COPTHORNE
PREPARATORY SCHOOL

every child counts



Nursery Handbook 2019-2020

Copthorne Prep School, Effingham Lane, Copthorne RH10 3HR
Main Office: 01342 712311 Pre-Prep Office: 01342 712365 www.copthorneprep.co.uk

Nursery Staff and Timetable

Head of Pre-Prep & Nursery

Mrs Susie Swadling, Cert.H.Ed, Diploma Montessori Ed

Nursery Teachers

Mrs Helen Lumley *Cert (Higher) Ed., NNEB*
Miss Alexis Henké *EYT, BA, NVQ3*
Mrs Heather Powley *SENCO, NVQ4*

Nursery Assistants

Mrs Debby Bohills *NVQ2*
Miss Nicole Day *NVQ3*
Miss Hannah Davis *NVQ3 Training*

Mrs Sharon Ford *NVQ3*
Mrs Lesley Jubb *NVQ3*
Miss Faye Rumble *NVQ4*

Important Telephone Numbers

Coach House Nursery	01342 718585	School Shop	01342 713020
Waiting House	07593 708900	Hi5	07718 985349
Pre-Prep	01342 712365		
Main School	01342 712311		

Important Email Addresses

Mr C Jones	Headmaster	cjones@copthorneprep.co.uk
Mrs S Swadling	Head of Nursery & Pre-Prep	sswadling@copthorneprep.co.uk
Mrs K Billingham-West	School Registrar	headspa@copthorneprep.co.uk
Mrs B Bateup	Pre-Prep Secretary	preprepoffice@copthorneprep.co.uk
Mrs H Lumley	Acorns Class Teacher	hlumley@copthorneprep.co.uk
Miss A Henké	Oaks Class Teacher	ahenke@copthorneprep.co.uk
Mrs H Powley	Oaks Class Teacher	hpowley@copthorneprep.co.uk
Pre-Prep Office		preprepoffice@copthorneprep.co.uk
Prep School Office		office@copthorneprep.co.uk
School Shop		ckinnear@copthorneprep.co.uk
Hi5 Holiday Club		hi5@copthorneprep.co.uk

Nursery Daily Timetable

7.30 am	Early Birds Club
8.10 – 8.30 am	Children arrive
8.30 am	Activities & book choosing
9.15 am	Circle Time
9.30 am	Outdoor playtime
10.00 am	Snack Time
10.30 am	Activities
11.45 am	Lunch
12.15 pm	Morning children leave
	Quiet time for all-day children
12.30 pm	Outdoor playtime/Sleep time
1.10 pm	Activities (free flow inside and out)
2.45 pm	Snack - milk/water, fruit, cracker/breadsticks
3.00 pm	Singing/Storytime
3.30 pm	Home time!
3.30 – 6.00 pm	Waiting House/Clubs

After School Care is available up until 6.00pm for all children from 2 years upwards. They are cared for in the Nursery. Tea is provided at 5.00pm.

After School Club includes clubs such as Ballet, Musical Minis, Spanish, Multi-Sports and Swimming. Please see Activities Sheet for more details.

Behaviour is generally excellent! If a child needs more than a verbal reprimand, he or she may be given some 'time out' away from the other children to think about their actions. Parents are kept informed of all behaviour on a regular but informal basis.

Clarion Call is the school's way of contacting parents if an emergency occurs, such as closing the school due to lack of water, electricity or too much snow! Please make sure the main school office has your mobile telephone numbers.

Communication between parents and staff is essential! When parents are unable to deliver or collect their children on a regular basis, a home/school diary will be completed every day. Emails are always looked at throughout the day.

Dance (Ballet and Street Dance) are optional activities every week - enjoyed by both boys and girls.

Early Years Entitlement is available for eligible children in the afternoons. We offer 3 hours per day free, but due to our structure and enhanced curriculum, this is only possible in the afternoons. Once eligible (i.e. from the term after the child turns 3), a 'free' afternoon can be added on to any morning session.

Football is an optional extra, taught by Coach Jordan of Tiny Tekkers.

Forest School gives the children (from age 2.6) opportunities to develop a love of nature as well as confidence outside in our school woods.

Gorgeous Staff - The Nursery staff are all experienced and qualified and most have been with us for several years. The ratio of staff to children is 1:4 up to the age of 3 and 1:8 for 3 & 4 year olds. At least 2 members of staff have Paediatric First Aid Training. The others all have regular basic First Aid training. The children will always be within sight or hearing of staff at all times.

Holiday Clubs are available for 14 weeks every year, giving a total of 48 weeks a year care – please see the staff or school website for more information.

Illness - Germs do tend to travel fast amongst groups of small children, however much we impress on them the need to wash hands and blow noses! Please keep your child at home if they are unwell, and in the case of tummy bugs, children must not come back to school for **48 hours** after being sick.

Just 2 years old and not yet potty trained ... Don't worry, we will support you with this important milestone! In the meantime, please provide nappies, pull-ups and wipes and a few changes of clothes.

Knives/Forks/Spoons (for younger ones) are how we expect the children to eat! We will of course help them to cut up their food, but we teach them from the very beginning to sit at the table for meals and use 'grown up' cutlery.

Lunch comes down hot from the kitchens at 11.45am. Menus are available on the website and also are pinned to the Information Boards within the Nursery. Children are encouraged to try a little of everything, but we do not make food an issue. All types of special diets are catered for including gluten and dairy free.







The Nursery and Timetable

Music sessions with a variety of instruments are much enjoyed and singing & dancing are regular features of everyday life in the Nursery!

Nativity Play - Oaks children are invited to take part and perform in our Theatre in the penultimate week of the Autumn Term.

Our Open Door Policy is intended to ensure that we have easy and regular communication with all our children's parents and carers. PLEASE do talk to us whenever you want to, however small you may think your concern or request – we are here to help your child and if there is something we need to know, please tell us!

P.E. in the Sports Hall once a week.

Queuing and other ways of learning to wait one's turn are taught in a variety of ways. Good manners are important and much emphasis is placed on learning good social skills before leaving the Nursery and going on into the Pre-Prep.

Red Book Bags are obtainable from the School Shop (see Uniform below). Every child brings their red book bag in each time they attend Nursery and they can then choose a book from our extensive libraries to take home to share with parents, grandparents or older siblings ... a very important part of early literacy. The book bag also acts as a convenient way of taking work home and sending messages, invitations etc between home and school.

Sessions are up to you: the minimum is 2 mornings per week for the younger children and 3 mornings per week for the older ones, building up the sessions as the date for full-time school in Reception approaches.

Teaching is our core 'business' and we follow the Early Years Foundation Stage curriculum which covers three prime areas of learning and development: Personal Social and Emotional Development, Physical Development and Communication & Language. It also covers 4 specific areas: literacy, mathematics, understanding the world and expressive arts and design.

Uniform in the Nursery consists of a white and an optional red polo shirt, sweatshirt and waterproof clothing all of which must be purchased from the School Shop (tel: 01342 713020). These items must be named with sew-in style name tags (also available from the Shop). Children can wear their own trousers or skirts, and whatever shoes are comfortable. (For ease of nappy changing, leggings or elasticated trousers are easiest for the staff!) We like to encourage early independence, so easy fastenings on clothes and shoes are preferable. No laces please!

Visits and Outings are organised when appropriate; i.e. if the term's theme is 'People Who Help Us', we may invite the local community police or fire brigade to visit, or the travelling Zoolab brings us a selection of insects to handle when we are focussing on small animals.

Wellington boots and Waterproofs are part of our uniform: please make sure your child has a named pair of wellies and the School Waterproofs at school at all times as we are out in the woods as part of our timetabled activities.

'X'treme weather conditions are not that frequent in the South East of England, but if there is scorching sunshine or snow on the ground, please make sure your child has the necessary clothing/sunscreen to go outside; we have a wonderful playground and 50 acres of land which we like to explore every day! During the hot weather, a named water bottle may be brought to school.

Yearly Reports - we have scheduled Parents' Evenings twice a year in the Autumn and Spring terms, and a written report comes home at the end of the summer term. Your child's progress will also be monitored and recorded in their Individual e-Learning Journals. There will be two year progress checks for Pippins .

Zebras, Teddies and other Toys should be left at home if possible. Oaks have 'Show and Tell' on a Friday when they can bring in their own toys to share. We have hundreds of toys, animals and wonderful play equipment – and a strong desire not to lose your child's favourite animal without which he or she cannot go to sleep! Dummies, muslins and other comforters are allowed for sleep time.

Uniform

To be purchased from the School Shop

White Polo Shirts
Red Polo Shirts (optional)
Red Sweatshirts
Waterproofs
Book Bag

The children may wear their own trousers, shorts, skirts and coats. Please can you also arrange to bring in wellington boots (any colour!) which will stay in the Nursery for the term.

The Nursery uniform will become the sports kit when the children move to the Pre-Prep.