



NURSERY HANDBOOK



**OVERMONNOW
PRIMARY
SCHOOL**

WELCOME



We understand that starting nursery is a big step for both you and your child, and we're here to make the transition as smooth and positive as possible.

This booklet is designed to help you and your child feel more comfortable as you prepare for nursery life. We hope it answers some of your questions and helps you feel warmly welcomed into our community.

If there's anything you'd like to know that isn't covered here, please don't hesitate to ask during your stay and play session. There will be plenty of time to explore, meet our team, and ask any questions you may have.

In the lead-up to starting nursery, we encourage you to talk to your child about what to expect. Let them know that nursery is a fun, friendly place where they'll enjoy learning and playing. You can also share with them the photos and videos their teacher posts on Class Dojo to help them feel familiar with their new environment.

During your visit to Overmonnow, we invite you to take part in the activities, show your child key areas such as the toilets, handwashing stations, play areas, and introduce them to the staff who will be there to support them.

We're really looking forward to welcoming you and your child to Overmonnow!

Mrs J Child
Headteacher

EVERY CHILD MATTERS, EVERY MOMENT COUNTS





ABOUT OVERMONNOW



School Organisation

The new Curriculum for Wales is set out in legislation for all learners in Wales aged 3 to 16, to ensure all schools cover the same core learning and to secure a consistency of approach for learners across Wales.

The previous names of Foundation Phase and Key Stage 2 will no longer be a part of the curriculum; however, the principles of the Foundation Phase will remain. These will become a part of one seamless curriculum for children aged 3 to 16, providing more joined-up learning.

Therefore, we have renamed our phases as below:

Explorers – Nursery, Reception, Year 1 and Year 2

Discoverers – Year 3 and Year 4

Adventurers – Year 5 and Year 6

Within these phases, staff plan collaboratively as a team and work together to ensure that children are having opportunities to develop skills and lead their own learning.

In Overmonnow, all our classes are named after beaches. Our nursery class is called **Dosbarth Poppit Sands**.

School Staff

Headteacher	Mrs J Child
Deputy Headteacher	Mr R Davies
Leaders of Learning	Mrs B Bell Mr A Ravetta
ALNCo	Mr T Middleton
Nursery Class Teacher	Mrs K Jukes
Teaching Assistant	Mrs J Teague
HLTA (PPA Cover)	Ms R Cahill
School Administrators	Ms S Fox Mrs D Robbins Mrs C Williams
Caretaker	Mr C Hodgson

How do we keep in touch?

At Overmonnow, we value strong partnerships with parents and carers and encourage open, regular communication.

We use **ClassDojo** to share updates, reminders, and messages. You'll receive a code to join your child's class—please keep notifications on so you don't miss anything. For urgent matters, always call the school office, as teachers may not see messages during the day.

Letters may also be sent home in book bags - please check them daily. Weekly newsletters, with key dates and news, are shared on our website and ClassDojo.

We hold **parent consultations** in October and March, with a written report provided in the summer term. These are a great chance to discuss your child's progress.

Your child's teacher is your first point of contact and is available at home time for any questions or quick chats. If there's anything you're unsure about, or if your child is experiencing difficulties, please do let us know.

Stay connected by visiting our **school website** and downloading the **Dojo** app.

Keeping your information up-to-date

Please let the school office know if your contact details, address, or emergency information change.

It's important we have up-to-date information to keep your child safe and ensure we can reach you if needed.



GETTING INVOLVED

We're very lucky to have a dedicated and supportive group of parents and friends here at Overmonnow. Our PTFA (Parents, Teachers and Friends Association) meets regularly, and everyone is warmly welcome to come along.

All funds raised by the PTFA go straight back into the school to benefit the children. If you'd like to get involved or find out more, please contact the school office, and they'll be happy to put you in touch with the chairperson.

ABOUT OUR NURSERY

Our Nursery class can accommodate up to 35 children aged three and above. Subject to availability, children may be eligible to start in the term following their third birthday.



What time is Nursery?

Our nursery sessions run from
9am - 11:30am.

When you bring your child to nursery, a member of staff will greet you at the entrance and guide your child inside to hang up their coat and bag.

On collection, we will ask you to wait outside while your child is called and brought to you. If you would like to speak to a member of staff, we will ask you to come inside to wait until all of the children have been handed out safely.

We request that you collect your child on time at the end of the nursery session. If you will be unavoidably late picking up, please ring to let us know in order to minimise the upset caused to your child.

What should my child wear?

We encourage children to wear our school uniform, as it helps them feel part of the school community. A school jumper with easy-to-manage trousers or leggings is ideal.

Learning can be messy, and although we provide aprons and waterproofs, children may still get dirty - so please dress them in practical, washable clothes.

Clothing should support independence—avoid dungarees, belts, lace-up shoes, and anything too tight. Shoes should be suitable for running and climbing; no flip flops or slippers.

Children play outside in all weathers, so dress them accordingly. In sunny weather, apply sun cream at home and provide a sun hat.

Please label all clothing, especially coats and jumpers.

What do we need to bring to Nursery?

Every day:



A healthy snack of fruit or sliced raw vegetables

To leave in Nursery:



A change of clean clothes in case of accidents (including pants and socks)



A pair of wellies



A set of all-in-one waterproofs large enough to fit over their winter coat



LEARNING AND DEVELOPMENT

Who will be working with my child?



Mrs K Jukes
Class Teacher



Mrs J Teague
Teaching Assistant

What will my child do in Nursery?

At Overmonnow Nursery, we provide a safe, welcoming environment where children can explore, play, and learn through first-hand experiences.

Our nursery is made up of three main areas - an indoor classroom, a paved outdoor space, and a large garden - all of which children can access throughout the session.

Staff support and guide children as they play, helping them to build confidence, develop independence, and make their own choices. We recognise that children develop at their own pace and learn best when they feel happy and secure.

What will my child learn?

We offer a rich and varied curriculum designed to nurture curiosity, problem-solving, communication, and collaboration. Children are encouraged to reflect, plan, and think creatively across all areas of learning. Every activity is carefully planned to help them develop a wide range of skills while becoming confident, independent learners with a lifelong love of learning.

To support your child's development, staff regularly observe and record their progress through written notes, drawings, photographs, and videos. These observations begin with the information you share with us during visits and continue throughout your child's time in nursery. This ongoing assessment helps us plan meaningful learning experiences tailored to your child.

What if my child is finding things tricky?

If your child is finding anything tricky - whether socially, emotionally, or with their learning - please speak to the class teacher, who will be happy to help. We understand that every child develops at their own pace, and we're here to support them.

If needed, nursery staff can also seek advice from the school's ALNCo (Additional Learning Needs Coordinator), speech and language therapists, or Acorn Family Support, to ensure your child gets the right help at the right time.

How can I help my child get ready for Nursery?

You can help by encouraging your child to:

Dress and undress themselves

Fasten and change their shoes



Tidy away their toys

Sing and say some nursery rhymes



Go to the toilet and wipe their own bottom

Recognise and say their own name



Promoting Independence in Self-Care

We encourage all children to be independent in their personal care, including drinking from a cup, feeding themselves a snack, and changing into dry clothes if needed. Please provide a spare set of clothes in case of accidents.

We ask that children are toilet trained before starting. This allows staff to focus on learning activities. While occasional accidents are expected and will be handled sensitively, if your child soils, we may contact you to take them home for a bath. Staff will ensure they are comfortable while they wait for you to arrive.

All staff are highly aware of child protection procedures and will always support your child with care, sensitivity, and professionalism.

If you need support with toilet training, we recommend visiting the ERIC website at www.eric.org.uk and speaking with your Health Visitor. Our nursery team is also happy to signpost support - please don't hesitate to ask.

To support hygiene and speech development, dummies should not be brought into nursery.

By working together, we can help give your child the very best start in nursery and build strong foundations for their future.

ILLNESS AND ABSENCE

What do I do if my child is ill?

If your child has been unwell overnight, please consider whether they are ready to manage the busy nursery day, including outdoor play and group activities. If you're unsure, it's best to keep them at home until they're fully recovered.

If your child is going to be absent, please let us know by calling the school and using our dedicated absence line: **01600 713458 (option 1)**.

From time to time, we do see small outbreaks of tummy bugs, which are often caused by highly infectious viruses. Following medical advice, we ask that children stay at home for **48 hours after the last episode of vomiting or diarrhoea**. This helps prevent the spread and reduces the risk of reinfection.

What will happen if my child becomes ill at Nursery?

If your child becomes unwell during the nursery day, we will contact you or one of your nominated emergency contacts. It's important that the school office has up-to-date contact details, so please let us know of any changes.

If your child needs prescribed medication, please speak to the school office. Staff are not permitted to administer non-prescribed medicine, but you're welcome to come in during the day to give it if needed.

For children with asthma, a medical form must be completed—these are available from the office. Inhalers should be clearly labelled and kept at nursery. Please also inform us of any allergies your child may have.

Although accidents are rare, they can happen. Any minor injuries and treatment given will be recorded and shared with you when you collect your child. If we feel your child needs medical attention, we will contact you immediately.

What if I'm going to be late or someone else needs to pick up my child?

If you're going to be late collecting your child, or if someone else will be picking them up, please inform the school office as soon as possible. For safety reasons, we can only release children to authorised adults.

In some cases, we may operate a password system to ensure your child is collected safely. If your arrangements change, just give us a quick call to let us know.

 01600 713458

 www.overmonnow.monmouthshire.sch.uk

 overmonnowprimary@monmouthshire.gov.uk

 Rockfield Road, Monmouth, NP25 5BA