



Nursery, Pre-School
and Reception
Handbook

2024/25



THE
ELMS



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We are delighted that your child is joining the Early Years Foundation Stage (EYFS) at The Elms. The EYFS is a framework for children up to the age of 5, based around seven areas of learning (three prime areas and four specific areas) from which activities are planned.

Our priority is always to ensure your child's total well-being, which means safety and personal welfare, as well as academic, social and physical development. If you ever have even the slightest concern about any aspect of school life, please do not hesitate to come and speak to one of the staff members or the teachers in charge of the Foundation Stage. We are always grateful for any communication which provides us with information necessary for ensuring a complete understanding of our pupils.

Joining the Foundation Stage at any age, can be a major step and we would like to make the transition as smooth and pleasurable as possible. This handbook is designed for you so that you feel comfortable and secure with the new routines and environment. We hope that it proves helpful.

We are looking forward to the months ahead as we are sure that the planned activities will promote your child's happiness, security and intellectual development.

We are confident that your child will be very happy, learn new skills, achieve high standards and make lots of new friends and relationships.

We look forward to seeing you very soon.

Best wishes

Faith Potter

Mrs Faith Potter
Head

Savage

Mrs Lucy Savage
Assistant Head - EYFS & Infants



Our Vision and Ethos



Our Vision

To have an exceptional reputation for providing a first-class all-round education for boys and girls which ensures the best possible start for their future and enables them to be the best they can be.

Our Ethos

We give the highest priority to the quality of our academic provision. We are also proud of our reputation for delivering a fully rounded curriculum, with sport, music, art and drama all being important elements of an education at Trent College and The Elms. This, coupled with a focus on the strongest pastoral care, makes us a school that nurtures young children to be the best they can be in terms of achievement and character, enabling them to flourish in a changing world. This is what stands at the very core of Trent College and The Elms.



The Elms Values



Early Years Foundation Stage at The Elms

Our EYFS setting has been set out deliberately to provide the right environment for children to develop all aspects of their individuality. Our aim is to provide a high quality, integrated, early education. This is achieved by having our Nursery, Pre-School and Reception classes working in collaboration, allowing a holistic approach to be maintained throughout.

Children in the EYFS have the opportunity to integrate throughout the setting through play and structured activities. They regularly visit and become part of The Elms, making their transition into Reception and Year 1 as smooth as possible.

The EYFS curriculum is based on seven areas of learning. The activities and structured play experiences will be carefully matched and designed to the individual needs of each pupil to promote growth and development physically, aesthetically, emotionally, socially, spiritually and intellectually.

Young Children's Learning is Enhanced When:

- The content of the curriculum is 'meaningful' to them and related to their existing knowledge and interests
- They are active participants in their learning rather than just passive recipients
- They are encouraged to indulge their natural inclination to engage in imaginative play related to significant life experiences
- They are emotionally secure because there is continuity and good communication between home and school

If you require any further information regarding the EYFS or ways to support your child, please speak to a member of staff.

Forest School

Forest School is a unique way of building independence, self-esteem and confidence for all learners, with regular opportunities to develop through a hands on approach with experiences in a woodland or natural environment.

Our School enables children's learning in a different context, by providing a range of practical activities, carrying out small achievable tasks, and developing team building skills. Children who are unfamiliar with woodland spaces can become confident in using them, and this can form the basis of a life-long relationship with nature.

Our pupils from the age of three take part in regular Forest School sessions. Activities include minibeast hunts, den building, making bug hotels, scavenger hunts, woodland nature trails, making bird feeders and playing games.



Parent Communication

Contact Details

It is important that any alterations of address, telephone numbers or emergency contact numbers are notified to the school immediately so that we are able to contact parents easily in case of emergency. The school email address is elmsreception@trencollege.net. Please use this email for all enquiries and general communications including reporting a pupil absent.

Parent Communications

Your opinions matter to us and we want to hear from you so that we continue to develop our school. If you have any concerns about any aspect of school life, please come and talk to staff. Please ensure all communication with us is courteous - we will not tolerate any of our staff being spoken to rudely.

Parent Portal

As a school, we believe very strongly in effective communication with our parents. The Elms has a web based Parent Portal which is only accessible to our parents, where you can find key information regarding the school and your child. Reception children's end of year school reports are published to the Portal. The whole School Calendar is available to view and all letters for your child's year are uploaded on to Tapestry on a Friday of each week. As your child progresses through the school, information regarding their timetables and form groups will become available to view on the Portal. Upon your child's start at The Elms, you will receive an email which provides instructions on how to register for the Portal together with your individual registration codes.

The school has an app version of the Parent Portal to enable easier access to key information from mobile devices. Information on how to download this will be provided to all new parents when a child joins the school.

Parentmail

Reception parents also receive a weekly whole school Parentmail newsletter from the Head which will be sent on a Friday afternoon. The email newsletters are full of news and also highlight future, not-to-be missed events! We warmly welcome parents to attend and try to give plenty of notice to ensure parents are able to plan ahead. We would like to make sure that pupils have as many opportunities as possible to enjoy their learning experiences and share this pleasurable time at school.

From time to time we also send you targeted text messages, relating to specific events, updates on timings for activities, or special requests.

Tapestry

Our Foundation Stage actively use Tapestry, an online learning journal that records all the learning and experiences of your child's early education.

Tapestry Care diaries are in operation across the Nursery and Pre-School, which enables you and key staff to share information about your child on a daily basis. On joining Reception, the class teachers share their email addresses with parents enabling direct contact.

A child's time within the Foundation Stage is full of fun packed activities, busy with messy play, first steps to learning phonics and new games; there is so much for children to do, learn and take in. Tapestry enhances this special time by helping us to capture children's experiences as well as monitor their development and learning. This unique journal is shared online with you as a parent to see special moments and view your child's progress. Parents can also contribute to the journal, sharing children's learning and experiences at home. On joining The Elms, a unique login will be provided, along with a Parental Agreement and Guidance Usage.

Photographs

Parents must not post pictures on social media of school events, where pupils other than their own child/children are visible.

If you do not wish for your child's image to appear on school social media, please ensure you inform your child's key worker or class teacher.

Parents' Consultations and Reports

Each term there will be an opportunity for you to receive information about your child's educational and personal progress in the form of parental consultation evenings and/or reports.

Michaelmas Term

- Parents' evening
- Interim report/Target review (Reception only)

Lent Term

- Parents' evening

Trinity Term

- Full reports (Reception only)

Health & Safety

Health And Safety

Staff and children will take every precaution to prevent accidents from occurring, both inside and outside school. Inevitably there are minor accidents from time-to-time. We do have fully qualified first-aiders both at The Elms and in the Medical Centre so accidents will receive a second opinion when it is deemed necessary. If the accident results in significant treatment, parents will be notified by a member of staff. If we feel your child requires further medical treatment, you will be contacted immediately.

It is crucial that Pupil Record Sheets/Questionnaires are completed when requested and that parents let us know as soon as possible of any changes to telephone numbers/contact information. Following any accident requiring medical treatment a school Accident Form is completed and shared with home.

Further information can be found in the school's Health and Safety Policy which can be accessed via the Parent Portal.

Welfare Of Children

Your child's welfare is our first priority and this includes their academic, social, spiritual, physical and emotional development. Incidents inside or outside school may affect a child's ability to concentrate and progress, consequently we do encourage you to inform us of any domestic situation which might adversely affect your child's well-being, e.g. bereavement of a close relative, parent away on business or loss of a family pet. Please let your child's key worker/class teacher know and the school will work with you to support your child through any difficulties.

Supervision

It is the parent's responsibility to supervise their children once they have been dismissed by a member of The Elms staff at the end of the day.

School Policies

All of the school policies are available on our Parent Portal. The Elms Nursery and School are inspected under ISI (Independent Schools Inspectorate) and Ofsted (for our under 2's provision). Our latest inspection report is available on the school website.

[Click here to view the School Policies](#)

Your child's welfare is our first priority and this includes their academic, social, spiritual, physical and emotional development.

Healthy Eating



Healthy Eating

We promote healthy eating from an early age, ensuring snack and meal times are fun and encouraging children to make independent choices, develop social skills and age appropriate manners. Your child will be encouraged to explore a wide variety of different foods, promoting independence and decision making skills.

The meals we provide are nutritious and healthy and we encourage children to respect and enjoy a wide variety of food.

All dietary requirements can be catered for on request.

Allergies And Food Intolerances

If your child has allergies or intolerances we will work closely with you to establish a care plan and emergency procedures based on your child's needs. All staff will be made aware of these needs and allergy lists will be displayed and shared with all staff and the catering department, to ensure suitable food alternatives are provided. If your child has an allergic reaction to food, bee sting, plant etc. a first aid trained member of staff will administer the appropriate treatment and you will be informed immediately.

Children with severe allergies will be asked to provide emergency medication e.g. EpiPens. One of these will be held in the Nursery, Pre-School or classroom and taken with the child at all times. The School Medical Centre will hold a second emergency medication.

Medication

Prescription Medication

If a child has a medical condition which requires regular medicine, a care plan will be drawn up on admission. All matters regarding the needs of the child will be recorded and reviewed on a regular basis. If staff require specialist training to administer any medication, advice will be sought from a medical professional and training given. Prescription medicine will only be given to the person named on the bottle for the dosage stated and medicines must be in their original containers.

The staff member will record details of the administration on the appropriate form and another member of staff will check these details. Those with parental responsibility must give prior written permission for the administration of each and every medication. However we will accept written permission once, for a whole course of medication, or for the ongoing use of a particular medication.

Non-Prescription Medication

If we feel a child would benefit from medical attention rather than non-prescription medication, we reserve the right to refuse care until the child is seen by a medical practitioner.

Nursery, Pre-School and Reception DO NOT administer any medication unless prescribed by a doctor.

In the event of a child's temperature spiking to over 38°C, parents will be contacted. If consent is given, the School Nurse, Nursery or Pre-School Leaders will administer Calpol to reduce their temperature. You may be asked to collect your child.

In the unlikely event of us being unable to contact either parent or guardian, the Nurse, Nursery or Pre-School Leaders will make an informed decision as to whether Calpol will be administered. We will continue to make contact using all emergency numbers provided. In this instance you will be required to sign a medication form on collection of your child.

Asthma

If your child requires an inhaler of any kind, it is essential that the teacher is informed and understands the type of treatment prescribed. Inhalers need to be taken to all lessons unless we are otherwise informed.

Other Medicines

Further information can be found in the school's First Aid Policy which can be accessed via the Parent Portal.

Immunisation

We would recommend that children are vaccinated in accordance with their age. If children are not vaccinated, it is the responsibility of the parents to inform The Elms to ensure that children, staff, and parents are not exposed to any unnecessary risks. Our setting does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents.

We record information regarding this on children's registration documents and these are updated as and when necessary.

Special Educational Needs

At The Elms we believe all children should be valued, encouraged and accepted equally. Where a child has specific and individual needs at any time during their progress throughout the school, we endeavour to identify and make provision for those needs, in order for that child to fulfil their potential and achieve the highest standards of which they are capable.

We have a Head of Learning Support who co-ordinates, supports and directs this provision throughout the school. The school aims to ensure that parents are informed and participate in any decision making regarding the special needs provision being made for their child.

Our partnership with parents plays a key role in enabling children with individual needs to achieve a greater choice and control over their support.

At The Elms we focus on inclusive practice, removing barriers to learning and helping young people to prepare for adulthood and transition through the key stages of their education. Early identification and intervention of pupils with individual needs through teacher observation, screening and assessment

procedures is essential. We seek to enhance high quality teaching provision within the classroom through focused support and small intervention groups, to meet the needs of those children with specific Individual Education Plans (IEPs), as well as those children we wish to monitor for initial concerns, or who need additional assistance where English is an additional language.

We work closely and collaborate in school with specialist educational, health and social care providers to enable comprehensive support to cover the four recognised areas of need: Communication and Interaction; Sensory, Medical and/or Physical; Social, Mental and Emotional Health; Cognition and Learning.

At The Elms we believe all children should be valued, encouraged and accepted equally.

The Elms Nursery

Staff Organisation at The Elms Nursery

The Nursery Leaders oversee the planning and assessment for all children in the Nursery classes. We have a high adult to child ratio of well qualified staff in all areas. Throughout the Nursery children are allocated a key person, who will be directly responsible for their learning, social development and welfare. The key person provides a link between home and school and is a direct point of contact for parents.

Your First Visit in Nursery

Before entry to the Nursery, parents will meet with their key person to discuss and record the needs of your child. A plan for settling the child into the Nursery setting will then be decided.

When leaving your child, we advise you give a kiss and a cuddle and tell them that you will come and collect them later. Leaving an upset child can be difficult for both child and parent, but the settling in period will be successful if consistent methods are used and the child is given time to get used to their new environment - understanding that their parent will return shortly.

The Elms Nursery welcomes parents to telephone at any time to check their child has settled. If at any time the Nursery staff are concerned about your child, they will contact you promptly.



The Daily Routine



Caterpillar Room (age 0-2)

Breakfast	08.00–08.30
Staff 'ELF' activities	08.30–09.30
Morning snack	09.30–10.00
Nappies/Free play	10.00–11.00
Outside play	10.45–11.30
Lunch	11.30–12.00
Sleep/quiet time	12.00–14.00
Nappies/Outdoor play/Free play	14.00–15.30
Tea	15.15–16.00
Free play/Home Time	16.00–18.00

Butterfly Room (age 2-3)

Breakfast	08.00–08.30
Self 'ELF' activities	08.30–09.30
Snack/Nappies	09.30–10.30
Free play/Activities/Outside play	10.15–11.15
Singing Session	11.15–11.30
Lunch	11.30–12.00
Sleep/Quiet time	12.00–14.00
Nappies	13.45–14.30
Story time /Free play/Activities/ Outdoor play	14.15–15.15
Tea	15.15–16.00
Free play & Home time	16.00–18.00

Our Nursery Day

Arrival and Departure

Saying goodbye to your child can sometimes be distressing for both parent and child. During your child's induction to Nursery with their key person, a plan can be agreed on how you feel happiest to leave your child.

We ask that all of your child's belongings are clearly labelled, these items can be left on an allocated peg.

When leaving your child in the morning please pass on any relevant information to the staff team, this can be verbally or shared via the Tapestry Care Diary. A member of staff will sign your child in on the register.

On collection, staff are always available to give feedback on your child's day; how they have been and the activities they have taken part in. In addition to this, further information about your child's day can be found on the Tapestry Care Diary.

Children will only be released to parents or authorised family members or friends. We will require either a photograph or password in advance, if there are changes to collection.

Registration and Absences

The Nursery day is 8am – 5pm, however children can be booked in from 7.30am up until 6.00pm with an additional charge. If your child is ill or absent for any reason please let us know as soon as possible. All absences need to be reported by a telephone call to the Nursery on 0115 9837013, or email: nursery@trentcollege.net

Please notify the Nursery Leader when your child will be absent for holidays or if you require additional ad hoc days.

Meal Times

The Nursery has its own self-contained kitchen to provide morning snack and afternoon tea.

Menus will be displayed in the rooms and on Tapestry. Individual dietary needs will be identified on admission to the Nursery and, if required, we will develop individual plans to suit the needs of your child.

Babies entering The Elms Nursery may have specific dietary needs and these will be discussed on admission. Formula milk and sterilised bottles are to be supplied by parents, and milk will be given to the child in routines consistent with your wishes.

When your child is ready to be weaned on to solid food, children's needs are discussed on an individual basis and plans written in the child's profile form and daily routine form. Any worries regarding your child's eating habits can be discussed with the Nursery Leader or key person and procedures can be put in place to provide extra support or gain support from outside agencies.

We are proud of the standard of catering at The Elms. At lunchtime, our Nursery children eat within the Nursery setting, with lunches provided by the Catering department. Some of the usual lunch options are:

- Chicken curry with rice
- Roast dinner with vegetables
- Lasagne
- Cottage pie
- Vegetable stir fry
- Desserts and fresh fruit

Menus and selection forms can be found on the parent portal.

Each week children have the choice of a meat or fish option, a vegetarian option or jacket potato option. There is a daily sweet option or fruit or yogurt if you prefer.





The Elms Pre-School



Staff at The Pre-School

The Pre-School Leader oversees the planning and assessment for all children in the Pre-School. We have a high adult to child ratio of well qualified staff. Throughout Pre-School children are allocated a key person, who will be directly responsible for their learning, social development and welfare.

The First Day in Pre-School

Please make sure that all the uniform and belongings are clearly named in a visible place.

Please bring your child to the Pre-School/Reception playground, where your child will be met by a Pre-School member of staff.

Before saying goodbye, remind your child who is collecting them at the end of the day, making sure that a staff member also knows if it is not yourself. Then leave without hesitation, confident and assured that you have left your child in capable hands.

As the days go by, there could be occasions when your child is tearful and reluctant to leave you. You will help best by being consistent and confident. If your child sees that you are upset it will not help. Let them know that you feel school is important and you are delighted with everything they bring home, but please try not to be over anxious.

We will be happy to telephone you at home or work to reassure you during the day, if there has been a tearful separation. If anything worries you, we are here to help, after all your child's success and happiness are of great importance to us as well as you.



The Daily Routine



Pre-booked morning care	07.30–08.00
Free play and breakfast	08.00–08.30
Registration and activities	08.30–08.45
Adult modelled activities - indoor and outdoor free play. (Including self-serve snack table 9.45–10.30).	08.45–11.15
Circle time (maths)	11.15–11.30
Story time	11.30–11.50
Lunch and outdoor play	11.50–13.20
Register	13.20–13.40
Adult modelled activities - indoor and outdoor free play	13.40–15.00
Phonics	15.00–15.15
Keyworker Circle time	15.15–15.30
Tea	15.30–16.00
Free Play	16.00–17.30
After school care (Pre-School children join with nursery)	17.30–18.00

Our Pre-School Day

Arrival

In Pre-School the children are welcomed into the playground by the members of staff. Parents can use this time to speak to staff about matters regarding their child. The staff member will sign your child in on the register.

Registration and Absences

The Pre-School day begins at 8.00am and breakfast is served until 8.30am. The class register will be taken at 8.35am so pupils must be in school for 8.30am.

We offer an early drop-off from 7.30am, but this needs to be pre-booked.

If your child is ill or absent for any reason please let us know as soon as possible. All absences need to be reported by a telephone call to Pre-School on 0115 9837031, or email nursery@trentcollege.net.

Requests for holiday dates must be made to the Pre-School Leader.

Lunchtime

We are proud of the standard of catering at The Elms. Pre-School children eat in 'The Lee' (a small room within the Prince Obolensky Building). The tables are already set for them; as part of the family dining experience. Pupils will be given a two course meal and special dietary requirements can be catered for upon request.

Our lunch menu might include:

- Roast dinner with vegetables
- Italian bolognese and pasta
- Roasted vegetable risotto
- Hand battered fish
- Chicken curry
- Salads
- Soup
- Fresh fruit and desserts

This is only a small example of the wide range of food available. The weekly menu is displayed in the Pre-School area.

We also provide our Pre-School children with a mid-morning snack of fruit and a drink of milk or water, and a snack of fruit mid-afternoon. For those who are collected later than 3.30pm, a light tea of sandwiches, vegetables, salad and fruit is provided.

Afternoon Collection

Pre-School children can be collected from 3.00pm. Collection times will be discussed with parents during transition meetings.

Please ensure you inform us of any change to your normal collection procedure, either time or personnel. This is to ensure the welfare of your child at all times. Children will only be released to parents or authorised family members or friends.

Our standard day is 8.00am–5.00pm. Any additional hours need to be pre-booked.

EYFS Assembly

Pre-School and Reception children join the infant children regularly for celebration assemblies in which pupils receive certificates to take home and 'growth mind-set blossoms' to place on the light-up tree in The Elms Lower School entrance.

During this time we sing songs, listen to stories and rhymes, practise mindfulness techniques and discuss important issues such as worries or friendship.

Specialist Lessons

All Pre-School children will attend Forest School.

The academic year before children go to Reception, they are taught by specialists teachers for French, PE, Dance and Drama. Pre-School also visit the library each week for story and rhyme time.

Toilet Training

Whilst we have the facilities for nappy changing, we do expect our children to be fully toilet trained and be able to wash and dry their hands.

We are of course, very aware that accidents do happen, particularly when absorbed in exciting and stimulating activities, so your child will need spare clothing, especially pants and socks. If your child has an accident then please ensure that the 'spares' are replaced the following day.

Reception

Staff in Reception

The Reception classes are taught by a class teacher, with a Teaching Assistant. The class teacher is with the children for the vast majority of their day as we feel that young children benefit from the continuity and consistency of having a main class teacher. Specialist teachers are used to enrich the curriculum in the areas of Physical Education, Dance & Drama, Music, French and Forest School.

The First Day in Reception

In Reception the children are welcomed into the EYFS playground by a member of staff.

Before saying goodbye, remind your child who is collecting them at the end of the day, making sure that the teacher or assistant also knows if it isn't yourself. Then leave without hesitation, confident and assured that you have left them in capable hands.

As the days go by there could be occasions when your child is tearful and reluctant to leave you. This is completely normal and is part of the settling process. You will help best by being consistent and confident. If your child sees that you are upset it will not help. Let your child know that you feel school is important and you are delighted with everything they bring home, but please try not to be over anxious.

We will be happy to telephone you at home or work to reassure you during the day, if there has been a tearful separation. If anything worries you, we are here to help, after all your child's success and happiness are of great importance to us as well as you.

Please make sure that all the uniform and belongings are clearly named in a visible place.



The Daily Routine

Breakfast Club open in the Prince Obolensky Building (please book children in)	07.30
Morning care opens on the Foundation Stage Playground for Reception	08.00
Children are welcomed in the classrooms	08.30
Registration followed by Teacher led activities	08.35
Teacher led activities	10.45
Lunchtime for Reception children in the Prince Obolensky Building	11.40
Registration and beginning of afternoon session for Reception followed by Child Initiated Activities	13.00
End of Day for Reception and Infant children	15.25

Our Reception Day

Early Morning

Pupils arriving at 8.00am will be supervised until 8.30am when the class teachers collect pupils and escort them to their classrooms. We will expect all pupils to respond positively and sensibly to the early morning staff until they move to their classroom. This supervision is only available from 8.00am; pupils arriving before then will remain outside the buildings and will remain the responsibility of their parents.

Pupils must be in school for the start of the day at 8.30am.

Registration and Absences

The class register will be taken at 8.35am and is often an opportunity for a class to chat informally with their teacher and friends, catch up on all the latest news and prepare themselves for the start of the day. Children who arrive late can feel they have been excluded from items of interest or pieces of information.

If your child is ill or absent from school for any reason, please let us know as soon as possible by a telephone call to 0115 8494942, or email elmsreception@trentcollege.net

Any requests for holiday dates must be made in writing to the Head, whose decision will be based on the circumstances, age of pupil and the number of days requested. We do encourage that holidays are not taken during term time.

School attendance is very important. Once your child turns five years old, attendance is monitored - we would like all pupils to achieve above 90% attendance.

Arrivals and Departure

In the Reception classes the children are welcomed in to the playground by the members of staff. Parents can use this time to speak to staff about matters regarding their child. At the end of the day the Reception children are collected from the playground.

Lunchtime

We are proud of the standard of catering at The Elms. Reception children eat together at 11.40 in The Prince Dining Hall. As they are the only children in The Obolensky at this time, staff are on hand to assist children with their meal choices.

Some of the usual lunch options are:

- Chicken curry with rice
- Roast dinner with vegetables

- Lasagne
- Cottage pie
- Vegetable stir fry
- Desserts and fresh fruit

This is only a small example of the wide range of food available. The weekly menu is shared on the Parent Portal. We also provide our Reception children with a mid-morning snack of fruit and a drink of milk or water.

Assembly Time

Assemblies are an integral part of our school, they are occasions for thoughtfulness, celebration, concern for others, as well as praise and worship.

The children receive certificates and rewards from their class teacher. These can be for outstanding work during the week, kindness to others and demonstrating The Elms values.

The children also receive blossoms for demonstrating a growth mindset. These are hung on the blossom tree which is located next to the Lower Elms reception desk

Class Assemblies

Each academic year Reception classes will lead an assembly and parents are invited to these occasions. Dates are shared well in advance.

Afternoon Collection

Reception children finish their day at 3.25 pm, where pupils are collected by previously agreed and authorised adults. Any children not collected at this time will be booked into After School Care.

For all children - please ensure you inform us of any alteration to your normal collection procedure, either time or personnel. This is to ensure the welfare of your children at all times. Children will only be released to parents or authorised family members/friends.

Independence

It is important to encourage our pupils to be increasingly independent and if your child has not had experience of Pre-School or Nursery, please try to give them opportunities to play with other children. It is also very beneficial for children to be able to dress themselves and fasten their own shoes and coats (or at least make a good attempt).

We do expect our children to be fully toilet trained and be able to wash and dry their hands. We are, of course, very aware that accidents do happen, particularly when absorbed in exciting and stimulating activities, so your child will need spare clothing, especially pants and socks. If your child has an accident then please ensure that the 'spares' are replaced the following day.

Specialist Teaching

Reception children are taught by specialist teachers for French, Music, PE, Games, Dance and Drama, and Forest School. Reception also visit the library each week where they can borrow books.

Stretch and Challenge

Pupils who are identified as working ahead of age related expectations are challenged further through carefully differentiated work and additional challenge activities.

Parents' Consultations

Each term there will be an opportunity for you to receive information about your child's educational and personal progress in the form of parental consultation evenings and reports.

Extra-Curricular Activities - Clubs

We have a wide range of clubs available for younger children which run between 3.30-4.40pm. All infant clubs incur a small additional charge. Examples of clubs we may offer: Disco Dance, Soccer Stars, Karate, Jumping Clay, Lego club.

Clubs are selected termly, further information will be sent out termly via the Parent Portal.

Wraparound Care

Breakfast Club is available for children in Reception from 7.30am but not before. Parents will be required to book their child in and there is a charge of £4.50 per child. Children are to be dropped off at the Prince Obolensky Building with duty staff.

After School Care runs from 3.25pm-6.00pm We do ask that children are booked in to use this facility. Charges are incurred from 4.00pm. This is charged at £2.80 (per half hour) and a charge of £2.30 will be added for each sibling (per half hour). If a child is collected late from After School Care, there will be a charge of £10 for the first 15 minutes and £5 for every 15 minutes thereafter.

The House System

From Reception each child is allocated to a House to which they remain throughout their school journey. These Houses are then used for a range of competitions that take place.

There are four school 'Houses' which are:

- Falcon (green)
- Kestrel (red)
- Osprey (blue)
- Eagle (yellow)





Appearance and Dress Code

Uniform

Our pupils wear school uniform from Pre-School onwards. School uniform is very important because it shows that we are all part of The Elms and we are very proud of our school. It is a really good idea to make sure that each item is named so if anything does get lost we can find it and return it to its owner. A list of all items required is included in this handbook. An Elms school coat and blazer should be kept in school at all times.

Summer uniform is to be worn from the start of the Trinity term until the half term in the Michaelmas term, however this will be weather dependent. Please check newsletters for changes due to weather conditions.

Hair and Jewellery

In the interests of Health and Safety all pupils at The Elms are expected to wear their hair appropriate to the school environment.

Long hair, past the collar (for girls and boys) does require tying back and clipping away from the face by hair clips or hair bands (navy, green or close to natural hair colour please). Hair needs to be of a natural colour and shaved styles or patterns are not allowed.

Earrings are not allowed until pupils reach the Junior school.

The Uniform Shop

The uniform shop is located on the campus, next to the Chapel on the main school drive.

The opening hours are:

Tuesday & Thursday	12.00-17.00
Wednesday	08.30-13.30
Saturday	11.30-17.00

During school holidays opening times are subject to change and parents are notified in the school newsletter.

Contact 0115 871 7661 during opening hours

[Click here to book an appointment](#)

[Click here for a direct online order service](#)

Nearly New Uniform Shop

The PSA volunteers operate a 'Nearly New Uniform Shop' - please check with reception with regards to opening hours and contact information.

Uniform and Equipment

Uniform for Boys

- Blazer (Reception upwards)
- Trousers or shorts – charcoal shorts are compulsory for summer uniform
- Elms green polo shirt (Pre-School only)
- Shirt – white (Reception upwards)
- Elms House tie – elasticated (Reception upwards)
- Elms sweater – long sleeved
- Socks – grey
- Shoes – Formal black shoes (no boots/trainers)
- Elms coat
- Elms winter hat
- Elms sun cap
- Elms book bag
- Elms ruck sack for PE kit (Reception upwards)
- Forest School all-in-one Waterproof

- Elms sleeveless pullover (optional)
- Elms cagoule (optional)
- Elms scarf (optional)
- Gloves – navy or green (optional)

Uniform for Girls

- Blazer (Reception upwards)
- Elms tunic
- Elms summer dress
- Blouse – white
- Elms cardigan – long sleeved
- Tights – navy with winter uniform. White tights optional in summer
- Socks – white for summer
- Shoes – Formal black shoes (no boots/trainers)
- Elms coat
- Elms winter hat
- Elms sun cap
- Elms book bag
- Elms ruck sack for PE kit (Reception upwards)
- Forest School all-in-one Waterproof

- Elms cagoule (optional)
- Elms scarf (optional)
- Gloves – navy or green (optional)

Any request for a variant in the school uniform or jewellery guidance should be forwarded to the Head by emailing her PA: paula.frost@trentcollege.net

PE Clothing for Reception Pupils

Available from the school uniform shop

- School House coloured shirt
- Elms shorts
- Elms tracksuit bottoms
- Elms quarter zip mid layer



General Equipment List for Elms' Pupils

- Uniform – all items must be named
- School book bag
- Elms water bottle – available to purchase from The Elms School Reception
- Spare pants and socks (in a bag hung on a peg)
- All other equipment is provided: please limit personal belongings brought into school.

Reception Term Dates 2024-2025

Michaelmas Term 2024

Start of term	Mon 2nd September
Half term	Mon 21st October to Fri 1st November
End of Term	Fri 13th December

Lent Term 2025

Start of term	Tue 7th January
Half term	Mon 17th February to Fri 21st February
End of Term	Wed 2nd April

Trinity Term 2025

Start of term	Wed 23rd April
Bank Holiday	School closed Monday 5th May
Half term	Mon 26th May to Fri 30th May
End of Term	Fri 4th July

Please Note

These term dates apply to Reception pupils. These dates should be recorded and all steps taken to avoid clashes that could lead to a pupil being absent during term-time.



Key Contacts

Nursery and Pre-School children	Reception and Absence reporting	nursery@trentcollege.net 0115 983 7013
Reception children	Reception and Absence reporting	elmsreception@trentcollege.net 0115 849 4942
Pre-School	Direct line	0115 983 7031
Paula Frost	Personal Assistant to the Head	paula.frost@trentcollege.net 0115 983 7001
The Elms Uniform Shop		0115 871 7661



Tel: 0115 849 4942

Email: elmsreception@trentcollege.net

www.trentschools.net

Derby Road, Long Eaton, Nottingham, NG10 4AD



THE
ELMS