



# Letchmore Infants' and Nursery School

Welcome to Nursery  
2024/25

# Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment that prepares our pupils as confident, happy citizens.

*Our vision is to provide a magical, inclusive community where all feel valued, nurtured and inspired to become lifelong learners*



At Letchmore Infants' and Nursery School, we have built our values around our school motto -  
**'Let's Inspire'**

**L** - Love and Care

**E** - Enthusiasm and Happiness

**T** - Togetherness and Tolerance

**S** - Showing Courage

**I** - Independence

**N** - Not Giving Up

**S** - Showing Respect

**P** - Pride

**I** - Inventiveness

**R** - Responsibility

**E** - Equality and Diversity

We focus on a different value each month within school.  
Further information and examples can be found on our website.



# Communication

- Transition meetings for all year groups
  - Website
  - Arbor
  - Newsletters
- Parents' Evenings
- Annual Reports



# Attendance

- Punctuality - school day  
8.30am-11.30am (am session)  
12.30-3.30pm (pm session)  
9.00-3.00pm (30 hour session)

There may be an opportunity to pay for additional time at Nursery. Please contact us to discuss further

- Absences - First day response
  - Term time holidays
  - School Health Advisors
- Attendance Improvement Officer
- Emergency Contacts (Permission in writing if alternative arrangements are made and password in place)



# Safeguarding

- Child Protection (CP)
- DSL - Designated Safeguarding Lead
  - Security
  - CP Governor
- Safer Recruitment Practices
  - All staff trained
  - Volunteers - DBS check



# Special Educational Needs or Disabilities

- SENCOs in the school -  
Michaela Benson (Early Years) and  
Paige Hewett (KS1)
- Arrange provision, meet with  
parents and professionals, liaise  
with Local Authority
- Any concerns or information please  
see a SENCO



# Uniform

Uniform in Nursery is not compulsory, but we ask that the children wear comfortable, practical clothing

Uniform can be purchased from Smarty Schoolwear. See website for further details. Pre-loved uniform is available from the PTA.

- Royal blue sweatshirt or cardigan with or without school logo
  - White polo-shirt
  - Grey skirt/trousers/pinafore
- Blue and white checked dresses (Summer)
  - White or grey socks
- Closed-in black shoes with a low heel (<2cm) and Wellington boots to be kept in school
  - Long hair should be tied back
  - All items must be **named**





# 30 hour children - Lunch options



- Children who are attending school for whole day will need to choose between a home packed lunch or a school lunch. Children will all eat together in the Nursery building
- Please order on School Grid - choices are Meat, vegetarian, school cold lunch, jacket potato or own packed lunch from home
- Payment is made via School Grid
- All meals are freshly cooked on site by our Herts Catering team, They can cater for any allergy needs with bespoke menus
- If you are bringing a home packed lunch, please ensure you do not include any of the following:
  - \* Nuts of any type (including peanut butter/ chocolate spread)
  - \* Sweets or chocolate bars
  - \* Fizzy drinks

# Pupil Premium

- Early Years Pupil premium - extra funding the school can receive (parents claiming specific benefits)
- All parents - please complete electronic Pupil Data Collection form and return as soon as possible (all personal information provided is subject to our School Privacy Notice, copy available on the website)





# Starting Arrangements

- Transition Day - Thursday 11<sup>th</sup> July  
9.30-10.30am for AM pupils  
or 1.00-2.00pm for PM and 30-hour  
provision pupils
- Meet the family meetings with your class  
teacher - 3<sup>rd</sup> and 4<sup>th</sup> and 5<sup>th</sup> September
- Staggered start - 5<sup>th</sup>-17<sup>th</sup> September
- All in as normal from Wednesday 18<sup>th</sup>  
September
- Welcome to Nursery meeting - Wednesday  
2<sup>nd</sup> October 8.45am and 12.45pm

# Early Years Foundation Stage Curriculum



**Prime areas** - Communication and Language

Physical Development

Personal, Social and Emotional

Prime areas apply from birth

**Specific areas** - Literacy

Maths

Understanding of the World

Expressive Arts and Design

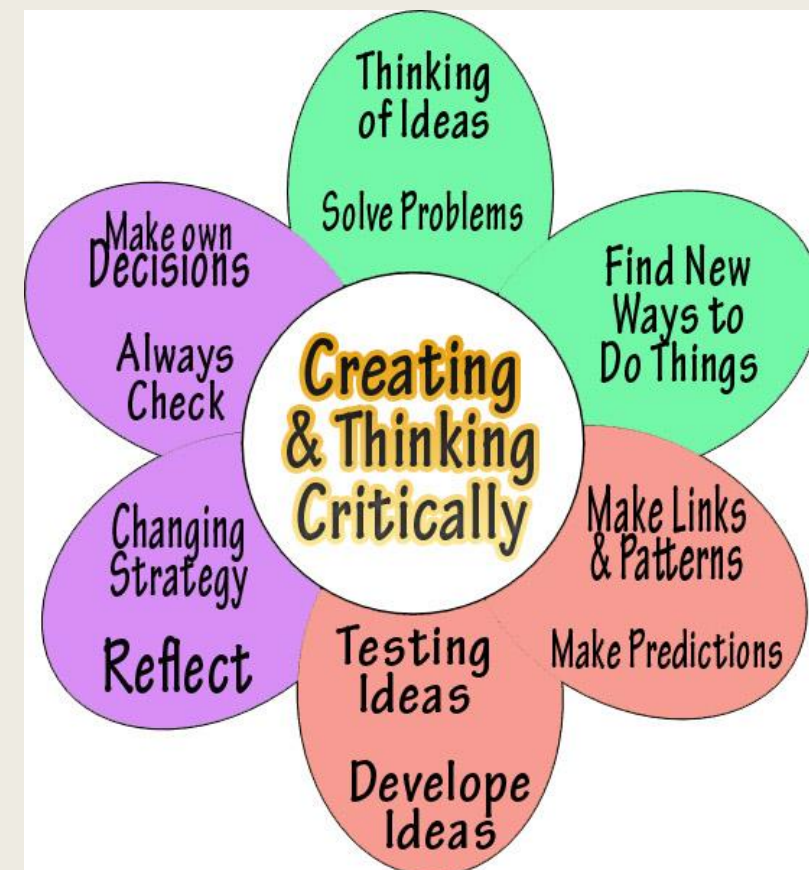
All areas assessed and reported to parents

# Characteristics of Learning

- We encourage children to become independent learners who want to find out more
- Growth mindset- 'I can' attitude where the children are happy to try things out and aren't afraid of failure
- The Characteristics of Learning are -
  - Playing and Exploring
  - Active Learning
  - Creative and Thinking Critically



# Characteristics of Learning



# Wraparound Care

- Nursery children can access the Premier Provision once they have turned 4 years old
- Premier Breakfast Club - 7.30am in dining room
- Premier After School Club - 3.00 - 6.00pm
  - Needs to be booked in advance
  - All details and link on website
- We also have close links with Priory Nursery and Clare's Little Bears Pre-Schools, who can provide a walking bus service to and from our school



# Governing Board

- Provide oversight, support and challenge to the school
  - Monitor provision
- Attend events and meetings, as well as termly Governor Visit Days
  - Chair is Sally Davis and Vice Chair is Joga Shoker
- More information on our website





# All About Nursery



# Nursery Staff

Nursery Teacher - Mrs Amanda Donald

Nursery Inclusion Teaching Assistant - Mrs Sarah  
Thomas

Early Years Lead - Mrs Janis Thorpe

*Nursery practitioners -*

Mrs Jo Seaton

Mrs Jenny Georgieva

Mrs Emma Mitchell

Mrs Sandra Everett



# What Your Child Will Need to Bring to School



- Named water bottle containing fresh water - please no juice or fizzy drinks (separate to packed lunch drink)
- Book bag containing their reading book
- Shoe bag with Wellington boots. Please ensure these are all named and left on your child's peg
- Please ensure all clothes are named
- Please send your child to school with a named coat everyday
- We do not encourage children to bring toys to school as they can often get lost or broken.

# Daily Timetable



Time	Activity
8.30am	Welcome time for AM 15-hour provision
9.00am	Welcome for 30-hour provision
8.30-11.10am	Child Initiated Learning
11.10-11.30am	Small group and story session
11.30am	Home time for AM 15-hour provision
11.30 - 12.30pm	30-hour provision lunch hour
12.30pm	Welcome time for PM 15-hour provision
12.30-2.40pm	Child Initiated Learning
2.40-3.00pm	30-hour provision small group time
3.00pm	Home time for AM 30-hour provision
3.10-3.30pm	Small group and story time
3.30pm	Home time for PM 15-hour provision

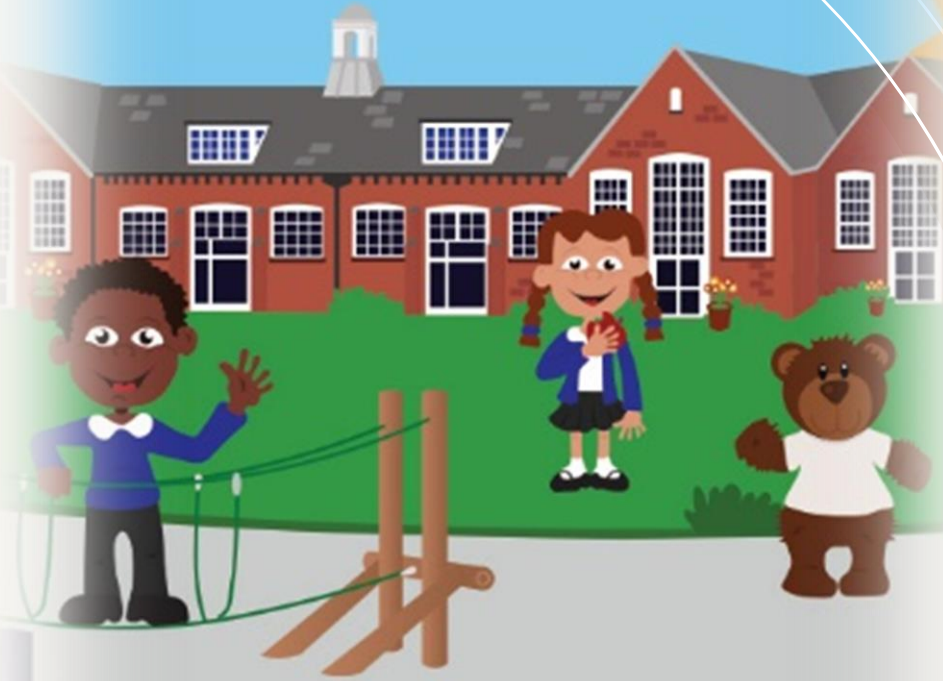
# Fruit and Milk

- During snack time the children are offered milk and a fruit snack, they can also have water
- The children's water bottles are located in the children's classes and the children can choose to have a drink at any time during the day
- Milk will be available to all children
- Please make sure we are aware of any allergies



# Child Initiated Learning

- The Early Years Foundation Stage requires a balance of child initiated and adult supported play-based activities, encouraging them to explore their own interests
- We follow a 'Planning in the Moment' approach to capture their interests and extend their learning 'in the moment'
- Our Child Initiated Learning session gives them time and space to develop their own ideas. It is also a time when adults can build on the children's learning. This is when adults and children plan in the moment, which supports a deeper level of learning.



# Forestry School Sessions

- The children will take part in regular Forest School Sessions, where they will learn about the natural world and how to care for each other and the environment



# The Importance of Play

- 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





# Communicating

- In Nursery, we encourage children to communicate with each other politely
- Children who feel free to express their ideas and their feelings develop strategies to cope with new, challenging or stressful situations



# Caring for Each Other

- The children will learn to care for others, living things and the environment



# Respecting Each Other

- The children learn boundaries and expectations within a variety of situations



# Having Fun!

- Nursery is a time to share experiences with others and make lasting memories



# We Will Get Messy!



I'm sorry that my uniform got dirty today but it helps to show what I have been learning!

Painting helps me to develop my creativity. Sometimes I accidentally get paint on my shirt as I work.

A display board with a yellow background and a red border. In the center is a white short-sleeved shirt with various stains. Several callout boxes with lines pointing to specific stains contain text explaining the origin of the mess.

I'm sorry that my uniform got dirty today but it helps to show what I have been learning!

This splodge is part of my lunch. I am trying so hard to use a knife and fork correctly when I eat.

Painting helps me to develop my creativity. Sometimes I accidentally get paint on my shirt as I work.

Sometimes my uniform comes home a little wet. I learn huge amounts of Science and Maths when I play in the water tray!

This black mark was made with a pen. I am trying so hard to develop my writing and drawing skills.

The Mud Kitchen is very messy but it helps me to develop my imagination and use of descriptive language.

This grass stain shows that I have been using the outdoor area to develop my physical skills.

Big movements like running and jumping help me to get better with small movements like writing!



I promise you every day your child will learn something.  
Some days they will bring it home in their *hands*.  
Some days they will bring it home in their *heads*.  
And some days they will bring it home in their *hearts*.  
*shopcreationcastle.com* ~ Valerie Welk

# Keeping in Touch

- All the staff in Nursery look forward to working with your children and also with you
- If you have any worries or concerns please do not hesitate to contact us by email and we will reply to you as soon as possible either by email or phone

[nursery@letchmore.herts.sch.uk](mailto:nursery@letchmore.herts.sch.uk)



# Helping Parents



- We are always extremely grateful to any parent who is able to give up some of their free time to help in Nursery
- Helping in school will involve preparing resources or working with a small group of children
- Any parent able to help in school please come and have a chat with the class teacher
- You can also support the school by becoming involved with our PTA.....



# The PTA



- The PTA (Parent Teacher Association) supports the school by raising funds for equipment and resources that enhance the children's school experience
- The PTA is a registered charity, so all funds we raise directly benefit the children at the school
- The PTA Committee is a group of volunteers who organise all the fundraising events and activities
- The Friends of the PTA is a group a volunteers who support the committee in spreading the word and helping out at events

# Examples of PTA activities...



LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

## FundRAISIN' Challenge 2022

### Winner

## Greenfinch Class

For working together to generate the most donations during the PTA raisin box fundraising challenge.

Your donations will help provide activities and equipment for children at Letchmore.

**Thank you and well done!**



LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

Tuesday 13th June

## FATHER'S DAY PRESENT ROOM

£2 per gift  
Payments via Arbor by 2pm Thursday 8th June  
Please see your email for full info

Letchmore Infants' and Nursery School PTA Presents

Tuesday, 28 September, 9:00-11:00AM

## RECEPTION PARENTS COFFEE MORNING

Join us for drinks and pastries in the dining hall, and get to know some of your fellow Reception parents and carers in a relaxed setting. This is also a great opportunity to informally meet the Reception teachers and hear a little bit about what to expect in the year ahead. And, you can also grab some bargains in the PTA's preloved uniform shop.

See you there!

LETCHMORE INFANTS' AND NURSERY SCHOOL

YOUR SCHOOL LOTTERY

## WIN 1 OF 5 £100 B&Q Gift Cards

### SUPPORT US Through Thick & Thin

- Please help give our fundraising a much-needed boost
- Tickets cost just £1 a week
- Cash prize winner EVERY week
- Win up to £25,000!

To support your school, go to:  
[yourschoollottery.co.uk/play](https://yourschoollottery.co.uk/play)  
and search for: Letchmore

LETCHMORE INFANTS' AND NURSERY SCHOOL PTA

## LETCHMORE Summer 2023 FÊTE

BRING YOUR FRIENDS & FAMILY (& A PICNIC RUG) TO COME & HAVE FUN WHILST SUPPORTING OUR SCHOOL

**SATURDAY 17th JUNE**

**1-3PM FREE ENTRY**

TOMBOLA • CRAFTS • ZOP GAMES  
REFRESHMENTS • CAKE STALL  
RAFFLE • PRE-LOVED UNIFORM



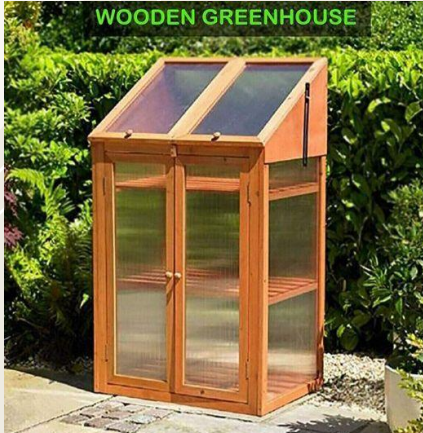
## Christmas Cards

Featuring your child's drawing  
Plus mugs, bags and other gifts

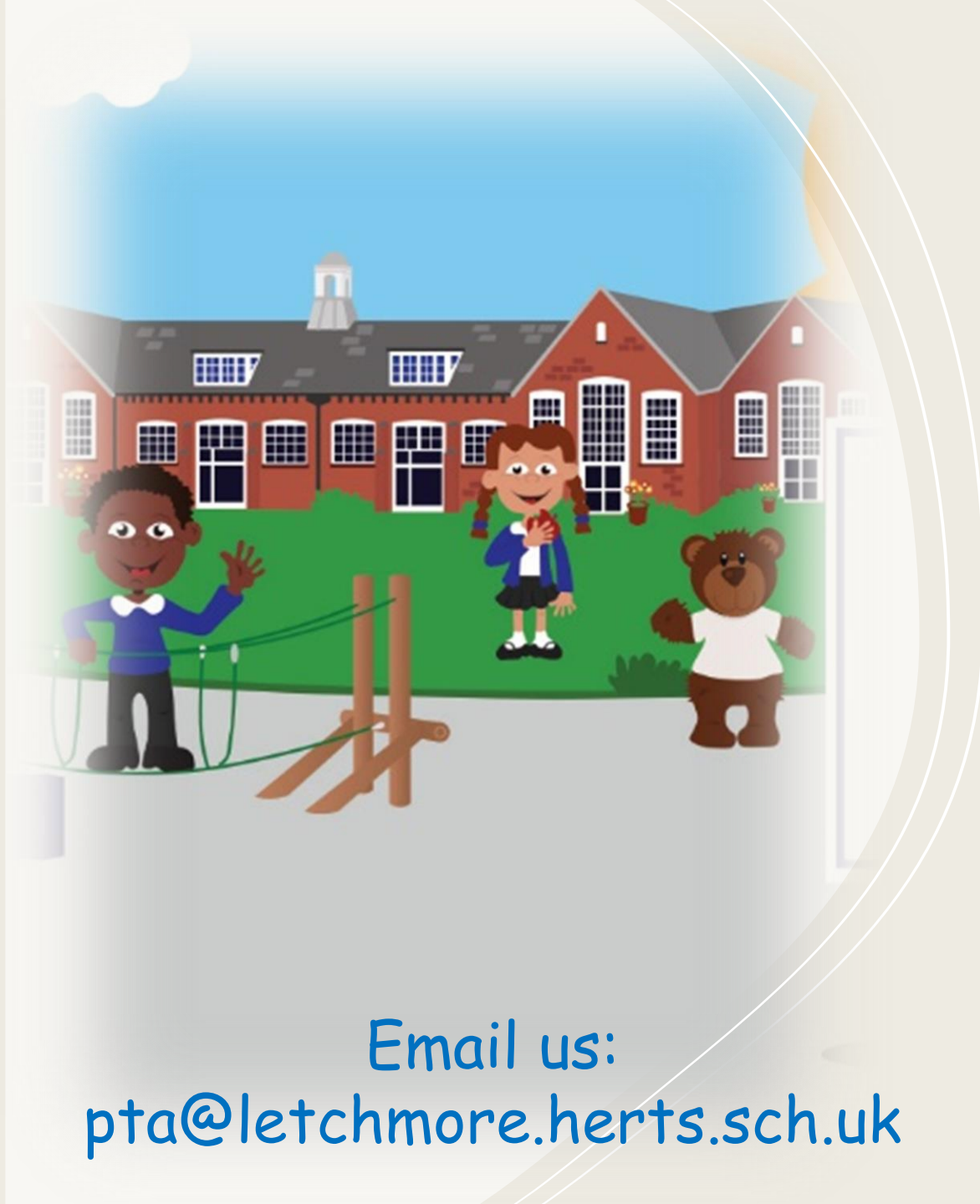
**Deadline for orders: Thursday 4th Nov**

**Order in ParentMail: Visit the Shop tab within Payments section**  
[pmx.parentmail.co.uk](https://pmx.parentmail.co.uk)

# How it Makes a Difference...



# How You Can Get Involved in the PTA



- Volunteer your time - Become a PTA Committee member or join our *Friends of the PTA* WhatsApp group of ad-hoc volunteers
- Join PTA events and activities - Please read the weekly PTA updates in the school newsletter and take part in the fundraising activities
- Your contributions help make the children's experience at the school even more wonderful
- All support from you, no matter how small, will add up to make a big difference

Email us:  
[pta@letchmore.herts.sch.uk](mailto:pta@letchmore.herts.sch.uk)

Thank you!

# Next Steps

The following checklist along with all the information shared with you this evening will be emailed to you tomorrow and will also be available on our website



Essential Steps	Completed
Have you completed the electronic Pupil Data Collection Form to provide all your registration information?	
If you have been allocated 30 hour provision, have you received your 30 hour code from HMRC?	
Are you aware of your individual start date?	
Have you completed the All About Me form?	
Have you completed the Parent Declaration form?	
Have you purchased uniform, or suitable clothing, book bag, drawstring bag and wellington boots and ensured it is all named?	
Have you purchased and named a suitable water bottle?	
If your child is attending for 30 hours, have you purchased a lunch box and/or set up School Grid to order meals?	
If your child will require changing whilst at school, have you provided a named bag with nappies, wipes and nappy sacks?	
Have you ensured that anyone with permission to collect your child is aware of the password you have created?	
Have you spent time discussing this new start with your child and considered walking past the school to show them the building?	
Have you ensured all parents and carers have read this Information Pack and have no further questions?	

# Any Questions?

Thank you all for coming.  
We are looking forward to working  
closely with you.

Please feel free to visit our  
Nursery area and have a look  
around our environment.

