



## Nursery & Pre-School

Headteacher: Ms Danielle Boder-Cohn Cert. Ed.

Deputy/SENCO: Mrs Michelle Peters B Ed (hons)

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Registered Charity No: 242552

Website: [www.busheyganim.org.uk](http://www.busheyganim.org.uk)



Dear Parents,

Welcome to our new term. We are looking forward to an exciting year ahead. Please read the following important information and keep it in a safe place for future reference.

**Important numbers: Main Gan number - 020 8386 1515. Mobile number – 07733 068358**  
Email: [head@busheyganim.org](mailto:head@busheyganim.org) / [deputylower@busheyganim.org](mailto:deputylower@busheyganim.org)

**Gates open for parents at 9.20am & 12.20pm. Gan doors open at 9:30am & 12:30am.**  
**Tefilla starts in all classes at 9.40am. Please be on time.**  
**Please ensure you collect on time. (Refer to late collection policy)**



**PUNCTUALITY: Please remember the importance of all children beginning each session together. If they are late they miss the opportunity to greet each other, to participate in Tefila together and to be introduced to the day's activities.**

### **Green Link Book – Please cover in sticky back plastic**

Your child will come home with a home-school green link book every day. Please read the guidelines on the inside cover and bring it back to Gan every day. Your child's teacher will make entries when necessary so please ensure you check it every day and use it as a communication between home and school. Please use it to let us know about anything special or different that is going on at home that may affect your child's behaviour, for example, daddy being away, having builders in, someone staying over, a sleepless night or a very early morning. The book is not designed as a daily update; it is for us and you to communicate important information or matters of concern. Please sign any comments that are written in it. Please place the book in the green basket in the designated areas your child's class every day. Please ensure that whoever brings or collects your child knows what to do.



## **Saplings**

### **Name Cards**

Once you have hung coats on your named hook, your child should come into the classroom with their name card and put it in the red post box. They will be guided by a teacher.

### **Nappies**



Each parent, whose child is still in nappies, should bring in the following items; 12 nappies and a packet of Fragrance Free Sensitive nappy wipes. These will be stored in the Gan. We will inform you via the green book when they need replenishing. Please read our nappy changing & toilet training policies with regard to pull-ups.



### **Kippot & Tzitzit**

Boys should leave their named kippah at Gan in the basket provided. All boys who are dry must come into Gan wearing tzitzit. The blue Gan Kippah is available from the Gan office. If they are out of nappies they must wear tzitzit, also available from the Gan office, a Judaica or uniform shop.

### **Dummies and Comforters**

For health and safety reasons, we do not encourage dummies in the Gan. Comforters should be named and left in your child's bag for us to use if necessary. Muslins and blankets can become a health and safety problem with children falling over them. They also get very dirty and chewed. Please follow these guidelines:

- Muslins & blankets should be reduced in size if possible.
- Try not to walk into school with them, as the children will object to you taking them away.
- Keep them in your child's bag from the beginning of your journey and try not to draw attention to them.



- Discreetly inform the teachers that your child has a comforter in the bag
- We will use them at our discretion but your child will not be denied them when requested.

***We will not allow any child to become too distressed before we call you.***

### **Collecting your child**

If you will not be collecting your child, please write this down on the sheet on the parent board in the entrance area. We will give you a password if someone else is collecting for you.

### **Gates**

Please ensure you close the outside gate for the safety of your children.



## **Oak, Willow & Elm**

### **Nursery Education Grants for 2, 3 and 4 year olds**

At the start of each term we will send home parent declaration forms to complete and return if your child is eligible.

### **Coat Pegs**

Each child has a named peg for coats and bags.



### **Kippot & Tzitzit**

All boys must wear a Kippah at Gan. The blue Gan Kippah is available from the Gan office. If they are out of nappies they must wear tzitzit, also available from the Gan office, a Judaica or uniform shop.

### **Collecting your child**

If you will not be collecting your child, please write this down on the sheet on the door. We will give you a password if someone else is collecting for you.

We open up the Gan doors at 12:30, please go to the classroom and collect your children.

Please be punctual, children become anxious and upset when left behind after their peers have gone home.

## **General Gan information**

**Term dates are on our website.**



### **Partial Attendance**

Please be aware, if your child does not attend every day they will inevitably miss events/activities planned on those days.

### **Tissues**

Please bring in a box of tissues at the start of each term and hand it to your class/key teacher.



### **Snack Time**

We provide milk/water in a cup. Please practice drinking from a cup at home. Parents should provide snack in a named container. Only items from the approved list below are permitted. Following local authority safety guidance, please ensure all fruit and snack is cut up, no whole fruit please. **Please also ensure that grapes, carrots, cucumber etc. are cut into small pieces and not in a disc shape in order to avoid choking.**

Each class has a container for you to put snack boxes in every day.

### **APPROVED LIST**

Apple	Celery	Orange
Apricot	Clementine	Pear
Banana	Grapes	Peach
Blueberries	Mango	Plum
Cucumber	Melon	Pineapple
Carrot	Nectarine	Raisins
	Courgette	Tomato



## **Spare Clothes**

Please ensure your child has a bag with a complete change of clothes including socks. These must be **CLEARLY NAMED** as should all coats, scarves, hats etc. You will find a complete list of what to bring in the parent information on the website.



## **Suitable Clothing, Footwear & Hair**

School uniform must be worn (please refer to uniform list). In winter, boots/wellies are not suitable to wear all morning as they restrict movement and can be dangerous when climbing on the large apparatus. Please put your child in Velcro shoes that are easily removed for nappy changing or if we need to change due to accidents! Please do not put your child in popper vests as they make nappy changing/toileting very difficult and time consuming when our time is better spent engaging with your children.

In summer, all sandals must be worn with socks. No open back or crocs are permitted for safety reasons. The school uniform will protect children's shoulders from the sun and all children must have a named sun hat.

Hair should be tied back at all times to ensure it does not get in the way of painting and gluing as well as being a preventative measure against nits/lice.

## **Discipline**

Parents must be aware that the staff at the Gan will expect a standard of behaviour that is compatible with the ethos and social structure of the school. It is expected that parents will support the discipline policy of the school. We are always happy to help with any problems.

## **Tzdakah**

We encourage the children to put coins in our Tzdakah box which we collect and send to different charitable organisations.



## **Children's Work**

The children are encouraged to do things for themselves. The teachers will guide them in whatever activity they choose. Free expression is encouraged. CHILDREN NEED ENCOURAGEMENT AND PRAISE - Whatever your child's work may look like, it is special to them and is their masterpiece.



## **Playground Area**

We carry out a daily risk assessment. The play ground is the last part of our risk assessment as it is not the first area to be used in the morning. Often we need caretaker assistance to deal with debris left from other users of the building. Therefore we must insist that parents do not use the playground as a short cut, in order to allow us to complete our risk assessment. Thank you for your cooperation in this matter

## **Food, Drink and Birthday Celebrations**

We are happy to celebrate your child's Hebrew or English birthday at the Gan. Any food brought into the Gan must be milk & nut free, sealed and packaged with a valid kashrut label. We do not encourage sweets or lollipops. We are unable to give out invitations for parties in order not to offend others when held on Shabbat or Chagim (Yom Tov), or those being held at a non-kosher venue. We respectfully request that you take into consideration when organising parties, that there will be children who may be upset if they are unable to attend for the reasons above.

**Please ensure that your child finished their breakfast before coming to Gan. No unsealed food as described above may be brought onto the premises, past the main gate.**

We are an allergy aware nursery; details of the 14 allergens are available on our policy page.



## **Newsletter & Notice Boards**

It is essential that you read our weekly newsletter which is up loaded onto our website every week and contains information about what we are doing at school as well as up and coming events. They can be found on line at [www.busheyganim.org.uk](http://www.busheyganim.org.uk)



Both Gan Aleph and Gan bet have dedicated Parent notice boards with information about the Gan.



## **Returning Forms**

Both Gan Aleph and Gan Bet have a dedicated box to post any forms we have asked you to complete and return.



## **Parent Teacher Association (PTA)**

We have an active PTA. Please take the time to find out about it and join. For further information contact Filippa Woolf – Chairman 07956 933 369 [filippawoolf@hotmail.com](mailto:filippawoolf@hotmail.com)

## **Parent Partnership**



Our partnership with parents is of great importance to us.

We will keep you informed of events at the Gan and we rely on you to keep us informed of important information regarding your child. Please check the notice board for information about our planning and what we are doing weekly.

Please remember to inform us of any change of address/telephone number/nannies/childminder etc.

Please always inform us if your child will not be attending Gan.

Please always inform us if your child is ill.



Please also let us know if there is something going on that may affect your child's behaviour or development at school.



## **Parent Dress Code**

Please remember that our Gan is on synagogue premises, which is regularly used by Rabbis and orthodox members of the community. We therefore respectfully request that women cover their shoulders and cleavage and have their skirts/shorts at an appropriate length for entering a religious building. Men should have their heads covered and consider appropriate dress in the summer. Ladies should wear a skirt when attending Oneg Shabbat or visiting the Gan.

If there is something you wish to discuss, please do not hesitate to approach us and make an appointment to discuss in complete confidence.

Thank you for your cooperation.



We look forward to a happy and productive partnership with you.



Yours sincerely

*D Boder-Cohn*

*M Peters*

Ms D Boder-Cohn  
Headteacher

Mrs Peters  
Deputy/SenCo

