James Lee Nursery School

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Ofsted Outstanding Provider

Welcome To James Lee Nursery School:

James Lee is a local Authority Nursery School that works in partnership with the local community to serve families. James Lee was opened in 1981 and is named after the horticulturist, James Lee, who is credited with bringing the fuchsia to this country.
In September 2019 Bayonne and James Lee Nursery Schools federated with Melcombe Primary School and became part of the Thames Federation. The Executive Head Teacher of Melcombe will be the Head of all three schools.
The schools have established a successful working partnership, sharing staff, training and resources, benefitting all three schools and most importantly the children who go to them.

We provide a high-quality education for 2 – 4-year olds through a curriculum planned to meet their individual needs. It is important to us that children feel they belong and that they have a valuable contribution to make.

We ensure that they find school an exciting and interesting place where they can acquire and develop knowledge, skills, concepts and competencies. We want children to feel confident and become independent learners.

We teach children to value and appreciate other children, adults and the wider community.

School Website

Further information about the school and our policies are available on the school website:-www.jameslee.lbhf.sch.uk

School Hours and Attendance -
The school day is currently:
9:15am –to 3:15pm
9:15:am – 12:15pm, Monday – Friday for those entitled to the Universal 15 hours
9:15am – 3:15pm, Monday – Friday for those entitled to 30 hours.

Parents whose children are only entitled to the universal 15 hours have the option to top up additional 15 hours per week at a cost of £120 per week. If you would like to take up this offer, please inform the school office. Payments must be made half a term in advance via the school's online payment system.

Children are expected to attend nursery school every day and to arrive promptly. Please try to avoid medical appointments etc. during nursery hours. The school must be informed on the first day of absence so the reason may be entered in the register. Attendance and punctuality are monitored. Permission for holidays must be sought, and is at the discretion of the head teacher.

Settling
To ensure children feel happy and secure, the settling in process is gradual and according to individual needs. A Parent or carer is required to stay until your child's key worker feels that they are ready to be left.

Illness
If your child is unwell, the best place for them to be is at home. Children prescribed antibiotics should remain at home until they are well enough to return to school. We are not able to administer antibiotics during the day. If your child is asthmatic or has any long-term medical condition we are able to follow the medical plan that will be arranged individually with you.

If your child becomes unwell at school you will be notified immediately. It is important that you keep the school informed of any changes in address/telephone number/emergency contact's name or telephone number.
Children do occasionally have minor accidents in school and these are recorded in an accident book. Please try to encourage your child to notify a member of staff if they do bump or hurt themselves.

Asthma/Allergies – If your child uses an inhaler or an epi-pen it must be kept at school, please complete our medical consent form which gives permission for staff to administer medication.

Chicken pox – Minimum of 6 days from the onset of the rash but longer if some spots still appear.

Coughs and colds – At parents' discretion, but please do not bring your child to school if they have a temperature, appear lethargic or are generally unwell.

Diarrhoea and vomiting – Children should be clear for at least 48 hours before returning to school.

Head lice – Unfortunately cases do appear every year. Please ask your pharmacist for advice and treat immediately. Children can return to nursery as soon as they have been treated. Parents will be notified of an outbreak through the communication board.

Child Protection

As an under-five's establishment we are bound by the Children Act. Therefore, if we have cause for concern regarding the physical and/or emotional well being of your child we will, in most cases, discuss our concern with you as a parent. In certain circumstances it may be necessary to refer the concern to social services.

As part of our safeguarding policy we do not allow the use of mobile phones in the school.

Emergency Procedures

Fire drills are held every term, one in the morning and one in the afternoon. In the event of an extended evacuation children will be taken to Larmenier and Sacred Heart Primary School or St Pauls Court. The contact file from reception will be taken by the head teacher to the assembly point and parents will be contacted.

Toys

Children often want to bring a familiar toy with them to school. Whenever possible please take the toy home with you as lost precious toys can be very upsetting. Often children go home with bits and pieces in their pockets. Please do not be embarrassed about bringing them back. We are always most grateful!

Milk and fruit

A free 1/3 pint of cows' milk is available for children to drink at nursery. Water is always available as an alternative. Please remind your child of the importance of maintaining a high fluid intake, especially when it is hot. We will also remind them in school. Parents donate fruit and veg (bowl in the reception) so children can have access to fresh fruit throughout the day.

Birthdays

Due to our Healthy Schools policy and the high number of food allergies our children have, we no longer share birthday cakes at school. Birthdays are still marked at gathering time, children may bring in some special fruit to cut up and share together.

Clothes
We work with essentially messy materials. Please do not send your child in their best clothes or tell them that they cannot paint or use messy materials. Children do occasionally get paint on their clothes even though we encourage the use of aprons.

Paint will come out if the item of clothing is washed with ordinary hand soap before going into the washing machine. If you use detergent first this will set the stain as it turns the paint into a dye.
Please give some consideration to the type of clothes your child wears to school. For example:

- Avoid best clothes.

- Dress children in clothes that they can manage themselves - avoid tight jeans or clothes with zips, buttons, dungaree fastenings or belts. Track suit bottoms or leggings with elasticated waists are ideal.

- Shoes - the best shoes are those with “Velcro” fastenings as children are able to take them on/off very easily by themselves. Shoes which are closed at the toes and heels with rubber soles will help to protect your child’s feet particularly when climbing. Please ensure your child wears appropriate footwear at all times.

- Non-restrictive clothes - tight or long flowing dresses/skirts are difficult and dangerous to climb in. The girls really do like to climb and this may inhibit their physical development. It is worth trying to encourage the girls to wear trousers or leggings.

- In the cold weather it is best for your child to have a warm, waist length jacket or anorak without strings. The strings may catch on the climbing apparatus and cause an accident.

- In the summer please ensure your child is adequately protected from the sun with high factor sunscreen applied before coming to school, a named hat, and a T-shirt to protect his/her shoulders. Staff apply sun cream to the children, you will be asked to sign a consent form during the home visit. Shaded areas are created for the children.

- Labelling - you can imagine that it is very difficult to keep track of 60 hats, coats, cardigans and pairs of gloves! Please help us by ensuring your child’s removable garments have been named.

- Children are encouraged to deal with their own toilet needs, but occasionally accidents do happen. Please have a full set of clothes in their bags so they can change themselves. We have a communal supply of spare clothes for emergencies. Please wash and return any items as soon as possible.

- For safety reasons children should not wear jewellery. We suggest that children with pierced ears wear very small, plain studs

Lunches
Children who stay all day have a school meal in a family setting. We have three meals supervisors who assist with the lunches. The children help to set the tables for lunch as we consider lunch-time another learning situation for the children. Please let your key worker know if your child requires vegetarian option. Special dietary requirements due to allergies and intolerances can also be accommodated, please collect a form from the school office. The cost of the school meal is £2 per day/ £10 per week and must be paid via the school's online payment system "School Money" you will be sent a password for this when your child starts nursery. If you would like to pay for half a term or the whole term please speak to the school office for a total amount. This must be paid at the beginning of the half/whole term and not at the end of the half/whole term.

Breakfast club
The Breakfast club runs every day from 8am until the beginning of the school session at 9:15am and has space for 10 children; priority is given to working and studying parents. A consistent member of staff will greet the children every morning that arrive by 8:15am, for children arriving after this time only fruit and milk are available so please make sure your child has eaten breakfast at home. These children are able to have the opportunity to play together in a familiar and well-prepared environment. A typical breakfast menu consists of Porridge/Weetabix type cereals, (no sugar-coated cereals) toast and fruit. Milk or water is always available. Children are encouraged to sit and share their breakfast together, gaining independence by serving themselves, buttering toast and making choices.
Breakfast Club costs £5.00 per child per morning and is payable via the school's online payment system "School Money". Sessions must be booked by Friday for the following week but please note that is you book breakfast club and you do not attend you will be charged unless your child's absence is due to illness. Breakfast club must be paid weekly unless you would like to pay for sessions in advance.

School fund
We ask for a voluntary contribution of £1 per week from each family. This goes towards cooking ingredients, (all the children share the food that is made) theatre groups, visits, cornflour, playdough, wiggle waggle, yoga, football and the Forest school mini-bus. School fund is collected in the entrance hall on Monday but donations can be made at any time of the week.

Parents/carers

Parents and carers are very welcome to spend time in the nursery. You may like to read a story, work with a small group, accompany us on a visit, cook, gardening or support a creative activity. Please talk to a member of staff. Presentations of recent work are displayed for parents on the plasma screen in the entrance hall. The plasma screen is also used as a communication tool to keep parents informed of school events.

Staff

There are photographs of all members of staff by the entrance door. Each child is assigned a Key Worker who will support the family through their time at James Lee. Although children are based in a particular room for registration, they are free to move throughout the school in the garden room, the green room or the outside areas. As a consequence, the children work with all the members of staff.

Governors

The federated schools have one Governing Body with four parent representatives. The CO-Chair of Governors are Louise Jones and Jolie Collett. The governors hold the school accountable for the finance and monitoring of the teaching and learning and staffing. They are a vital support to the head teacher. Their contact details are available from the school office.

Transfer to primary school

Booklets regarding starting primary school will be received by the school office in September and distributed to parents. Applications must be completed and submitted to the local authority by January of the following year.

Equal opportunities

The staff at James Lee Nursery School are opposed to racism in any shape or form and we work hard to make sure each child, regardless of race, religion, class, culture, ability or disability reaches their full potential. We avoid sexual or racial stereo-typing and encourage each child to have a positive image and respect for others. We see the rich variety of cultures in our community as a positive asset and a resource.

Recording Achievement

The staff maintain careful records, based on observations, throughout your child's time at nursery school. These observations cover all areas of the curriculum and form the basis of your child's final written Record of Achievement, which you receive. A copy of the report is passed onto your child's primary school.

Parents' contributions are particularly welcome and we are always interested to hear what your child has been doing at home. Please talk to your child's key worker about Happy notes. Please feel free to talk to staff about your child's progress or any concerns you may have.

Samples of your child's work are collated into a scrap book. You are welcome to look at and contribute to at any time. This book is given to you to keep when your child leaves James Lee Nursery School.

Special Educational Needs
The school has a Special Educational Needs and Disability Policy. If you are concerned about your child's development please do not hesitate to contact the head teacher. Our Special Needs Coordinator.

Development matters- ages and stages
James Lee Nursery School works with children towards the achievement of development stages and early learning goals as described in the Early Years Foundation Stage Framework, which includes the reception class year in Primary school. The goals cover seven areas of learning.

Curriculum:

James Lee Nursery School follows the Early Years Foundation Stage Curriculum.

Staff support learning through the children's own initiated play. (Please see information in the entrance hall) We 'plan in the moment' developing and supporting children's interest and encouraging their natural curiosity.

At first glance, especially by people whose early learning took place in a more formal setting, it can appear that the children are 'only playing'! However, the best nursery

education is based on the understanding that, while children are playing, they are learning all the time.

There are seven areas of Learning and Development.

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

Forest School
Forest School is an approach to outdoor learning. It provides children with a valuable opportunity to learn about the natural environment through play. During these positive outdoor experiences' children learn how to handle risk and to use their own problem-solving skills. They build their self-esteem and grow in confidence. The children develop their physical and social skills whilst cooperating with others.
Once it is yours child's turn to attend forest school you will be invited to a meeting to complete all the necessary paperwork and discuss any concerns or questions that you may have, James Lee forest school t-shirts are available to buy from reception for £7.50, one size only.

Football and Wiggle Waggle
We offer the children weekly classes of Football skills. We have a coach from Fulham Football Club who visits on Friday mornings. Weekly classes. We have energetic music and movement sessions with the founder Keisha from Wiggle Waggle on Monday mornings. Beam Academy deliver Yoga sessions to the children once a week.

School Council:
James Lee have recently formed a school council which enables the children to discuss school topics regarding the nursery.

Trips out
These include trips to local shops, visits to the library and bus and train station etc…

Complaints:
Please speak to the Head of school Janice Moore, if you have a concern regarding your child or the school.

The school has adopted the London Borough of Hammersmith and Fulham Education Authority's written complaints procedure.

Healthy school & travel plan:
James Lee has a healthy school award and actively promotes the benefits of a healthy lifestyle. The travel plan working party regularly reviews methods of transport to school; walking, cycling and scooting are encouraged. If your child rides their scooter to school they can be parked in the shed.

Eco school
James Lee Nursery was awarded Green Flag status in May 2018.
Then again in June 2022.

Sustainable schools:

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs". Our Common Future, 1987: World Commission on Environment and Development.

James Lee Nursery School strives to provide a sustainable learning environment and it does this by taking the following measures; recycling, promoting walking to school, using low energy alternatives, including sustainability in the curriculum etc.