



**BISHOP  
CHALLONER  
SCHOOL**

**2024/2025**

# NURSERY/ PRE-PREPARATORY SCHOOL

---

# HANDBOOK



Dear Parents and Carers,

Welcome to our Bishop Challoner Nursery handbook. This handbook contains information which may be useful for when your child joins our delightful Nursery.

Our Nursery setting is a vibrant and nurturing place, allowing children from rising three to four years old, to develop and build a strong educational foundation. Our caring environment is a stimulating place that facilitates progress across all areas of development and learning. With a holistic approach to learning, our aim is to encourage resilience, independence and school readiness.

It is imperative that we collaboratively work together to help your child make great progress as they embark on the very beginning of their educational journey. This strong relationship between: us, the school; parents and your child, is crucial in your child's development. Being part of our whole school 'family' means we continuously access lots of wonderful opportunities, activities and specialist teachers to support your child.

We pride ourselves in our seamless transition, and children from our nursery are able to move into Reception Class with extreme ease and confidence. We are excited that you and your child will be part of the Bishop Challoner School 'family' and thank you for giving us the opportunity to share the crucial next steps of your child's education.

# Aims and Mission Statement

**Through faith and a broad education, Bishop Challoner School strives to develop and nurture each child's unique talents. To Live, Love and Learn like Christ and fulfil their true potential in an ever changing world.**

## School Motto

Our motto 'Quantum Potes Tantum Aude' challenges each member of our community to dare to do their very best.

If you would like to follow our Twitter feed to keep to-up-date with all the brilliant work our EYFS children do, please join @ChallonerEYFS

Yours sincerely,



Anthony Peck  
Head of EYFS



# Assessment, Reporting and Tracking and Monitoring

At Bishop Challoner School, the EYFS use software called Tapestry to collect observations, make assessments and track your child's progress. As a Parent, you will be invited into your child's Tapestry account so that you can view their observations, adding comments and sharing information via your own observations from home – strengthening the important bond that is the parent/setting relationship and endorsing best outcomes for the children.

Reports will be collated on your child half termly and you will be able to view via SIMs. If your child turns three years old during their time with us, a Two Year Progress Check will be carried out by your child's Key Worker. Also, we may ask to see any development checks carried out at a previous setting or through your child's Health Visitor.

Copies of your Two Year Progress Check (if applicable) should be stored, for your records, in your child's red book. Please see the link below for more information on Tapestry and its use.

<https://tapestry.info/>

# A Typical Day

## Classroom timetable/routine

<b>8:45</b>	<b>Children enter the setting</b>
<b>09:00 or 09:15</b>	<b>EYFS assembly/ whole school assembly or service if applicable Or Activity time – usually a mixture of adult led/child initiated</b>
<b>09:30</b>	<b>Circle time / Phonics / Child led activity</b>
<b>10:30</b>	<b>Snack time</b>
<b>11:00</b>	<b>Outside play</b>
<b>11:45</b>	<b>Tidy up time / round up of morning</b>
<b>12:00</b>	<b>Lunch / AM only session children depart</b>
<b>12:45</b>	<b>Afternoon activity / Practical Maths</b>
<b>13:15</b>	<b>Forest School or Afternoon Activity</b>
<b>14:30</b>	<b>Snack time / tidy up</b>
<b>15:15</b>	<b>Depart</b>

Routines are always flexible to suit the needs of the group and individual child and any other activities that may be happening i.e. trip, whole school assemblies, Masses and school functions etc. Friday afternoons are allocated as time to link up with Reception Class.

# Catholicity in the Nursery

As a Catholic school, our Catholic ethos is the focal point and basis for all of our learning right from the outset. In the Nursery we endeavour to support the children in their journey of faith.

The Roman Catholic tradition and Christian values are seen as key to the outstanding pastoral care and dignity with which pupils treat each other and we expect pupils to support and uphold our Catholic ethos. We provide a supportive learning environment for all pupils and promote the Catholic Christian values of respect, tolerance, fairness and generosity to others.

Children in the Nursery are taught about God in an age appropriate way. We discuss the birth of Jesus at Christmas and recognise the Crucifixion and Resurrection as the true meaning of Easter. The children are encouraged to pray both with an adult and to make up their own prayers. The Nursery follows the EYFS curriculum, “The Way, The Truth and The Life.”

Prayers are important in the Nursery and the children say a prayer at morning and afternoon snack and at lunch times. These give the children the opportunity to reflect on those who are less fortunate than themselves and to give thanks to God for all that is good. Children also attend the school Chapel on a weekly basis for activities that support Catholic teaching and enable the children to be in the Chapel and learn appropriate etiquette and reverence of such a wonderful place and the Holy Sacrament. The Nursery children join the Prep division of the school to celebrate May Procession and give thanks for Our Lady in this most delightful of occasions.

Children in the Nursery are expected to attend appropriate whole school Masses and assemblies and have their own EYFS assembly with Reception class where morals, Catholic attitudes and bible stories can be shared. Other religions are shared here too and respected.

Our Catholic teaching and ethos is the basis to all that we do and alongside Fundamental British Values we encourage the children to consider what God wants us to do in life and how we should behave.

## Our Values

- Community and service
- Celebrate diversity
- Faith and spirituality
- Forgiveness
- Happiness
- Honesty
- Justice
- Love
- Respect and responsibility
- Trust
- To #livelovelearnlikeChrist

## Early Years Foundation Stage Curriculum Policy

*This policy should be read in conjunction with the Whole School Curriculum Policy*

At Bishop Challoner Pre-Prep and Prep School, it is our objective to follow the Statutory Framework and guidance set out in, ‘The Early Years Foundation Stage’ (EYFS) document. This document works on four overarching principles:

- A unique child – every child is a competent learner
- Positive relationships – children learn to be strong and independent
- Enabling environments – supporting and extending a child’s development
- Learning and Development – 3 Prime and 4 Specific areas of learning and development

For further information on our EYFS curriculum, please see Yearly overview and

### **EARLY YEARS FOUNDATION STAGE CURRICULUM POLICY**

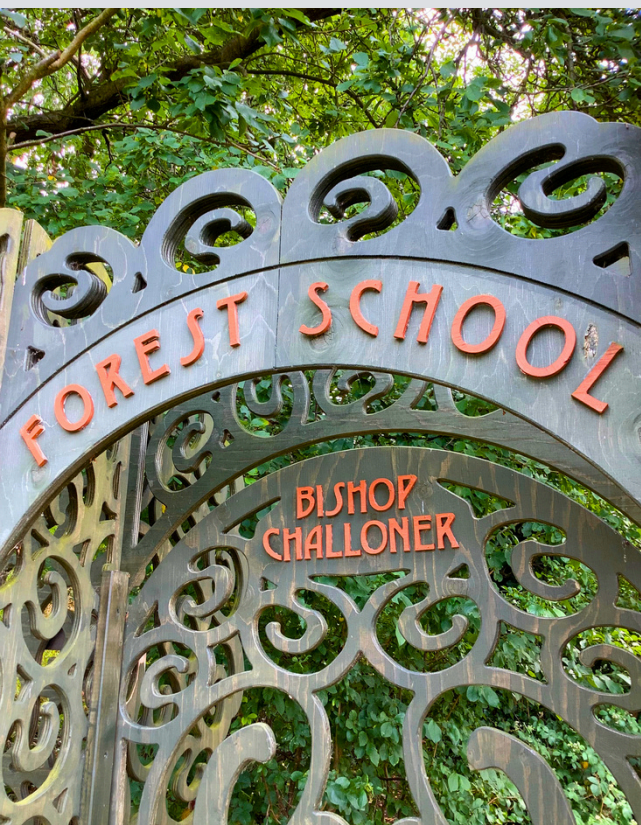


## Enrichment

There are various additional extra-curricular activities on offer in our Nursery. These may incur an additional charge and are arranged directly with the company facilitating the activity. These activities take place towards the end of the Nursery day.

## Forest School

Forest School is a holistic, child led approach that will support the main curriculum (literacy, science, mathematics and the arts). It will have a strong emphasis on raising all children's self-esteem and independence through play and exploration. An integral part of the Forest School experience is that children will be outdoors in all weathers, with the exception of very high winds and thunderstorms. They will learn how to manage and take risk, which is an important life skill to have. Forest school sessions run weekly.





# Food and Eating in Nursery

If your child attends full time – i.e. 5 full days, then you can choose to pay for a hot school lunch provided by our caterers, Nourish. Lunch consists of a hot meal, fruit and a delicious dessert.

Alternatively, if your child stays all day, they may bring their own packed lunch, however, *the Nursery does not re-heat foods.*

Children will require a snack for mid-morning and mid-afternoon if they stay all day. Please ensure that snacks are as healthy as possible, we do have a “fruit first” rule, so it is important that snacks do contain at least some fruit (please remember if you send in grapes, olives or cherry tomatoes to cut them in half, as they pose a significant choking hazard.) They will also require a water bottle that they can access if thirsty during the session. In addition to your child’s water bottle, they may also bring in a carton of juice, should you wish, but please refrain from sending in your child with sports cap fruit juices, as the lids do also pose a choking hazard.

**Please do not send in NUTS or products containing nuts as they are a contamination risk for children with allergies. We may from time to time ask you to refrain from sending other items depending on the needs of the cohort.**

**If your child suffers from a food allergy, we would please ask that you send in a packed lunch as we cannot guarantee the contents of school meals, thank you.**

**If your child has an allergy, then we will ask you to sign to authorise any ingredients prior to cooking activities etc. If these are not received back in time, then we cannot allow a child to participate without your consent. This measure is in place to maintain the safety of the children.**

## General Information

Bishop Challoner School is a wonderful place to be with plenty of activities taking place. There are many things to remember so we hope that the information here will help to keep you informed as to what is going on and when.

Children are allocated a Key Worker from their first day at the Nursery. We use vertical grouping which is a system of grouping children of various ages together. From our vast experience, we find that children's social, communication, and holistic development flourishes as a result.

### Registering your child

You are welcome to express an interest at any time for your child and this can easily be done by contacting Miss Forde on [lforde@bcswb.co.uk](mailto:lforde@bcswb.co.uk) who will be happy to help you. Once an interest has been registered, Miss Forde will arrange for your child to come in and complete an age-appropriate assessment in the setting, usually the term before you would like your child to start. At this point you will also be asked to confirm your intentions regarding sessions etc., so that availability can be established for you. Once the assessment is carried out, we intend to write to you very quickly if your child is to be offered a place. Children may start at Bishop Challoner Nursery in the term that they have their third birthday. All fee enquires can be answered by the Bursar – Mr David Rolls.

*Once you have registered your intentions for sessions and your place has been accepted, sessions cannot be reduced, but can be increased dependent on availability.*

## Communication

The website [www.bishopchallonerschool.com](http://www.bishopchallonerschool.com) is an invaluable source of information. The Parentmail system is used to communicate with our parents via email and SMS text messaging; to register we simply need your email address and mobile number. Parentmail emails are generally sent on a Monday and Friday, unless it is urgent, so keep a look out for updates. The Challoner Newsletter is published on a Friday and will keep you informed of forthcoming events as well as the activities within the school – the perfect round up to the week. There is also a termly calendar which should help to provide good notice of activities and events.

## House System

Bishop Challoner School has a thriving House system and your child will be assigned to either St. Denis and St Margaret Ward, St. Edmund and Catherine of Alexandria, St. Patrick and St Josephine Bakhita or St. Michael and St Mother Teresa. A House helps give your child a sense of belonging and being part of a community. There will be many opportunities throughout the year to help boost your child's House by assisting in PTA and organised competitions.

## Assemblies and Mass

To support our through school ethos, children from the Nursery will also be given the opportunity to attend whole school assemblies and Mass.

## Wrap Around Provision

For children needing to stay on at school a little longer than the Nursery day, we have a Breakfast Club in the morning running from 07:15am. The afterschool Crèche also helps to extend the day, running until 6pm in the evening. Please send with your child a nut free snack for Crèche. These facilities are available to the Nursery children provided they have turned 3 years of age. There is a charge for these services and advance booking should be made via appropriate forms which are available from the Bursar's assistant.

## Security

Please remember that security is of the utmost importance in caring for our children. Please endeavour to put away your mobile phone at the Nursery gate and keep an eye out for your child at all times travelling to and from Nursery. If you cannot collect your child in person, please ensure you have spoken to a member of staff and emailed or written in advance to inform us, so that we are confident in handing your child over safely. The Nursery team will not hand your child over to anyone without authority and will insist that you are called to clarify any change in arrangements. To prevent delays, ensure that you have authorised any change in collection with a member of the team.

## Parking

There is a no parking policy on school site, however, there is plenty of parking on the nearby roads. Please use the pedestrian gates at the entrance and exit from the school. Please ensure you escort your child through these access gates, rather than the large vehicle access gates.

## Through progression to Reception class.

We aim and hope that all children will progress from Nursery to Sixth Form. Behaviour is expected to be excellent and is indeed a requirement for progression. If it is felt that progression is not in the best interests of your child, this will be communicated to you prior to Reception application.



# Involving Parents

## Parent Meetings

After the first half-term you will be invited in to attend an informal meeting to see how your child has settled into Bishop Challoner School.

Your child's Key Worker will be available for an informal meeting with parents taking place throughout the year, with opportunities to discuss your child's progress. If required, the Head of EYFS can be contacted by email [apecck@bcsweb.co.uk](mailto:apecck@bcsweb.co.uk). If there are any concerns about your child's development, we will discuss these with you as they arise. Any concerns regarding behaviour will be discussed with you.



# Meet the Team

The EYFS team is dynamic and friendly, incorporating both the Nursery and Reception class, with support from our Breakfast Club and after school Crèche supervisors.

## Head of EYFS

Mr A Peck

BA (Hons) PGCE  
Forest School Leader  
apeck@bcsweb.co.uk

## EYFS Team

Ms S Scicluna

BA (Hons)  
Montessori Early Childhood Teaching Diploma NVQ  
4 Assistant Head of EYFS  
sscicluna@bcsweb.co.uk

Mrs Vander Elst

Ms Z Wright

Mrs A Milton

Reception Teaching Assistant  
Reception Teaching Assistant  
NVQ3 and City and Guild Level 3

## Breakfast Club Supervisors

Mrs H Vander Elst

## After School Club

Mrs H Vander Elst

Mrs Black

# Opening Times

## The Nursery

Morning session	8:45am - 12:00 noon
All Day session	8:45am - 3:15pm
Afternoon Session	12:00 noon - 3:15pm

## Sessions and Settling

When your child first starts Nursery they will be invited to start on slightly shorter sessions, for the first two weeks, as a settling in period. If your child attends all day, then they will attend 0930-1430. Morning sessions will be shortened to 0930-1130 and afternoons 1230-1430. These shorter sessions give your child the chance to settle into their new environment and get to know the new children and adults around them. Your child's Key Person will liaise with you and let you know when they are happy for them to attend for the full session.

If your child is finding it hard to settle, we will do our best to advise on the best course of action, it may be that the settling period will need to be adapted, perhaps to a short time every day just to break the cycle of being upset on leaving their parent. We all want your child's first experience of Nursery to be the most positive it can be.

New starters, during the settling in period, would not be able to attend wraparound care until after successfully completing the settling period. Once it is deemed that the child has settled, he/she will start normal full days and be able to sign up for wraparound care.

If at any time your child appears distressed or unhappy, please discuss it with your child's Key Worker so that we can act accordingly. No question is too small or insignificant. Please feel free to come and talk with us at any time.

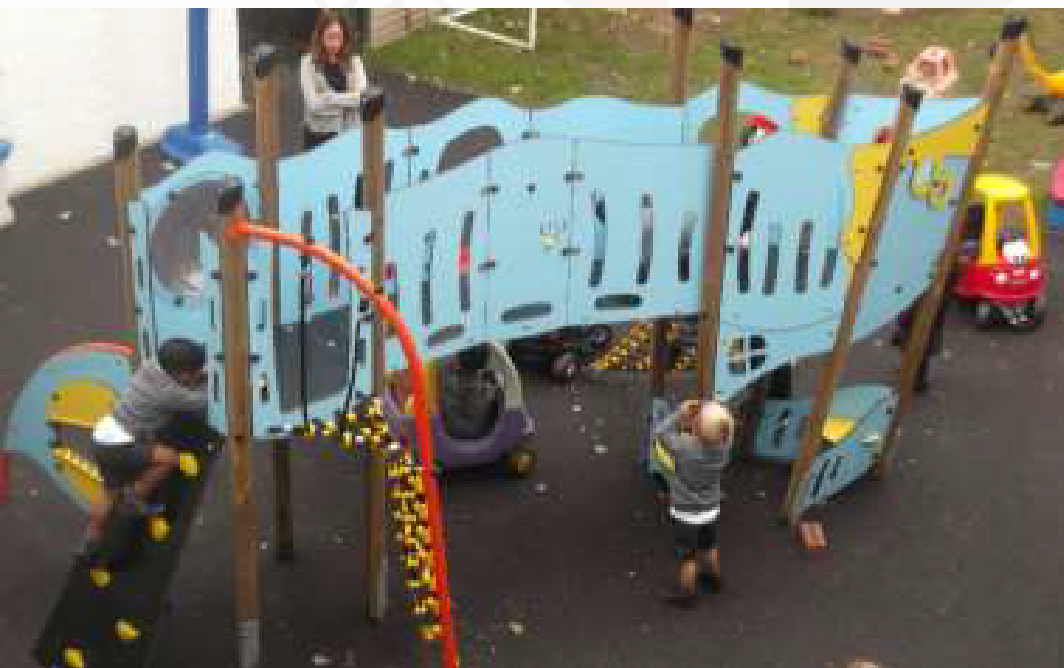
We do hope your child will have a wonderful experience at Bishop Challoner School and an amazing start to their school life.

# Outdoor Learning

The Nursery is proud to be equipped with an amazing Outdoor Learning Area. The Outdoor Learning Area boasts an amazing “ship” climbing frame, permanent sand pit, sand and water table, play house and mud kitchen.

Safety is of the utmost importance and the outdoor area is covered extensively in a cushioned safety flooring and synthetic grass.

The outdoor area provides an outstanding and aesthetically pleasing space for the children to access so that they can enjoy learning and playing all year round and in all weathers





# School Readiness

Before children make their transition to Reception class, much of our focus is ensuring children are ready for school. Readiness for school is a holistic approach and does not only include academic readiness, but looks closely at the child's independence and social skills.

There are some useful documents that you may wish to look at which may support your understanding of how children develop and what to expect at typical development stages. There is also some very helpful information on how you, as parents, can support school readiness.

[Foundation Years Parents Guide](#)

[Steps to Starting School](#)

[Preparing for School](#)



# Nursery Uniform List

The items marked with an asterisk \* are regulation and must be purchased from the School Outfitter. Other items may be purchased from the School Outfitter or elsewhere:

## Boys

- Polo Shirt - Navy short sleeves embroidered with Bishop Challoner emblem\*
- Sweatshirt - Maroon round-neck embroidered with Bishop Challoner emblem (we recommend purchasing a size up as they may shrink in the wash)
- Cardigan - Bishop Challoner trim
- Shorts - Navy\* Sweatshirt – Maroon, round neck, embroidered with Bishop Challoner emblem\* Please size up for this item
- Joggers - Navy for winter (optional) Socks – Navy
- Shoes/Trainers – Plain, black with velcro (Not suede or patent). Please note – no other footwear is permitted unless previously discussed with Head of EYFS
- Shoe bag - Maroon Book bag - These are available from the school office\*
- Hat - Legionnaire style for summer embroidered with Bishop Challoner emblem and Knitted Navy in winter\*
- Winter Coat – Navy, plain
- Rain Coat - Black/Navy

## Girls

- Polo Shirt - Navy short sleeves embroidered with Bishop Challoner emblem\*
- Cardigan - Bishop Challoner trim
- Skort – Navy\* worn with Navy tights in winter and socks in summer.
- Sweatshirt - Maroon round neck, embroidered with Bishop Challoner emblem\* Please size up for this item
- Joggers - Navy for winter (optional)
- Socks - Navy
- Tights - Navy
- Shoes/Trainers – Plain, black with velcro (Not suede or patent). Please note - no other footwear is permitted unless previously discussed with Head of EYFS
- Shoe bag - Maroon Book bag - These are available from the school office\*
- Hat - Legionnaire style for summer embroidered with Bishop Challoner emblem\* Knitted Navy in winter\*
- Winter Coat – Navy, plain Rain
- Coat - Black/Navy Hair Accessories – Maroon/Navy ribbons/bands/slides

Jewellery should only consist of stud earrings and jewellery of a cultural/religious nature. Discussion with the Head of EYFS may be appropriate.

### **Additional Information:**

All items must be clearly named with name tapes.

All children require a pair of wellington boots (own choice of design) and a navy blue cagoule to be kept at nursery. Also a long sleeved painting apron in maroon.

No uniform is stocked at school with the exception of the book bag



Please sign the following to confirm you have read and understood the contents of this booklet.

Name:.....

Child's name:.....

Signature:.....

Date:.....