakfast club or extended day for your child please go to the school website to register your interest. This can be found in the 'Parents' section and then going into the breakfast club section and the extended day section.

"Tax Credits – extra money for your family" booklet

Booklets are available from the Family Information Service at Hackney Education. 020 8820 7590 or email fis@learningtrust.co.uk



Holy Trinity C of E Primary School

<https://holytrinity.hackney.sch.uk/>



Local Education Authority

The Local Education Authority makes education provision for all the children in its area. Our Local Education Authority is:

Hackney Education Authority
Hackney Education
T.L.C. Building
Reading Lane
E8
Telephone: 0208 820 7000



The London Diocesan Board

As a Church school Holy Trinity Primary School is supported by the London Diocesan Board for Schools (LDBS).

London Diocesan Board for Schools
36 Causton Street
London SW1 4AU
Telephone: 020 7932 1100



The LDBS and the Governors work in partnership with the local authority to ensure a good educational standard for the school.

OfSTED Parent Portal

<https://parentview.ofsted.gov.uk/>

