

# Welcome..... to the Nursery Class

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



Contents	page
Welcome to Holy Trinity C of E Primary School Who is in the EYFS team? Who are the school leaders?	3
How will I settle my child in? When do I meet the teacher?	4
What does EYFS mean? How do you teach in the EYFS at Holy Trinity Primary School?	5
What does a typical day look like in the EYFS?	6
What do I need to know about the first day? What do I need to know about attendance? What should I do if my child is not well enough to come to nursery?	7
What happens if my child is feeling unwell in nursery? What should my child wear? What do I need to know about lunch? What can I do to prepare my child for nursery?	8
My child has additional needs, who should I tell? How should I communicate with the Nursery? Equal Opportunities	10
Who else might be useful to know about?	11
Information on Additional Nursery Time & Charges from September 2024	12
Nursery Charges	13
Useful Links	14

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. 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](mailto:admin@holytrinity.hackney.sch.uk)

Executive Principal: Ms S.Davies

Headteacher: Ms R.Mackenzie

Federation Early Years Leader: Ms S.Lawes



## Welcome to Holy Trinity C of E Primary School

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

### Who is in our EYFS team?



My name is Miss Ventura! I'm thrilled to welcome you and your child to Nursery. I've been working in early years education for almost 8 years and I'm passionate about helping children grow in confidence, curiosity and independence. My teaching is rooted in play-based learning, exploration and building strong, supportive relationships. I believe each child brings something special to the group, and I aim to create a warm, safe, and engaging environment where they feel happy, valued, and ready to learn. I'm really looking forward to getting to know your child and supporting them as they take these exciting first steps in their learning journey.



Hi, My name is Ms Owolabi and I am really looking forward to working with your child in Nursery. I love working with the children in Early Years. I love the fact that every day is a little bit different from the day before. I also love working in the community that I was brought up in myself.

### Who are the School Leaders?



Our Headteacher, Ms Mackenzie, has been working in education for over 25 years and in the Primary Advantage federation for over 15 years. "Thank you for your interest in our school. At Holy Trinity, we are committed to ensuring that learning is enjoyable, rewarding and provides the knowledge and skills to enable your child to be successful in the next stage of their educational journey. Please do



Ms Mather (Deputy Headteacher) has worked in Hackney primary schools for over 20 years, is a maths mastery specialist and is passionate about providing all pupils with the very best start, through development of the curriculum and teaching and learning. "It's hard to pick my favourite children's story-there are so many I love, but Rachel Bright, Oliver Jeffers and Jon Klassen's stories are some of my favourites - there is often an



Mr Gorner-Patel (Assistant Headteacher / SENDCo and Designated Safeguarding Lead) has been a SENDCo and school leader in London for almost a decade. He is passionate about inclusive education for all. A linguist by background, Mr. Gorner-Patel loves working in the vibrant diversity of Hackney, which is well reflected in the school community at Holy Trinity.



not hesitate to get in touch if you would like a tour or have any queries!’

unexpected twist in their tales!”

## How will I settle my child in?

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

- To help your child to get to know and trust a new group of adults and children.
- To help 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 have reduced hours 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 quickly. After your child’s first two settling sessions, if your child is settled, you will 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 or email us on [admin@holytrinity.hackney.sch.uk](mailto:admin@holytrinity.hackney.sch.uk)

## When do I meet the teacher?

We are very excited to be able to offer you a Stay and Play ‘meet the teacher’ session during the Summer term. This is very valuable in helping your child feel comfortable around their new teacher and also offers you the chance to ask any questions you may have after you have read this information. The details of when your meeting will be are included in the email that this booklet was attached to. Please bring your child to the meeting so that they can meet their new teacher and explore the Nursery classroom.

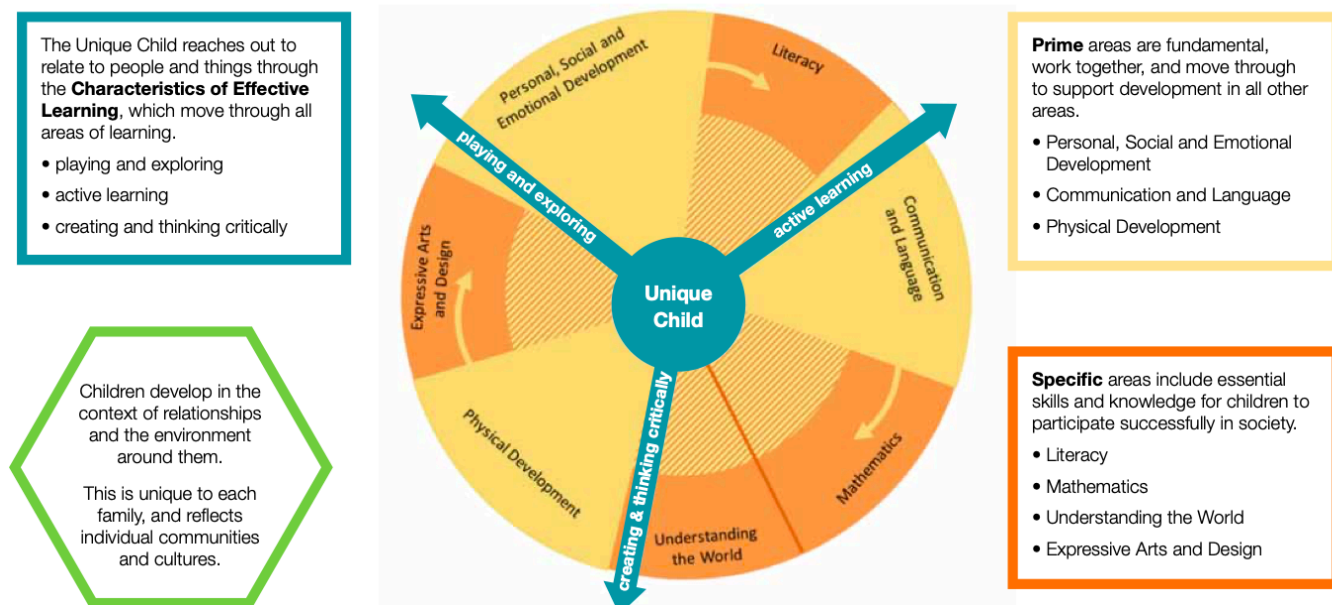






## What does EYFS mean?

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 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 independent 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 the classroom. We support children in making their own choices about learning and we 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)

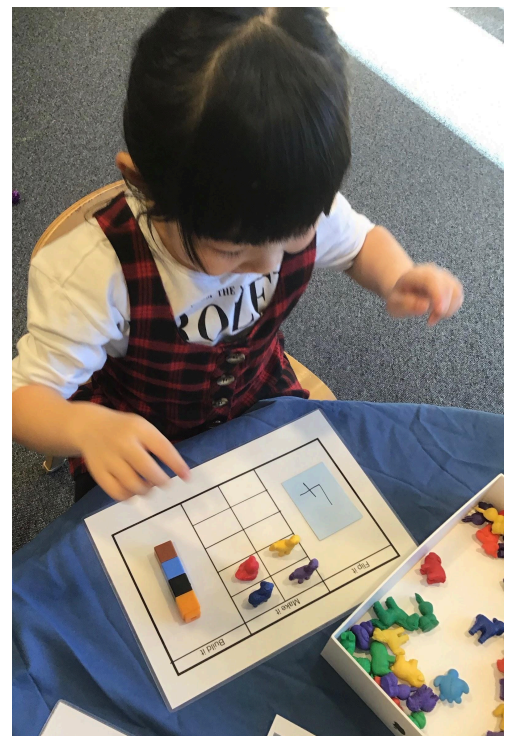
The children have an hour for their lunch break. They eat with their classmates at a table and are expected to use cutlery if they are having a school lunch. They are supervised by familiar adults. The children eat lunch and then head outside for playtime.

### 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?

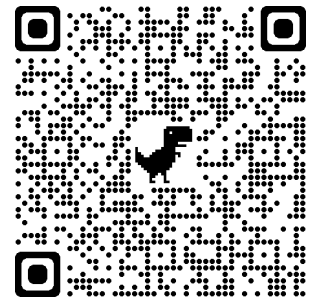
- We recommend that children in the Nursery do not wear a school uniform as, after exploring each day in the Nursery, they often need a fresh set of clothes the next day. We ask that children wear warm, practical clothes and bring a coat if the weather requires it. Don't forget a book bag for your child. 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 Roseberry Place.
- Pm part time children arrive between 12:30 - 12:40pm through the gate on Beechwood Road.
- Please ensure you supervise your child until the teacher is ready to welcome them in.
- Hand them over to the teacher, say goodbye and leave quickly to support your child's transition!
- Parents and carers are not able to enter the classroom due to safeguarding reasons.
- Collection is via the gate on Beechwood Road at 11:30 am (am part time) and the gate on Roseberry Place at 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 affect your child's education. 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 if their school attendance is not good.



## 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 a 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.

## 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 My Clothing School Uniform website below. Alternatively, you can order by phone on 0800 059 0594. Please note that children are not able to wear jewellery, if they have their ears pierced they may wear simple stud earrings.

### [Holy Trinity Church of England Primary School – My Clothing](#)

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 choose ones that are easy to fasten, such as ones with velcro tabs or buckles. Please clearly label ALL clothing items, including shoes!

Please send spare clothing for your child, as 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 in case 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.

School meals cost £12 a week, unless an application for Free School Meals has been successful. This can be done at [Apply for free school meals | Hackney Education](#). 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.





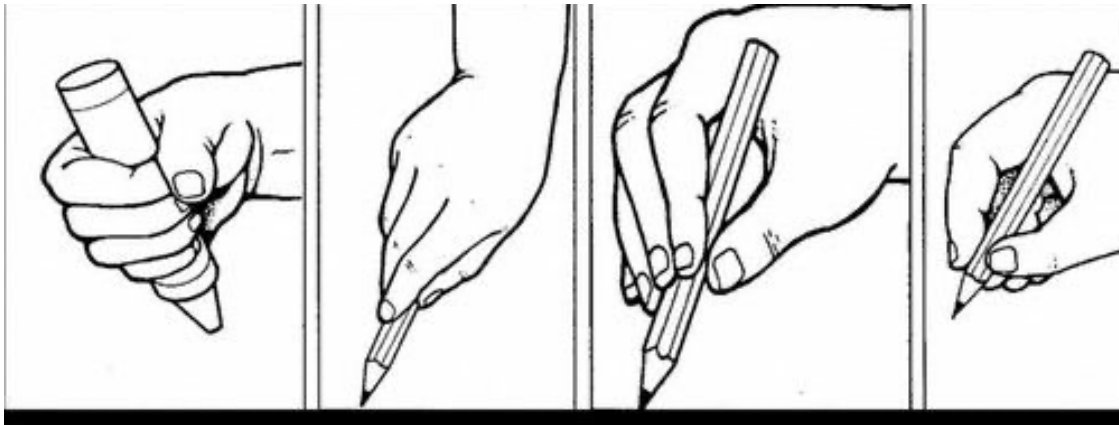
All the fun activities that you do with your child at home are important in supporting their development, and have a really long lasting effect on your child's learning as they progress through school. Even when your child is very young and not yet able to talk, talking to them helps them to learn and 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.

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:

- Use the toilet independently, including wiping themselves and washing their hands with soap and water.
- Undress and dress themselves. Try to give your child clothes with simple fastenings and shoes with Velcro are easier to manage.
- Blow his or her nose.
- Talk about what they see around them, their interests and wonders. This can be encouraged by you talking to your child as much as possible and asking them questions.
- 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.



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 inform the office. 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 Mr Gorner-Patel on 0207 254 1010 or via email at [senco@holytrinity.hackney.sch.uk](mailto:senco@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.

## Equal Opportunities

We are committed to achieving equality 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.

## 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.

We will run 'Come and 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.



## Who else might be useful to know about?



Ms 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 leads the seven schools in our Federation. She has witnessed many changes in the school and 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 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".



Reverend L. 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. Rev. Luz 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.



Mr Aaron is our Sports Coach and Attendance Officer. He is the person you should contact if your child is going to be late or absent from school. He can be contacted on 0207 254 1010. You can also call and speak to him about any difficulties you may be having with school attendance - he will be happy to help.



## NURSERY

### Information on Additional Nursery Time & Charges from September 2025

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*
<b>Breakfast Club 08:00 - 08:45</b>	<b>£25.00</b>	<b>£5.00</b>	<b>£25.00</b>	<b>£5.00</b>	<b>£25.00</b>	<b>£5.00</b>
<b>15 hours - am 08:45 – 11:45</b>	<b>N/A</b>	<b>N/A</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>15 hours - pm 12:30 – 15:30</b>	<b>N/A</b>	<b>N/A</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>School Day 1 08:45 - 15:30</b>	<b>£185.00</b>	<b>£37.00</b>	<b>£95.00</b>	<b>£19.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Extended Day 2 08:45 - 18:00</b>	<b>£285.00</b>	<b>£57.00</b>	<b>£195.00</b>	<b>£39.00</b>	<b>£105.00</b>	<b>£21.00</b>
<b>Full Day 08:00 - 18:00 <sup>3</sup></b>	<b>£305.00</b>	<b>£61.00</b>	<b>£215.00</b>	<b>£43.00</b>	<b>£125.00</b>	<b>£25.00</b>

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

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

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

<sup>3</sup> 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](http://www.childcarechoices.gov.uk)

[www.hmrc.gov.uk/childbenefit](http://www.hmrc.gov.uk/childbenefit)

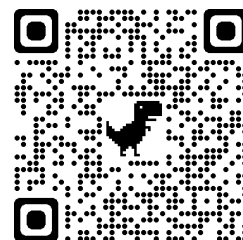
[www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

*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.*

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

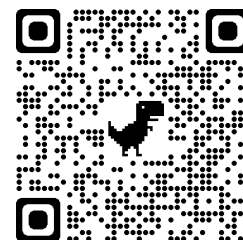
Hackney Education

T.L.C. Building

Reading Lane

E8

Telephone: 0208 820 7000



## The London Diocesan Board

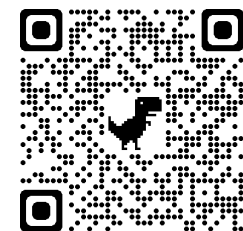
As a Church school Holy Trinity Primary School is supported by the London Diocesan Board for Schools (LDBS).

London Diocesan Board for Schools

36 Causton Street

London SW1 4AU

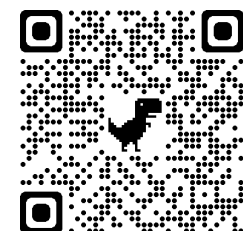
Telephone: 020 7932 1100



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/>



Every Learner: Empowered. Inspired. Prepared.