



Starting Nursery

Cotgrave Candleby Lane School Nursery

2024-2025



School Contact Details:

The school office opening times are Monday to Friday 8:15am-4:00pm.

If you have any questions or queries, do not hesitate to contact us at school.

Address:

Cotgrave Candleby Lane School
Candleby Lane
Cotgrave
Nottinghamshire
NG12 3JG

Telephone:

0115 989 2284

Website:

<https://www.candlebylane.co.uk>

Email:

office@candlebylane.co.uk



Claire Lindsay
Head teacher



James Wood
Deputy head teacher

Welcome to CCLS!

This booklet has been created to help prepare you and your child for joining our school community. Here you will find information about our school and how we work. We are excited to welcome you and can't wait to get to know you and your child!

We recognise the importance of the relationship between school and families and want to work with you to enable your child to love learning and reach their full potential.

These are the main members of staff who will be working with your child:



Natasha Knight
Nursery Teacher



Tracey Cain
Nursery TA



Laura Rooney
F2 Teacher
EYFS Lead

General Information:

The School Day

The school day begins at 8:40am where children will be welcomed into Nursery by a member of staff. We are operating a 'soft start' whereby you can drop your child off at the classroom door between 8:40 and 8:50am and pass on any key messages. We encourage children to be independent when they arrive and ask that parents say goodbye to children before they enter the classroom door where possible. The door will be closed at 8:50am so that the register can be taken. If you arrive after 8:50am please take your child to the school reception to sign in.

The school day finishes at 3:20pm where you will collect your child from their classroom door.

For children attending a morning session, drop off will be at the classroom door at 8:40am and pick up will be at the main office at 11:40am.

For children attending an afternoon session, drop off will be at the main office at 12:20pm and pick up will be at the classroom door at 3:20pm.

A full list of school term dates is available on our school website or at the office.



Attendance

If your child is ill and cannot attend school, please call the school office in the morning so that we can record their absence. Please call each morning of their absence to keep us informed. If your child becomes ill during the school day, a phone call will be made to you to come and collect them.

As a school, we take our safeguarding responsibilities very seriously. When children have been absent from school for 5 days, we will carry out a home visit to check in with you and make sure that all is okay. This is a school policy, but please rest assured that this is purely for us to make sure that everything is okay and that your child is safe and well.

Hours

If you would like to change the hours that your child attends nursery, please contact a member of the office team and we will look into this for you. We will try our best to accommodate your wishes, however priority for places will go to children who are attending Monday to Friday on a regular basis.

Our office team:



Stacey Johnson
Office Administrator



Dave Andrews
School Business Manager

School Uniform

Our school uniform consists of:

- A navy cardigan or jumper (plain or with the school logo)
- A white polo shirt (plain or with the school logo)
- Grey/black trousers, skirt or pinafore
- Black school shoes or boots – no trainers
- Coat appropriate for the weather
- Grey/black shorts or a blue summer dress

Please ensure that ALL items of clothing and belongings are clearly labelled with your child's name. Any lost items without labels, will be sent to the 'Lost Property' box in the school reception.

Lunchtimes

Children in Nursery are welcome to order a delicious, nutritious hot meal from our school kitchen or bring a packed lunch to school. There is a weekly menu that can be viewed on the school website so that you can discuss the options with your child. If you do not like the main choice on a particular day, there will be an alternative option available too. We can also provide alternatives for children who are vegetarian or have allergies or intolerances. You do not need to book school meals in advance. We ask that packed lunches include healthy foods – no fizzy drinks or sweets. We are also a nut free school.



Early Years at Candleby Lane

Every child deserves the best possible start in life. Children develop quickly in the early years and we understand the importance of harnessing every opportunity to ensure that all children have the secure foundation to reach their full potential. We know that children's experiences between birth to five have the greatest impact on their later life chances. For that reason, we are committed to ensuring that our provision provides children with a secure and happy environment in which to grow and flourish. We understand the value of high-quality learning opportunities and a supportive home life in developing young children's abilities and talents. Therefore, we are committed to developing strong partnerships with our families and the wider community.

We use an app called Tapestry to help us record some of the 'WOW moments' we see in school. We encourage you to upload any of the 'WOW moments' you see at home too – we love to keep up to date with what you get up to at home! Look out for information on how to sign up to this in your child's personalised pack of information.

We are looking forward to getting to know your children and their families. Please do not hesitate to get in touch if you have any questions or worries.


