



14th July 2020

Dear Parents,

I would like to thank you for choosing Killigrew Nursery for your child and extend a warm welcome to you and your family. We are really looking forward to meeting you in September. We usually have an introductory session for nursery children this term but as we are currently unable to welcome visitors due to Covid-19, I thought that it would be helpful to send you some essential information before your child starts.

Staff

Mrs Beames Monday-Wednesday (teacher)

Mrs Probert Wednesday-Friday (teacher)

Mrs Green (teaching assistant)

Mrs Grosse (teaching assistant)

Mrs Romano/Mrs Raynes/Mrs Shadbolt (learning support assistant)

Mrs Wicks is the Early Years leader and she oversees the work in the nursery.

In order to get to know you and your child better and to discuss how we can help your child settle into nursery, one of the teachers will contact you by phone on Thursday 3rd September or Friday 4th September.

Following this, we would like to invite you and your child to small group introductory session on Monday 7th September/Tuesday 8th September. You will have the opportunity to meet the nursery staff, have an informal discussion about the routines and ask any questions that you may have. This session will last for 45 minutes.

This will be followed by two settling in sessions from 8.45am – 11.45am where your child may attend nursery without you. All the children will attend nursery from Monday-Friday from Thursday 17th September.

Timings

Nursery usually begins at 8.45am and finishes at 11.45am. The children have a staggered start at the beginning of the year in order to give them as much individual support as possible and help them to settle into the new routines.

What to do on the first day

- Walk up the main path towards the school building, take the left hand path and the teacher and teaching assistant (TA) will meet you and your child.
- If someone different will be collecting your child please ensure that you inform us in advance.

Parking

- We encourage all families to walk to school wherever possible.
- Due to Covid-19 we have to have a staggered start, finish and entry system in September for over 400 children. All nursery children must therefore enter via the main West Avenue entrance.
- Please avoid parking in West Avenue, North Close and South Close as these areas become congested. It is quicker to park in the service road off Watford road and walk along West Avenue.
- The school car park is for staff use only.

School Uniform

- Nursery children do not have to wear school uniform but many children do.
- The most important factor is that the children can be as independent as possible so do consider elasticated items and Velcro fastenings.
- All uniform with the Killigrew logo can be purchased from <http://www.pmgsschoolwear.co.uk/> and all other uniform may be purchased at local supermarkets.
- It is essential that all clothes and shoes are labelled with your child's name.

How to help your child to be ready for nursery

- Encourage your child to use the toilet independently, wiping properly, using toilet paper rather than moist wipes.
- Show your child how to wash their hands thoroughly with soap and water.
- Encourage your child to recognise, put on and take off their coat and shoes independently.
- Talk to your child about starting nursery. What do they think it will be like? What are they most looking forward to? Is there anything they're unsure or worried about?
- Practise the nursery morning routine, including getting dressed and eating breakfast in time to leave.
- Practise the school run so that you're prepared for the journey.

Communication

- If you have any general questions, the nursery staff are usually the best people to speak to.
- If you have any concerns about your child please let the staff know as soon as possible so that we can resolve any issues immediately.
- The staff are busy settling the children at the start of the day so please have any general conversations at the end of the session.
- If there is an urgent matter that cannot wait, please email admin@killigrew.herts.sch.uk or telephone the school office and the admin team will pass on a message.
- We usually hold parent teacher consultation meetings in October and February/March so that you can find out how your child has settled and how we can work in partnership to support their learning.
- We send home a school report in July.
- We send home a weekly newsletter on Fridays.
- If you move house or change your phone number please send us the new details.

Illness and Medication

- If your child is unwell, please telephone us on the first day of absence. (We have a 24 hour absence line).
- If your child has a cold please send in a box of tissues.
- If your child has sickness or diarrhoea we welcome them back 48 hours after the last episode.
- If your child has a significant injury e.g. breaks a bone, we need to carry out a risk assessment with you before your child can re-join nursery.
- If your child requires an inhaler or epipen please contact us as soon as possible as we may need to draw up a care plan.
- Please bring the inhaler/epipen to the school office with the completed consent form (attached) on their first visit.
- We do not generally administer other medication.

If you have any questions do not hesitate to contact us via admin@killigrew.herts.sch.uk We look forward to meeting you and your child in September.

Yours sincerely,

T. Mylotte
Head teacher

School Uniform

Winter Uniform

- Red or white polo shirt or white blouse
- Grey skirt, pinafore dress or smart grey tailored trousers (no leggings)
- Red 'Killigrew' sweatshirt or cardigan
- Red, grey or white tights
- Low heeled, closed toe, black, blue, red shoes (with an ankle bar/ T-bar, laces or Velcro fastening)
- No trainers, crocks or jelly shoes
- White or grey socks
- 'Killigrew' Fleece (Optional for outdoor use only)

Summer Uniform

- In addition to above, red & white gingham dress, pedal pushers or tailored grey shorts
- White sandals/shoes (with an ankle bar or T-bar)

General

- Shoes should be closed toe and low heeled
- No open toe sandals, crocs or jelly shoes.
- All items of clothing should be clearly named
- Hair must be tied back
- Jewellery must not be worn except a watch or simple stud earrings which must be removed or taped over for PE
- Killigrew branded uniform can be purchased from <https://www.pmgsschoolwear.co.uk/> 01895 809321. All other items can be purchased locally

Nursery

- Pupils are not required to wear uniform but may follow the general list above
- Clothes should be practical and should enable your child to be independent e.g. elastic waistbands



Parental Permission to Administer Medicine

Killigrew Primary and Nursery School will not give your child medicine unless you complete and sign this form.

Name of Child	
Date of Birth	
Class	
Medical condition	
Medicine	
Name/type of medicine	
Expiry date	

Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration Y/N	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details	
Name	
Daytime telephone No	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Killigrew staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent signature

Date.....