

Cooper and Jordan

Where light shines!



Welcome to 'Little Coopers'

We would like to take this opportunity to welcome you and your child to Little Coopers at Cooper & Jordan School.

We hope that this information pack, will help to prepare your child and give you any information that you will need. Please ask if you need any further information.



Starting Little Coopers

Your child will start for the sessions as previously discussed with staff during telephone / email conversations. Should anything change, please do not hesitate to contact us.

Due to the ratio of adults to children we are hoping to allow all children to attend for their full normal hours, without an extended transition period. However, should your child have any difficulty settling, we will discuss this on an individual basis and contact you if your child is unsettled.

- You will be invited to come along with your child for a short transition visit together, to familiarise yourselves with the staff and setting.
- Your child will then start their usual session on the date, as previously discussed with yourself.

Normal hours



AM Nursery: 9.00am – 12.00am

PM Nursery: 12:00pm – 3:00pm

Full time: 9.00am-3.00pm

Extended hours available 7.30-6.00pm (please book extended hours in advance)

It is important to bring and collect your child at the correct time.

When arriving at Little Coopers which will run from the Church rooms next door to the main school building, please bring children to the right hand side of the building next to the gulley between the main building and the church rooms.

At the door your child will be welcomed by a member of the Team. At the end of the session please wait by the door and staff will release children individually when they see the adult who is collecting them.

Communication and Information



General information can be found on our school website

www.cooperjordan.walsall.sch.uk

You will also receive any updates and school news via Dojo.



If you wish to email staff we can be contacted on **admissions@cooperjordan.walsall.sch.uk**

Please be aware if you have an urgent message we are unable to pick these up when we are with the children during the day, therefore we ask that you telephone the office.

In **'Little Coopers'** your child will be allocated a key worker. However, pupils will work with all staff during their time.

Introductions:

Having names mentioned to you can be confusing without knowing their role in school.

Some of the names you will hear are:



Mr Ingles: Headteacher

Mrs Price: Deputy Headteacher

Mrs Needle: Assistant Headteacher

Mrs Knight: EYFS & Key Stage 1 Leader

Mrs Jane Eardley: N.N.E.B (Nursery Nurse) Room leader

Mrs Sarah Nowell: Teaching Assistant

Mrs Jo Green : Teaching Assistant

Mrs Methley - Pupil and Parent Support Worker

Mrs Riley - Special Educational Needs Co-ordinator (SENCO)

Office Staff:

Mrs Mills: School Office Manager

Mrs Statham: Senior Administrator

Mrs Collins/ Mrs Hampton: Receptionist / Administrator



What does my child need to wear?

Our school uniform for our 2's provision is:

- Pale blue polo shirt with or without our school logo;
- Royal blue sweatshirt or a royal blue cardigan with or without our school logo;
- Dark leggings or jogging trousers (this is important for helping children become independent when toilet training)
- Sensible shoes;

PLEASE MAKE SURE ALL ITEMS OF CLOTHING ARE NAMED.

In line with school values we foster a Christian ethos in all that we do; regularly sharing stories from the bible; having prayer time daily.



Our curriculum:



A typical week in Little Coopers will include activities from these areas of learning.

Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design



Toileting

During your child's time in the setting we will be working with you to help toilet train your child (if they are not already toilet trained)

We ask that you send a bag of spare clothes with your child every day.

If your child currently wears pull ups/ nappies, please send the following into school so that these can be used for your child:



- Pull ups/ nappies
- Wipes,
- Nappy bags.
- Cream if appropriate,



All of the above except nappies are useful for other children too, due to occasional accidents.

Please make sure that wipes and any creams are named to make sure these are sent home with the correct child.

Please, also name any spare clothes that are sent in.

If your child is toilet trained and requires nappies/ pull ups for a nap, please send these in your child's bag.

Our Staff:

Below are photographs of the staff that your child will see on a daily basis in the setting. We have included these in your booklet so that you can show your child and familiarise them with these faces ready for their start.

Children use staff's first names in Little Coopers.



Jane (Eardley)
Nursery Nurse
(Full time)



Sarah (Nowell)
Teaching Assistant
(AM)



Jo (Green)
Teaching Assistant
(PM)

Illness or Absence

Should your child become ill or have an accident at school we will contact those people named on the contact form. It is vital that they are completed and updated if circumstances change.

All children are prone to infections and other childhood illnesses. You will be provided with information on how long children need to recover before returning to school.

If your child is unable to attend their Nursery session, please contact us on the day of absence.

Email: **postbox@cooperjordan.walsall.sch.uk**

Or telephone school on
01922 743765.

If you leave a message please say your child's

- Name
- Class
- Reason for absence

This will then be passed onto the staff.



Extra hours and lunchtime

For those parents who require more hours than their childcare funding allows, the following costs apply.

£19.50 per additional session (£6.50 per hour)

£6.50 per hour for extended hours. See timing options on booking form.

Payments for these will be invoiced half termly.



Children will need to bring their own packed lunch to eat if attending afternoon sessions,. Please name this lunchbox.

Working together



Our school policy is that parents, staff and children all work together.

We know that you will be interested in your child's progress and well-being at Little Coopers.

Please feel free to come and speak to us with any questions or queries.

During your child's time in our provision staff will share what your child has been doing, weekly via our class Dojo.

You will also be able to share your child's wonderful achievements from home eg. pedalling a bike, sleeping in their own bed etc.

An invitation to join will be sent to the email address we have on our records, once your child starts.

We look forward to hearing what you have been up to.



We hope that you and *your child enjoy our school as much as we do!*