

# Comet Nursery School and Children's Centre



## MOON ROOM NURSERY INFORMATION FOR PARENTS AND CARERS



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## Comet Stands For:

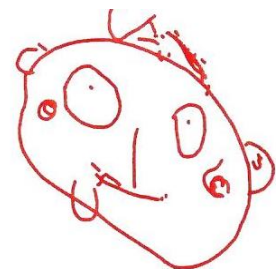
**C**ommitment to children, families and the local community

**O**pportunities to explore, experiment and extend life-long learning

**M**eaningful and motivating experiences for all

**E**ngaging environment that promotes excellence, equality, diversity and inclusion

**T**eaching that inspires creativity and active and independent learners





## **WELCOME TO COMET NURSERY SCHOOL AND CHILDREN'S CENTRE**

Comet is a Hackney Local Authority Nursery School and Children's Centre. The school has been open since 1976, offering high quality Early Years education to children from the local community. We are committed to promoting equality and inclusion and our children come from a richly diverse community.

We are staffed by professional and qualified early years teachers, nursery education officers and learning support assistants who provide an exciting and stimulating environment. Children are able to explore, experiment and experience a range of activities that encourages active learning and independence.

We aim to develop children's confidence and independence as learners, communicators, collaborators and creative thinkers.

Our children and families come from a wide range of ethnic, cultural and social groups. We reflect and celebrate this diversity through our curriculum and the social life of the school. We are fully committed to inclusion for all children. The school provides education and care for children aged 2-4 years.

### **CHILDREN'S CENTRE SERVICES**

We run two Children Centres offering a range of services to our families in the local community. Our Children's Centres run services for 48 weeks of the year, offering a wide range of activities that support children from birth to five years and their parents and carers.



**MORNING PLACE**                      5 mornings from 8.30am – 11.30am

**AFTERNOON PLACE**                5 afternoons from 12.30pm – 3.30pm

**SETTLING IN PROCEDURES**

When settling your child into the nursery they will need a parent/carer to stay with them for the first couple of days. Please bear in mind you may need to stay for longer and the times outlined may need to be adapted. The settling in process is to ensure that your child feels confident enough to stay in the nursery without your support.

|  |   |
|--|---|
| Day 1<br>8.45-9.45am<br>OR 12.45pm-<br>1.45pm  | Come to the nursery with your child and stay with them, encouraging them to explore the environment with you.                               |
| Day 2<br>8.45-9.45am<br>OR 12.45pm-<br>1.45pm  | As yesterday but this time, try to stay in a place where your child can go off and explore from. They can come back to you for reassurance. |
| Day 3<br>8.45am-<br>10.45am OR<br>12.30-2.30pm | If your child's key person thinks your child is ready then they will invite you to sit in the hall or close by the School                   |
| Day 4<br>8.30-10.30am<br>OR 12.30-<br>2.30pm   | If your child's key person thinks your child is ready then they will invite you to sit in the hall or close by the School                   |
| Day 5<br>8.30-10.30am<br>OR 12.30-<br>3.30pm   | If your child is ready, they can stay for a longer time and have a story with the other children  |

From the first day your child's keyperson will be there to guide you through the process and will be able to answer any questions you may have. They will work with you to review your child's progress on a daily basis.



## **SCHOOL TERMS**

The school is open term time only. We also close for five days throughout the year for staff training and to allow us to plan and develop the curriculum for your children.

## **FREE SCHOOL MEALS**

As your child is now at School you can apply for free school meals. You can apply online at [Apply for free school meals | Hackney Education](#)

## **30 HOURS FREE ENTITLEMENT & TAX-FREE CHIDCARE**

We encourage all families to check out the Childcare Choices website to see what financial help you can get towards the cost of childcare  
[Childcare Choices | 30 Hours Free Childcare, Tax-Free Childcare and More | Help with Costs | GOV.UK](#)

## **ATTENDANCE**

It is important that your child comes to nursery regularly. Good school attendance is linked to high achievement and helps children to gain confidence and build friendships. Please telephone or email and let us know if your child is going to be absent. Frequent or long term unauthorised absences may result in your child's place being withdrawn.

## **TIMEKEEPING**

It is important to arrive at school on time. You must also collect your child on time. If you are unavoidably delayed, let us know as soon as possible. For the safety of your child if someone else is collecting your child please let us know and provide them with your password. We will not allow children to leave if you have not informed us.



## **CURRICULUM, TEACHING & LEARNING**

Our curriculum builds on each child's experiences and natural curiosity. Teaching and learning are carefully planned, encouraging children to choose activities, equipment and materials and to get fully involved and immersed in their learning. This helps children to set their own challenges and to learn to plan, persevere and evaluate what they have done. We plan activities that will enrich children's individual learning and support them to work both independently and with others.

We celebrate festivals which reflect life in our diverse society. Families often help us to celebrate their festivals such as Christmas, Chinese New Year, Easter, Diwali, Eid or Hanukkah. Please let us know if you would like to help us in our work with the children at these special times.

## **ORGANISATION AND STAFFING**

Moon Room is our provision for 2 year olds and consists of one senior nursery education officer, who is the room lead and three further nursery education officers. During the day the children move freely throughout Moon Room and the outdoor area, which is open from the beginning of the sessions all year round.

We frequently support teaching/childcare students on work placements, who always work alongside members of Comet staff.

All members of staff/students have undergone the necessary identity and Disclosure and Barring Service checks (DBS). New members of staff are recruited through Safer Recruitment procedures.

There are also many other staff that work at Comet supporting our children and families. This includes a speech and language therapist, an educational psychologist and other specialist support.

Children will be automatically offered a place in our 3-4 year old provision and we will organise transitional activities to make this easier for our children. Transition will take place in September and January, however if we have a place available, we will offer a place in April.



### **PROGRESS AND RECORD KEEPING**

Each child has a Special Book; the children can choose pieces of work they would like to add to their book. The book builds over your child's time at nursery to show their learning journey. You may take the book home to add to it or show to other family members but please remember to bring it back. Your child will have a learning story written about them, this shows a significant piece of learning and there is a space provided for parents to make comments. These are added to your child's Special Book.

### **SPECIAL EDUCATIONAL NEEDS**

Some children need extra support during their school life and we will always let you know if we feel this is the case for your child. If you have concerns about your child's development at any time during their time at Comet, please talk to their keyperson or Headteacher.

### **HOME/SCHOOL PARTNERSHIP**

You will be invited to contribute to your children's learning journey throughout their time at Comet. This can be done in a variety of ways and we welcome all your contributions!

Your child's 'Special Book' is available for you to look at and add to at all times. These books can be found in designated spots in each room which your child's keyperson will point out to you. In addition, you will also be invited to review and plan for your child's progress during termly parent conferences with their keyperson. Home learning is really important to us and your keyworker may recommend some ideas for home. You can also access Home Learning ideas and videos on our website.

Wednesdays are book borrowing day. . Your child will choose a book to borrow on this day too for you to share together at home. Your child will be given a blue book bag which should be returned to Comet when they leave

We welcome parents and carers to come into school for parent workshops and other activities.





## **BEHAVIOUR**

We see behaviour as something young children have to learn about and our policy is to focus on positive behaviour. Unacceptable or aggressive behaviour is dealt with calmly, by talking it through with the child.

We support children to:

- learn about their rights and responsibilities
- behave in appropriate and acceptable ways
- have respect for themselves and show respect, tolerance, empathy and understanding towards others
- understand the effects and consequences of their own behaviour

We expect all adults working in or visiting the school to behave with courtesy, consideration and respect for others. The Behaviour Policy is available on our website.

## **FOOD AND DRINK**

Comet is a healthy school, which means that we promote healthy eating and an active lifestyle for children and families.

Milk, water and fruit are available for the children during sessions. We regularly cook with the children, supporting them to learn about healthy foods. We have lots of water stations so please do not send your child in with a water bottle. If you are able we would appreciate donations of fruit.

We celebrate each child's birthday with a pretend cake and candles and by singing 'Happy Birthday'. You can bring in fruit or breadsticks to share.





## **CHILD PROTECTION**

All adults have a responsibility to safeguard and protect children. We will always try to work with families to support you in making sure that your child/ren are safe. We have a duty of care if we suspect or know that a child is at risk or is suffering harm we will contact and comply with the relevant authorities and pass on details of the child and family, in accordance with local and national Safeguarding and Child Protection Procedures.

## **CLOTHING**

Each child has a bag on their peg and we ask parents to provide at least one change of clothes if your child gets wet or has an accident. Please make sure your child wears clothes that they can manage themselves especially when they use the toilet and that are weather appropriate. If your child is in nappies please bring spare nappies to school. Please see our Intimate Care Policy on our website for further details. Make sure you put your child's name on all their clothing and personal belongings!

We have Comet sweatshirts and t-shirts available for sale at the school office. Sweatshirts cost £7.35 and t-shirts cost £4.00. You can pay by card, cash or through your ParentPay account. If you apply and are eligible for free school meals your child will receive a free Comet t-shirt.

## **COMMUNICATION**

We have a text messaging and email service. We send out monthly newsletters. The whiteboards at both school entrances are updated with key messages. Our website contains all our school information. You can also follow us on Facebook and Instagram.

## **CONTACT NUMBERS**

The contact numbers you give us may be crucial in an emergency. Let us know immediately of any changes in home, work or other essential contact information.



## **ACCIDENTS**

Staff have been trained in paediatric first aid. If your child has an accident in the nursery we will carry out the necessary first aid and tell you about it when you collect them. If the accident or illness is more serious we will contact you to collect your child immediately. If necessary we will call an ambulance.

## **FIRE SAFETY**

Fire drills are held on a regular basis so that children become familiar with what to do.

## **HEALTH & ILLNESS**

Children must be well enough to take part in all curriculum activities including outdoor play. Please keep your child at home if they are unwell. Any course of medication should be completed before returning to school. Please call or email to let us know if your child is unwell and will not be attending school. Please let us know if your child has any allergies.

## **MEDICATION**

We do not administer medication to children except in special cases. Please see the office for a Medication Permissions Form.

## **PAYMENTS**

Payments can be made online through ParentPay. You will be sent a log-in password to access your account. You can also pay by card at the School office. We encourage parents and carers not to pay by cash.

## **OUTINGS**

We take children on outings and visits both locally and further afield. This could include the local shops, canal trips and in recent years we have visited Paradise Park and Willows Farm.



### **AFTER COMET**

Children are required by law to attend statutory schooling in the term after their fifth birthday. Children transfer into reception class in September. We hold a transition information event for parents and carers in the Autumn Term.

### **COMET GOVERNING BODY**

The Governing Body is responsible for supporting and monitoring the leadership and management of Comet. The school Governing Body meets once a term. It is made up of parents, staff and representatives from the local community.

### **COMPLAINTS**

We hope that the time spent at Comet will be happy, productive and successful for all the children and their families. However, if there is anything that you are worried or unhappy about, we hope you will feel able to talk to us about it, appointments with the Headteacher are always available. Please see our Complaints Policy on our website for further information.