



WEST TOWN LANE
ACADEMY

Dear Parents and Carers,

On behalf of the staff and Governors I would like to welcome you to our nursery class at West Town Lane Academy. We are a 660 place Primary Academy taking children from the ages of 3 to 11 years. I am lucky enough to have been working at this fantastic school for many years now and I am delighted your child will be starting their journey here with us.

Until 2017, our nursery building was lived in by our on-site Caretaker. Upon his retirement we invested significant money into converting it into a fully functioning nursery class, with up to 30 children in attendance at any one time.

Our current nursery offer is the following;

15 hours

Mon, Tues, Weds morning OR Weds afternoon, Thurs, Fri

30 hours

Mon-Fri

Applications for the nursery class close in early April, and offers are sent out via post in early May.

Overleaf you will find lots of useful information, but please visit the school website for more detailed information and policies. Of course if you have any questions please contact the office on 0117 377 2295 or email office@wtlacademy.bristol.sch.uk and we will be happy to help.

Yours sincerely,

Mr. Adrian Robbins

Headteacher

ACCESS

Disabled access to the nursery class is available through the main conservatory door, although access around the building is unfortunately limited due to the nature of the building.

Two parking bays are available, please contact the office if you would like to use one. We restrict vehicle movement on site for children's safety at the beginning and end of each day.

ADMISSIONS

Admission into the Nursery class are made through our office team. Admissions into the Reception year are dealt with by Bristol City Council. **You must apply directly to them** for a space in the Reception classes. Places are not automatically given to Nursery pupils.

ATTENDANCE & PUNCTUALITY

We take attendance at West Town Lane Academy very seriously. Please call the school office as soon as possible if your child becomes unwell and cannot attend Nursery. If you have a planned absence (holiday/special occasion) please inform the school office as soon as possible. Please note; school holidays will not be authorised once children reach statutory school age. The school day begins at 8.45 and the register closes at 9am. If your child will be later than 9am please take them to the main school Office upon arrival.

CATERING & SNACKS

We make all of our own delicious meals on site. We therefore have a lot of flexibility over the menu, and source products as locally as possible. Please see the menu on the school website for the weekly choices. Meals are charged at £2.50 and can be booked on the day but paid for in bulk using Schoolcomms. Nursery children eat lunch in the Aspire building. If your child brings a packed lunch please ensure they use a labelled, rigid container and that only plastic bottles are used. Children having a packed lunch need to provide their own drink (non fizzy). Please provide **one piece of fruit per day** for children's snack time, school provides fruit for the afternoon snack time.

Website

Please visit our website for up to date information about our school.

<https://www.wtlacademy.bristol.sch.uk/>

Please check out our school facebook 'West Town Lane Academy Official' for regular photos from across the school.

Arbor

This programme is used by the Office to communicate all administrative matters with you. You will be able to sign up in September and use the programme to pay for school meals, receive letters, book school trips etc. Please note the Office does not accept cash payments.

Newsletters

These are sent out monthly by email and on the website. They contain essential information regarding the school including important dates, invitations to events and general information about what is happening in school. Please keep an eye out on the Nursery class door for notes about day to day information.

Parent's Meetings

All families with children starting in the Nursery are offered an optional home visit. You will then be invited to a 'meet your keyworker' meeting, usually in the first few weeks of school. The Nursery class hold parent's evening meetings twice a year in line with the main school. This gives you an opportunity to discuss how your child is progressing in Nursery.

Events

We hold Christmas and Summer fairs annually-dates are published on the school newsletter and are great community events. We hold coffee mornings on a frequent basis for you to come in to school and meet the school staff. We hold an annual sports day for all age groups, details are published in the summer term. The Nursery will hold termly informal events for parents to attend to celebrate the children's achievements.

CURRICULUM & ASSESSMENT

The Foundation Stage curriculum is a play based curriculum where children learn through finding and exploring, being active, and thinking creatively and critically. The outdoor space is a key part of this, and children work outside throughout the year. Coats and wellies are important! We have a different 'enquiry' each term, and learning will be weaved through this enquiry, following children's individual interests.

The children follow the national Early Years Framework which was updated in 2020. We use an app called Tapestry to make regular observations of the children in their play and create appropriate next steps and plan for their individual needs. In the first weeks of term you will be given a Tapestry login, and you are invited to share exciting moments at home with us by taking a photo and uploading it to your child's profile.

HEALTH & SAFETY

Parents are asked to take extreme care when driving near the school at the beginning and end of the school day, and no cars are allowed on site apart from school staff. We have locking facilities for bikes/scooters but for safety reasons we ask that children **do not ride on them** on the school site at any time. With the exception of guide dogs, dogs are not allowed on site with the exception of organised school based events such as 'Pet Day'. We have trained first aiders across the Nursery and school and site inspections are carried out on a regular basis. Please report any Health & Safety concerns to the main office without delay. West Town Lane Academy has a No Smoking policy, including e-cigarettes. Staff, parents, carers and visitors are requested not to smoke inside the buildings or within the grounds.

INDUCTION

The first week of term in September is an induction week when we will invite your child in for two one hour sessions with us as part of a small group. They can learn simple routines and get to know the staff and different zones within the nursery. You also have the option of booking a home visit during this time if you so wish.

During the week we will give you the opportunity to come in and talk to the teacher so that we can work together in the best interests of the children. The children will then start their nursery schooling in the second week of term.

POLICIES

The majority of our Policies can be found on our website, along with information specific to the Academy such as our accounts and funding agreements.

STAFF

Should you have any queries please do not hesitate to contact the Nursery class teacher or support staff. They are an experienced team and will happily assist you. We have an experienced team of Senior Leaders including a SENDco at the school who are regularly available at drop off and pick up times, or contact with them can be made via the main school office. Our Learning Mentor is based in school and works with a wide variety of children and families. Her remit is quite wide, and whilst she may work with families on issues relating to attendance or learning, she is also invaluable in providing pastoral support to children with other difficulties, such as bereavement.

The school Nurse or a Health Visitor will monitor children with specific health needs. They can also be involved in special needs reviews or cases with Social Care.

Social Care can be helpful in supporting families with complex needs or if going through times of crisis. The Headteacher would usually make Social Care referrals from school. However, referrals can be made by anyone with concerns over the welfare of a child- in Bristol the agency to contact is 'First Response' 0117 903 6444.

UNIFORM

We are a uniform academy and request you support us in this by sending your child to school in full uniform each day. The uniform consists of:

- White polo shirt
- Blue sweatshirt or cardigan
- Black/ charcoal trousers or skirt
- Optional blue dress for summer
- Children should wear black shoes or trainers.

We find that parents and carers welcome the uniform and we feel that as well as being practical and smart, it fosters a sense of belonging to the school. The items of uniform are available to order online from the website.

The structure of the day will change as the year progresses depending on the children's needs.

VISITORS

All visitors to the school should report to the main office on arrival unless they have a specific appointment at the nursery. Should you need to collect your child during the day, please go directly to the office where they will be happy to help.

WHAT HAPPENS EACH DAY?

The nursery class has different areas for different types of learning, with the downstairs and outdoor areas used for games, paints, water, construction and role play. Upstairs is a quieter area, with soft furnishing for story time, singing, reading and group time in number and phonics. All of the children will use the whole learning environment daily.

The children will spend the majority of their day in free play. Each day the children will work in a small group at least once with their key person. Children will have a mid-morning and a mid-afternoon snack daily, and the garden is used all day.