Information for Parents and Carers Handbook

Pound Park Nursery School
Pound Park Road
Charlton
SE7 8AF
Telephone: 020 8858 1791
email: office@poundpark.greenwich.sch.uk

www.poundparknursery.co.uk

WELCOME TO POUND PARK NURSERY SCHOOL

Dear Mums, Dads and Carers,

The staff and governors would like to welcome you and your child to Pound Park Nursery School. We look forward to working in partnership with you to help your child become a confident and happy member of our school community. **We want to ensure that every child feels a strong sense of belonging, knowing that they are valued, included, and an important part of our nursery.**

We aim to provide a stimulating and challenging learning environment for young children, one that nurtures their enthusiasm for learning and supports their development through play.

We believe that children make the best progress when they are surrounded by supportive, friendly adults and peers who take an active interest in their achievements. This is why we place great emphasis on helping children settle into the nursery, build friendships, and form positive relationships.

Parents and carers are always welcome to come into the school to observe, discuss, and support our approach to early education. If visiting the school is difficult for you, we are happy to explore other ways to stay in touch.

We hope that this school brochure provides you with the key information you need about our nursery. All staff, especially those in your child's class, will be pleased to help with any questions you may have about the school or your child's progress.

If you have any concerns or worries, please let us know. Most issues can be resolved easily through open conversation.

We warmly welcome you to the school and hope you enjoy the terms ahead.

With best wishes,

Solin Flash
Headteacher

Our Vision Statement

Pound Park Nursery School welcomes all children and families, offering high quality opportunities, support and care at all times. As a fully inclusive setting, we embrace the diverse community which we serve and celebrate the uniqueness of each child to give all our children the best possible start in life.

Through exciting, positive and stimulating activities, our passionate and qualified staff team provide a diverse, safe and caring environment. Children are motivated through play to connect with the outdoors and the world around them, to learn new skills and to become confident, independent and lifelong learners.

We value the partnerships that we have with our families and actively encourage their participation in their child's learning and developmental journey at Pound Park Nursery School.

ADMISSIONS TO POUND PARK NURSERY SCHOOL

Parents are invited to complete an application form. Applications are kept on file and, as vacancies arise, places are allocated in accordance with the guidance issued by the Royal Borough of Greenwich admissions policy (copies are available from the school office or the school website).

We have 102 FTE (full-time equivalent) places in the school. Children are entitled to a minimum of 15 or 30 hours per week, which is spread Monday–Friday (please see page six for session times). Children are eligible for their funded 15 or 30 hours (depending on eligibility) from the term after their second or third birthday, but when they are offered a space here depends on availability.

SCHOOL GOVERNING BODY

The school has a statutory Governing body which meets at least once a term, which includes parent governors. Parent Governors are elected parents who bring the wider parent perspective to the Governing Body. They help shape the school's strategic direction but do not deal with individual issues or daily management. A Parent governor brings the parent voice into decision-making and help ensure that the school continues to provide the best possible experience for all children.
When a vacancy arises, parents may apply, and elections are held if needed.
All governors may be contacted by leaving a message in the school office. If you are interested in becoming a parent governor please let us know and we will inform you when vacancies arise.

SCHOOL GOVERNORS

Chair of Governors- Nick Edwards

Name of Governor	Type of Governor
Nick Edwards	Local Authority
Alison Swann	Associate
	Associate
Camillo Atampugre	Co-opted
Jenny Yeeles	Co-opted
Katherine Mackenzie	Co-opted
Lucy Davies	Co-opted
Pascalle Berthellet	Co-opted
Catherine Slade	Co-opted
Solin Flash	Ex-officio
Isha Oyeogbe	Parent
Brenda Tusbira	Staff Governor

STAFF LIST

Headteacher: Solin Flash
Deputy Headteacher: Emma Richards (Tuesday to Friday)
SENCO: Mira Harder (Mon,Tues & Wed)

Main School

Teachers
Brenda Tusubira(teacher)
Olivia Steadman (teacher)

Early Years Practitioners
Alexa Gilbert
Jo Noonan
Kim Hemple
Meri Kidby
Sarah Graham
Sue Saunders
Tina Carter

Early Years Assistants
Anne-Marie Davy
Bona Reka
Chelsea Fisher
Chloe Jeffreys
Jo Allen
Louisa Cable
Lynsey Nisbet-Vickles
Paola Stagno
Rajal Patel
Sharon Guichard
Sky Moulton
Tiffany Starbuck
Vicky Willson

Meal Time Supervisors
Amy-May Ovenell
Louisa Cable
Natalie Hibbert
Sherman Farrell
Sky-Louise Moulton

ECT hub

Alison Camfield-Swann- Outreach worker
Jo Gilbert – Lead Outreach worker
Josephine Shalita – Outreach worker
Lydia Redman - Specialist Teacher
Najette Hafidi – Outreach Worker
Vanessa Pompey – Admin Assistant

Administrative Staff:
Dawn Wilson- Senior Admin Officer
Elinor Kane – HR Officer
Sally Male – Finance Officer
Vanessa Pompey – Admin Assistant

Cook:
Courtney Higgins

Premises Manager
Jeff Thompson

Premises Cleaner
Joyce Ansah
Risikat Yusuf

TRANSFER TO PRIMARY SCHOOL

There is now one point of entry into Reception classes in Greenwich. Your child will be offered a Reception place in the September before they turn five years old.

We advise you to read the guidance on the Royal Borough of Greenwich website and to visit the schools you are interested in. We have strong links with many of our feeder schools, and most children from this nursery go on to one of our local primary schools.

You need to apply for a place for your child between **1st September and mid-January** in the school year before they start. Applications must be submitted online via the Royal Borough of Greenwich e-admissions website.

Please let us know when you have accepted an offer of a place so that we can arrange a visit. We will remind you about the application process, and we are here to help at any stage.

SCHOOL TIMES

Your child will have **five part-time sessions** (either morning or afternoon) to make up their 15 hours, or they may attend **five full days** if they are eligible for 30 hours.

Session Type	Time	Notes
Morning session	8:45am – 11:45am	—
Afternoon session	12:30pm – 3:30pm	—
Full-time (30 hours eligible)	9:30am – 3:30pm	Children may start at 8:45am for an additional fee
Extended services (morning)	7:30am – 8:45am	Additional fee applies
Extended services (afternoon)	3:30pm – 6:00pm	Additional fee applies

Please try to collect your child on time and let us know if you think you may be late. It can be upsetting for children if they are regularly collected late, and we may not always have staff available to supervise children after the end of their session

CONTACT ADDRESS FORMS

You will need to fill in a contact form.
This is important so we can call you quickly if your child is ill or has an accident.

Please give us:

- Your phone number
- Your address
- **At least one extra emergency contact** (another adult we can call)

If your phone number or address changes, please tell the office straight away.

Only adults whose names are on the contact form can collect your child.
No one under 16 years old can collect children.

If you want to add another adult to the list, please tell us

ABSENCE FROM SCHOOL

The school has a clear attendance policy. This policy helps children develop good attendance and punctuality. Good attendance in the early years helps children achieve well.

A copy of the attendance policy is available from the school office.

School registers are checked regularly. It is important that staff know the reason for any absence. Please contact the school office **on the first day of absence** by:

- **Telephone:** 020 8858 1791 (option 1)
- **Email:** office@poundpark.greenwich.sch.uk

If we do not hear from you, we must contact all the emergency contacts you have given us. If we still cannot reach anyone, we may contact the local safeguarding team.

Acceptable reasons for absence include:

- Illness
- Medical appointments (clinic or treatment centre)
- Visiting a new school

The Headteacher will consider requests and decide whether to approve them.

If your child arrives late, you must sign them in at the school office.
A child is marked late **15 minutes after the start of the session**.

ILLNESS

Please keep your child at home if they are unwell.
It is important that the school knows the reason for your child's absence, especially if they have an infectious illness.

If your child has been sick (vomiting) or has had diarrhoea, they must stay at home for **48 hours after the last episode** before returning to school.

MEDICINES

We can give medicine to children **only when it has been prescribed** by a doctor, nurse, or other health professional. This includes medication for conditions such as asthma, eczema, cystic fibrosis, and other ongoing medical needs.

Before staff can administer any medication:

- The **Headteacher must approve** the arrangements.
- You must complete and sign a **Medication Consent Form**, giving full details of the medicine and permission for staff to administer it.

Please note:

- We can only accept **prescribed medicines** in their **original containers**, clearly labelled with your child's name and dosage instructions.
- We **cannot** give **non-prescribed medicines**, including **non-prescribed conjunctivitis treatments** (such as over-the-counter eye drops).
- We also cannot administer shop-bought pain relief or cough medicines.

ATMOSPHERE AND ETHOS

We aim to work in partnership with parents and carers, and we encourage both mums and dads to be involved in nursery life. We believe that children learn best in a caring, calm, and supportive environment.

The relationships between staff and children help create a welcoming, accepting, and happy atmosphere. In this environment, children are valued and respected, which supports their confidence, independence, and positive self-image, qualities that are essential for learning.

We want all children and families to feel a strong sense of belonging within the Pound Park community and beyond.

We expect our learning environment to help every child work towards their full potential.

We welcome and respect the contributions, backgrounds, and cultures of all families who come into our school. We see the rich cultural experiences within our community as a valuable resource that benefits both children and staff.

When your child starts at our nursery, you will be asked to sign a home–school agreement, confirming that you will work in partnership with us.

We also expect parents, carers, and visitors to behave in a respectful and reasonable way towards all members of the school community

ANTI-RACISM POLICY

(A full copy is available from the school office if required.)

The staff at our school oppose racism in all its forms, whether it is intentional or unintentional. All children have the right to the best possible education, free from the harmful effects of racism.

We aim to educate our children so they can play a positive role in a society where cultural diversity is recognised, respected, and valued.

Any attacks or threats, physical or verbal, towards individuals or groups because of their race, colour, or ethnicity are not acceptable in our school. This includes name-calling, insults, discriminatory comments, or racist jokes.

We expect **all incidents** of this nature to be reported and recorded so that appropriate action can be taken.

EQUAL OPPORTUNITIES STATEMENT

The staff at our school believe that all children should have equal access to the curriculum. We are committed to providing a friendly, caring learning environment where every child is encouraged to achieve their full potential, regardless of gender, race, disability, social class, special educational needs, religion, or language background**.**

We believe that traditional stereotypes including those that suggest certain groups or cultures are more important, capable, or valued than others, must be challenged through discussion, thoughtful teaching, and the careful selection of books, posters, and role models within the school.

We value each child's unique contribution to our school community. We encourage children to respect and understand differences in culture, background, and ability. By celebrating what makes each child special, we help everyone feel included, confident, and a true part of the Pound Park community.

Any behaviour, by children, parents, or staff that undermines the self-esteem of an individual on the grounds of gender, race, disability, social class, religion, or language is not acceptable in our school.

YOUR CHILD'S CLASSROOM

Children are placed on the register for one of the two nursery classes, but they are encouraged to move freely throughout the school so they can access the full curriculum and benefit from the expertise and support of all staff members. Each classroom includes a balanced mix of boys and girls, younger and older pupils, and children who may require additional support.

KEY PERSON

Each of our Butterfly and Ladybird classrooms is staffed by a qualified Teacher, Early Years Practitioners, and Early Years Assistants who work closely together. Your child will be assigned a *key person* who will get to know them well, keep observations and records, offer a home visit, and meet with you regularly to discuss progress.

Our team is highly trained: all Teachers are qualified across the primary age range, Early Years Practitioners hold Level 3 or higher qualifications, and Early Years Assistants hold Level 2 or above. Staff also complete regular training in paediatric first aid and safeguarding.

We are a supportive learning community, often welcoming apprentices, students, parent helpers, and volunteers—each fully DBS-checked. Children with Special Educational Needs and Disabilities (SEND) may receive additional support directed by the Teacher and the SENDCo.

Children also benefit from strong relationships with our wider school team, including administrative staff, meal supervisors, kitchen staff, and our premises manager.

We maintain close links with local schools, colleges, and universities, offering placements for student teachers, early years trainees, overseas students, and pupils studying child development.

CURRICULUM STATEMENT

At Pound Park Nursery School, our curriculum is designed to meet the needs of young children and follows all areas of learning in the **Early Years Foundation Stage (EYFS)**.

Prime Areas

- **Personal, Social and Emotional Development** – developing confidence, relationships, and the ability to manage feelings and behaviour.
- **Physical Development** – building mobility, coordination, fine motor skills, spatial awareness, and healthy self-care habits.
- **Communication and Language** – developing speaking, listening, attention, and understanding.

Specific Areas

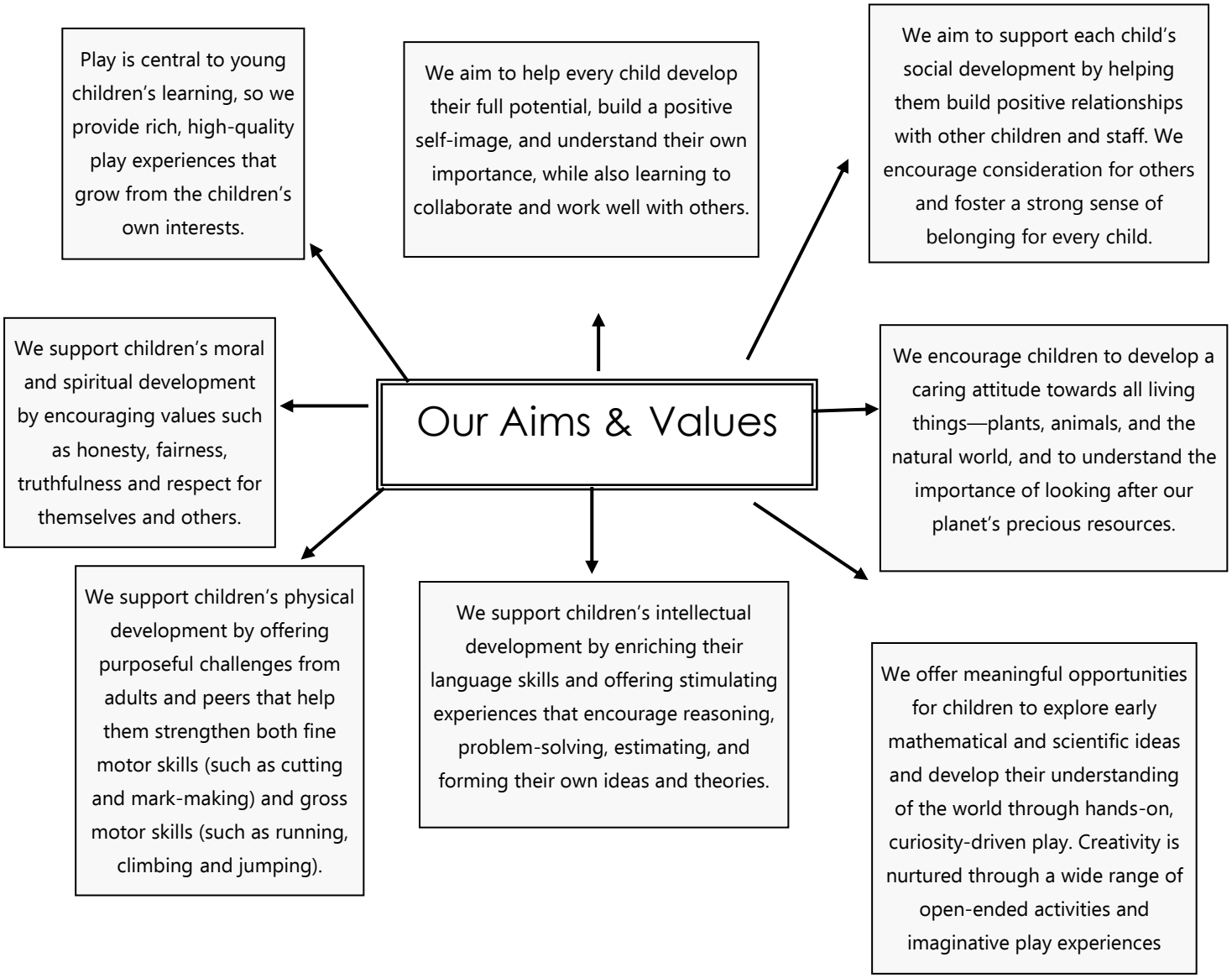
- **Literacy** – early reading, mark-making and writing skills.
- **Mathematics** – exploring number, shape, space, measure and early problem-solving.
- **Understanding the World** – learning about the environment, community, nature, and technology.
- **Expressive Arts and Design** – encouraging imagination, creativity, and expressive communication.

We aim to create an indoor and outdoor environment that builds children's confidence and self-esteem, helping them become enthusiastic, independent learners who reach their full potential.

Find Out More

- A termly curriculum overview will be **emailed to families** and available on our **school website**.
- Policy documents and curriculum statements are available from the **school office**.
- Visit: **www.poundparknursery.co.uk** for up-to-date information

CURRICULUM STATEMENT



PLANNING

Planning takes place *in the moment*, supported by a long-term overview that covers learning intentions across all seven areas of the EYFS curriculum. Staff plan responsively by observing children's interests and interactions, using these to extend ideas and deepen learning as opportunities naturally arise. Teachers, Early Years Practitioners, and Early Years Assistants all contribute to this ongoing planning process.

NURSERY SCHOOL RECORDS

Our nursery staff are trained to observe, assess, and record each child's learning and achievements. These records help us plan meaningful next steps for every child. Families are warmly encouraged to contribute by sharing observations about their child's progress with their key worker.

You will be invited to regular meetings with your child's key person throughout their time at nursery to discuss their development. We value your insight and aim to work in partnership to help your child make the most of their time with us.

In your child's final term, their key worker and teacher will complete a final report summarising their learning and achievements. You may wish to share this with your child's next school. You will have the opportunity to read and comment on this report before it is completed.

Parents are welcome to view their child's records at any time; please arrange an appointment with the class teacher so time can be set aside for you.

ADDITIONAL PAID FOR HOURS

Additional paid hours for an early start or extended day may be offered when spaces are available. Requests are considered on an individual basis, in line with school policy, and will depend on overall capacity and whether the additional hours are considered beneficial for the child.

EXTENDED DAY

The school is open from **7.30am to 6pm** during term time (excluding INSET days).

We offer additional childcare beyond the school day, including:

- **Early start**: 7.30am–8.45am (for part-time morning children)
- **Extended early session**: 7.30am–9.30am (for 30-hours children)
- **Afterschool sessions**: 3.30pm–6pm

The morning session includes **breakfast**, and the afterschool session includes a **light meal**.

We ask families to book at least **one full week in advance** so we can plan staffing and activities effectively.

The school closes for **two weeks at Christmas**, **two weeks at Easter**, and **the summer holiday**.

You can pay for any additional nursery hours using the Government's **Tax-Free Childcare** scheme. If you're eligible, for every **£8 you pay in, the government adds £2**, helping your childcare payments go further. Tax-Free Childcare can be used **alongside your child's 15 or 30 hours of funded childcare**, if you qualify for both.
To find out more or to check eligibility, please visit: **www.gov.uk/tax-free-childcare**

HEALTHY SCHOOL

We promote healthy eating from an early age, as this supports children's growth, development, and overall wellbeing. Our full-time children enjoy **nutritious school lunches**, prepared with minimal processed foods. Throughout each session, children are also offered a **healthy snack selection**, including fruit, vegetables, crackers, breadsticks, and cheese.

To help us maintain a healthy environment, we kindly ask that any treats brought into school are **fruit only**. If your child needs a packed lunch for an outing, please make it as healthy as possible—**no sweets, crisps, fizzy drinks, or lollies**. We also ask families not to bring these items into classrooms at the end of sessions, as we have children with allergies and aim to promote healthy choices for everyone.

SCHOOL RULES

Behaviour, Safety and Respect

We have a small number of expectations that help us maintain a safe, calm and caring environment for all children. These expectations are based on common sense and support the wellbeing of everyone on site. We encourage children to show kindness and respect to one another and to care for all living things.

Aggressive or disrespectful behaviour is **not tolerated** from anyone—**children or adults**—on the school site. This includes physical aggression, shouting, and any form of name-calling, especially if it is racist or offensive. Staff respond promptly to any concerns, and if we have worries about your child's behaviour, we will discuss these with you fully.

To help us maintain a positive environment, we kindly ask that:

- **All adults on site act as positive role models** for the children.
- **Smacking, shouting, or aggressive behaviour are not permitted** anywhere on school grounds.
- **Mobile phones are not used** inside the school; you may be asked to put them away.
- **Dogs are not brought into the school grounds**, nor tied near the entrance or gate.

HOME SCHOOL READING

Sharing Books at Home

Children are encouraged to borrow books from their classrooms. Each Friday, staff will help your child choose a new book. When your child joins the nursery, they will receive a book bag to help keep borrowed books clean and safe.

Some children may also be invited to take part in the **Early Talk Boost** programme. As part of this, they will take home an additional book to share with you regularly, helping to boost their early language and communication skills.

Reading the same books at home and at school greatly supports children's learning, especially when shared with an interested parent, family member, or older sibling.

Please note that families may be asked to pay a small fee towards any books that are damaged or lost.

LATE COLLECTION CHARGES

A late collection fee of **£1 per minute** applies after the gate has closed. Families will receive a letter with the date and amount owed and must pay within **30 days** by BACS, cash, or cheque. The school office records and follows up on all late fees.

SCHOOL FUND

We kindly ask for a voluntary contribution of **£2 per week**. This helps us cover the cost of daily snacks as well as additional activities and projects that enrich the children's experiences throughout the school day. Your support enables us to offer a wider range of high-quality learning opportunities.

OUTINGS AND VISITS

Outings are an important part of our nursery curriculum and play a key role in broadening children's experiences beyond the classroom. These trips can only take place with **voluntary contributions from parents** to cover associated costs.

Parents are warmly invited to accompany us on outings; however, we ask that toddlers and babies are not brought along, as this can make supervision more challenging. Families will always receive plenty of advance notice for any trips planned further afield.

We aim for every child to enjoy **at least one outing** during their time with us, helping them learn, explore, and build confidence in the world around them.

PARENTAL INVOLVEMENT

We see nursery education as a partnership and warmly welcome the involvement of parents within the school. There are many ways to contribute, and we would love to hear about your skills, interests, and talents.

We are always looking for support with **Forest School**, where extra adult hands can enhance children's exploration and outdoor learning.
There are also many activities—both indoors and outdoors—that benefit greatly from having the support of a friendly adult.

Parents can also help by making simple "props," such as puppets or story items, to support favourite songs and books **in English or in children's home languages**. We're happy to suggest ideas for contributions both in school and at home.

If you are interested in volunteering some time, please let us know, we would be delighted to have you involved.

HOMEWORK

It is not our policy to set homework for the children; however, everything you do at home to support your child's learning is greatly valued. We can provide ideas and suggestions for activities you may wish to try at home, and we have booklets available that explain how we teach each area of the curriculum.

HOME LANGUAGE

Being bilingual is a valuable advantage, and we are committed to supporting children who have English as an additional language. We actively encourage children to recognise, celebrate and value any additional languages they use at home or within their community. Dual-language books are available and used to support children who are learning English, and we recognise that all children benefit from hearing and learning about languages beyond their own.

All staff work together to support children's language development and ensure that appropriate resources are available throughout the school, helping us maintain a rich and inclusive language environment.

Children with Special Educational Needs or Disabilities (SEND)

It is the aim of the school to meet the individual needs of every child, and all children are encouraged to become as independent as their circumstances allow. When a child has identified special educational needs or a disability, the school will endeavour to make appropriate provision to support their learning and development.

We maintain close links with external professionals, including Educational Psychologists and Speech and Language Therapists, and we will assist parents who wish to access these services. The teacher with responsibility for special educational needs is the SENDCo**.**

If you have any questions or concerns about your child's development, please speak to your child's Key Person, who will be happy to support you.

SEX AND RELATIONSHIP EDUCATION

Sex and relationship education does not form a formal part of the nursery curriculum. However, when children ask questions, staff respond in an honest, sensitive and professional manner, appropriate to each child's stage of development and understanding.

Parents will always be informed and involved where this is considered appropriate, ensuring that communication is open and that children receive consistent, supportive messages both at home and in school.

VISITING SERVICES

Speech Therapists, Educational Psychologists and Social Workers may visit the school by appointment. These professionals offer valuable help and advice to both staff and parents regarding children's learning, development and overall well-being.

If staff have any concerns about a child, these will always be discussed with the Headteacher/Class Teacher and with the child's parent(s). Likewise, if you have any questions or concerns about your child, please do not hesitate to contact the Headteacher or your child's Class Teacher. We are always here to support you.

TERM DATES AND STAFF DEVELOPMENT DAYS

Full details of holiday dates are provided to each family, and spare copies of the holiday list are available in the entrance hall as well as on the school website. All schools have five staff development days each year, and these dates are also included on the list.

In addition to these, we have **three further days dedicated to home visits**, during which staff visit new starters in their own home environment. These visits help us get to know each child individually and support a smooth and positive transition into nursery.

Please remember to check newsletters and the school website regularly for any updates. Occasionally, due to unforeseen circumstances, we may need to amend the date of a training or development day.

CLOTHING

We encourage children to be creative, explore freely and enjoy their activities — and this can sometimes get messy! Although we provide waterproof aprons, accidents do still happen. For this reason, we ask that children do not come to school in their best clothes. Comfortable, older clothing is most suitable for nursery life.

Please ensure that your child's name is clearly marked on all items of clothing. This helps us quickly reunite any missing belongings with their owner.

School sweatshirts are available to purchase from an online dedicated provider link on our website:

https://www.schooltrends.co.uk/uniform/Pound_Park_Nursery_School_SE7_8AF

JEWELLERY

For safety reasons, **jewellery is not allowed in school**. Items such as necklaces, bracelets, rings and earrings can easily become caught on clothing, play equipment or other children during active play. This can lead to accidental injuries, including cuts, scratches or more serious harm if an item is pulled sharply.

Jewellery can also be easily lost during busy nursery activities, which can cause upset for children and difficulty in tracing missing items.

To help keep all children safe and comfortable, we ask that they do not wear any jewellery to school.

OUR "NO SMOKING" POLICY

In accordance with Royal Borough of Greenwich policy, our school operates a strict **No Smoking** policy. Parents, carers and visitors are asked to fully observe this by **not smoking anywhere on the school site**, including the entrance area and outdoor play spaces. This helps us maintain a healthy, safe and welcoming environment for all children and families.

MOBILE PHONES

As part of our safeguarding measures, **mobile phones must not be used anywhere within the Nursery School**. This includes both indoor and outdoor areas. The restriction helps ensure the safety,

privacy and well-being of all children, and supports our aim to create an environment free from distraction and focused on learning and play.

If you need to make or receive an urgent call, please speak to a member of staff who will be happy to direct you to an appropriate area.

COMPLAINTS PROCEDURE

We have a comprehensive Complaints Procedure, in line with the Royal Borough of Greenwich policy, available on our school website. In most cases, concerns or complaints should initially be discussed with the member of staff involved, as many issues can be resolved quickly and informally in this way.

However, if you feel unable to do this, please do not hesitate to contact the Headteacher, Deputy Head, or any member of the Governing Body. All incidents of a racist or sexist nature are recorded and monitored in accordance with Borough policy.

Copies of our complaints information leaflet are available in the school entrance or from the school office.

SAFEGUARDING

All staff working in schools have a duty to protect children who may be considered *at risk of significant harm*. At Pound Park Nursery School, every member of staff has a general responsibility to promote children's safety and welfare and to take all reasonable steps to protect them from actual or potential harm.

Any concerns or suspicions of child abuse must be reported **immediately** to the designated teacher for child protection. **The teacher with designated responsibility for Child Protection is the Headteacher** (or the Teacher in Charge in her absence).

To help prevent any misunderstandings and to support us in safeguarding your child, please inform us straight away if your child has an accident or any upsetting experience outside of school.

COLLECTION OF CHILDREN AT THE END OF THE SESSION

It is essential that we know exactly who will be collecting your child at the end of each session. For safeguarding reasons, **children will not be allowed to leave with an adult we do not know**.

If an adult arrives to collect your child and **their name is not on your authorised collection form, they will not be permitted to take your child home**. Please also remember that **children under sixteen years old are not allowed to collect children from our school**.

Even if an adult's name is already listed on your form, please always inform staff **in advance** if someone different will be collecting your child. This helps us ensure children are dismissed safely and confidently.