



Head Teacher – Miss Rachel Otter

Phone – 0115 9521717

Email – office@pinewood.notts.sch.uk

Website – www.pinewood.notts.sch.uk



**Welcome to our
Foundation Unit**

Our session times

AM – 8:30am – 11:30am **PM** – 12:15pm – 3:15pm

F1 gate opening times

11:20am – 11:40am

12:15pm – 12:30pm

If you are bringing your child to F1 at **8:30am** or you are picking your child up at **3:15pm** please use the normal school gate entrances.

Staff

Our staff members in the Foundation 1 unit are..



Mrs Stuart
Foundation
Teacher

Maternity leave
November 2016
to
July 2017



Miss Reilly
Temporary
Teacher

Maternity cover
November 2016
to
July 2017



Mrs Holmes
Teaching
Assistant



Miss Fahey
Teaching
Assistant



Mrs Anthony
Teaching
Assistant

Keyworkers

Each child will have a key worker. They will be their special grown up in the unit and they will sit with them at group time. You will receive a letter informing you of who your child's key worker is before they start.

Settling in

The first 2 weeks in the unit is our settling in period. The children will be getting to know all staff and children in the unit. They will also be meeting with their key worker for stories, songs and circle times. They will be learning all about their environment as they explore the unit inside and outside as well as the rest of the school and grounds.



Pupil Premium

If you are in receipt of certain benefits, it is important that you still register at infant stage for free school meals/milk, as you will not have to then re-register each year, plus this releases additional funding to support your child's education, called Pupil Premium. For more information a registration form is enclosed in this pack.

Emergency numbers

We ask you to complete a form with emergency contact names and telephone numbers in case of illness or a need to contact you. So please keep us up to date with any changes to these numbers.

Attendance

Attendance in the F1 unit is important. In order for your child to achieve their very best it is important for them to attend school every day! If your child is unable to attend their session please call the school office on the first day of absence. In cases where your child has been sick or has an upset tummy would you please keep them at home for the day of sickness. If you are unsure check with the office for advice or phone your doctor.

School Governors

Chair of Governors – **Mr Nick Hill**

Our Governors are selected from a wide range of people who are interested in working with and supporting us in school. There are parent representatives on the Governing Body who are available to answer any queries or make representations for you. There is a Governors display in the entrance hall.

Pinewood Top Cats Fundraising Group

This is an active group of parents who support us in organising events for the children and raising funds for us to provide 'extras' for the children. We generally meet once per half term and are always looking for new members. If you are interested in joining, please look on the posters in the classroom windows for the date of the next meeting.



Toileting

Most children are toilet trained by the time they enter nursery. On occasions children will come in requiring additional training. Please speak to a member of staff to discuss support.

Drinks bottle

If you would like your child to have a drink throughout the session please send them with a non-spill bottle of juice/water with their name on it.

Milk

If your child wants milk you can either complete the enclosed cool milk form or register online www.coolmilk.com it is free for all children under 5.

Head Lice

Please check your child's head every day for head lice. Daily checks are the only really successful way of deterring them.

Snack

All children receive a piece of fruit each day. We are an accredited enhanced healthy eating school. We also offer the children a carbohydrate snack during their session; this is at a cost of 30p per child, per week. A reminder letter will be sent at the beginning of every half term.

Text messages

We use a text messaging service to communicate important messages to you. Please notify us if you change your mobile numbers.

Website

Our website is updated regularly. Please check it for any important information, news and dates.

Jewellery/toys

We are unable to take responsibility for any expensive items and therefore jewellery and toys are discouraged in school. Children with pierced ears must wear plain studs, for safety reasons.

Clothing

School uniform is not compulsory in nursery but it is available if you wish for your child to wear it. It is available from Just-Schoolwear and tesco.com/ues. Please send your child with a bag of spare clothes for them to change into if needed. **PLEASE ENSURE EVERYTHING IS CLEARLY NAMED**