



Templemoor Infant and Nursery School

## **Nursery Parent Handbook 2016**





# Contents

Welcome from the Head Teacher	3
The Templemoor Mission	4
Education in the Early Years	5
Starting Nursery	6
What will my Child Experience?	9
Our Library and Story Sacks	10
How can I help my Child at Home?	11
Some Really Useful Things to Do	12
Nursery Timings	13
Contact Information	14
Safeguarding	15
Early Years Pupil Premium	16
Friends of Templemoor	17
The School Grounds	18
The School Office	20
ParentPay	21
School Calendar	22





Dear Parents and Carers

### **A very warm welcome to Templemoor Nursery**

Joining our thriving Nursery is your child's first, important step in becoming part of our school community. We welcome children from the age of three and believe that this early association with our school is a significant advantage to your child's progress and development.

We recognise that you are your child's first and most important educator and we look forward to working with you and sharing the extensive knowledge you have of your child. Sharing this knowledge with us will help us to build on your child's previous experience and enable us to plan for future development.

Our Nursery offers outstanding education with highly qualified, caring and motivated staff, whose primary concern is the well-being and development of your child. Great care is taken to ensure that our children experience an exciting, motivating and appropriate experience that will allow them to develop at a pace suited to their individual needs and interests. The main vehicle for learning is through play and fun.

We hope the following pages give you a flavour of our Nursery. Should any questions remain unanswered, we will be happy to help. Please feel that you can always talk to us about your child as we work together to provide a secure and caring environment where your child will flourish.

We look forward to welcoming you and your child into our school community.

Yours sincerely

Stuart Hodgson  
Head Teacher



# The Templemoor Mission

**To provide the Highest Quality Teaching and Learning in a  
Happy Stimulating Environment**

## Nursery Aims

A child's early learning experience begins in the home. At Templemoor we recognise and value the different experience that children have had and the important role you, as parents, play in your child's development. We aim to build a positive partnership with you so that we can support you in fostering the emotional, physical, intellectual and social development of your child. We aim to create a happy and secure environment which will stimulate and challenge the children, by providing activities that are exciting, purposeful and relevant to their stage of development. We aim to offer opportunities for the children to investigate, explore and make mistakes, without experiencing a sense of failure and to encourage them to become independent, confident children. We aim to encourage the children to take care of themselves and to be aware of the needs of others.

We believe that through working and playing with adults and other children, in this organised setting, all children will have the opportunity to develop the skills and attitudes which will enhance their learning now and in the future.

Finally, we aim to develop close links with staff and children in the main school, ensuring a smooth transition from Nursery to Reception.







# Education in the Early Years



When children start Nursery they bring with them their own experiences, their imagination, their curiosity and a developing range of skills. In the Nursery we build on these previous experiences by offering children a stimulating environment in which they can continue to investigate and explore. This helps them to develop a greater understanding of the world around them.

At this early stage, everything that your child learns, they will learn through play.

Play is a child's work. When they play they are learning through first hand experience, practising and consolidating their ideas and developing what they know and what they think. They build social skills as they learn to take turns, share, assert themselves and empathise with others.

Planning in Nursery follows the Early Years Foundation Stage Curriculum. There are seven areas of learning made up of 3 core areas and 4 prime areas as follows:-

## Core:

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

## Prime:

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

The 'Foundation Stage' is aptly named as it is the foundation on which future learning is built. The Nursery Class is the first year of the Foundation Stage. Children continue to follow the Foundation Stage Curriculum in the Reception Class.



# Starting Nursery

## Home Visits

We expect to make the transition from home to school a positive experience so we will visit your child in their home setting. The home visit is a chance for you to tell us about your child and to ask any questions about the Nursery. The home visit also shows your child the close links which are being made between parents/carers and the Nursery staff. Home visits will take place at the start of the term just before your child starts Nursery.

## The First Day

When your child starts Nursery you will find that only a few children will start on the same day. This is to ensure that your child can have the attention of a member of the Nursery staff and so be helped to settle into the Nursery as easily as possible. We have found that this system works. It does mean that some children start earlier in the term than others, but it does help all children settle readily into the Nursery routine and make transition from home to school as smooth as possible for everyone.

Your child will have a peg in the cloakroom with their picture on it. Encourage your child to take off and hang his/her coat on the peg. Come into the classroom with your child and encourage them to find their name card before they start each session.

## Arrival and Collection

Nursery children must be brought to school and taken home by an adult and never by anyone under the age of 16. Please try to arrive on time at the end of the session as your child may become upset if you are late. If for any reason you are unable to collect your child on time, please notify us so that we can reassure your child.

If you arrange for another adult to collect your child, please let us know beforehand. At the start of the session please bring your child to the Nursery front door. At the end of Nursery session please wait under the rear verandah, the children will be sitting on the carpet and we need to make sure that they are in your safe keeping as we dismiss them.

## Key Person

During the first few weeks of term your child will be assigned a key person who will be responsible for your child's experience throughout Nursery. Please talk to your child's key person about any significant steps you have observed at home or if you have any concerns or worries. We will always make time to listen as it is important that we know about anything that may affect your child. There will be opportunities, both formal and informal for you to discuss your child's progress throughout the year.



## **Food**

Children in the nursery are provided with a carton of milk and a piece of fruit each day. If your child has an allergy please let us know. Please do not send your child into Nursery with food.

## **Consumables**

We ask you to make a donation of £1 each week towards the cost of consumables: e.g. baking, playdough, etc. We encourage the children to place their money in "Billy Bank" on a Monday morning.

As an alternative (or addition) to the weekly £1, you can also set up a standing order form (you can find this optional form in the Important Returnable Forms booklet).

## **Book Bags**

We are pleased to provide a book bag for each child starting Nursery. These bags are a gift from Friends of Templemoor.

## **Clothes and Messy Activities**

There is no uniform in the Nursery but parents have the option of purchasing a Templemoor sweatshirt and/or polo shirt (available in various colours). These can be purchased online using the link below.

### **How to Order**

Please go to [www.templemoor.uniform4you.co.uk](http://www.templemoor.uniform4you.co.uk)

When asked for the password, this is Nurseryclose1 (case sensitive)

Plastic aprons are provided for painting and other messy activities but accidents do happen, so please send your child to Nursery in clothes which are suitable for boisterous and messy play. Please ensure that your child can manage his/her clothes easily, especially when using the toilet (braces and belts are difficult for little fingers). Your child will spend some time each day in the outdoor play area. Please send your child in suitable outdoor clothing and sensible shoes. Please ensure that clothes are clearly marked with your child's name.

## **Toilet**

In Nursery all children are encouraged to use the toilet independently. Please teach your child to use toilet paper, to flush the toilet and to wash his/her hands afterwards.



## **Communication**

Parents are kept informed about school life via newsletters, which are sent out by email at regular intervals. Copies of newsletters are also posted on the school website [templemoorinfants.co.uk](http://templemoorinfants.co.uk). We use text and emails to keep parents informed of events and school updates, as well as the school Twitter feed @TemplemoorINS. Our Head Teacher is often in the playground before and after school – please feel free to approach him about any matter, however minor.

## **Parent Engagement**

It is our aim to work as a team with you and your child to gain the best from their Nursery experiences. We value the informal daily discussions with you and these interactions help everyone to keep up to date and foster a mutual commitment to the development of the child. If you feel the need to contact the staff on any matter, please do not hesitate to do so. We are usually available after your child's session or if not an appointment can be made.

## **Assessment**

Assessment is an integral part of the daily routine of the nursery. It provides information about the children's learning and development that informs future planning procedures. Observations and assessments on individual or groups of children are focussed and selective. This information is shared with parents through informal discussion, parents' meetings and the end of year report. Children's progress and achievements can also be found in their own Learning Journey, which is shared with parents. Each child's learning journey provides a record of learning with pupil comments, photos and termly overviews of learning targets. We ask that you contribute to your child's Learning Journey by completing 'Wow moments' at home. Wow moments celebrate successes and achievements at home. A copy of the 'Wow moments' slip can be found on our school website.

There are two sets of parent consultation evenings; one around October time and one in March. All children receive a written progress report in July. This report will give parents specific information relating to the levels of attainment and achievement in curricular areas as outlined in the national guidelines. Children contribute to this report by including their own statement on their strengths and achievements in and out of school. A copy of the report is also sent to your child's receiving school at the end of the year.

## **School Policies**

All policies are available from the school office for parents and carers to view at any time. There are also a selection of policies available to download from the school website.

## **Equal Opportunities and Multi-Cultural Education**

Activities that encourage and promote equality, inclusion, diversity and cultural awareness are planned and integrated into various areas of the Nursery curriculum, through stories and music, in role play, in preparing food from different cultures and in celebrating religious and cultural festivals. All the children participate equally in the full range of learning experiences.





# What will my Child Experience?

It is our aim to provide a safe and secure, learning environment where children thrive on the carefully planned activities and rich learning opportunities provided. The curriculum is play based with a balance of child initiated and adult focused activities. The staff team work closely together to plan and deliver a curriculum that matches and extends the abilities of each individual child. Here are some examples of the type of activities which your child will be able to take part in during a Nursery session.

**Mathematical Activities** – sorting toys by size, colour and shape, counting cups in the home corner, sharing out equipment, singing number rhymes, using language to describe e.g. tall tree, a high shelf, a medium sized bear.

**Language and Literacy Activities** – listening to stories and poems, sharing and choosing books. Talking and listening to individuals and in groups. Starting to make marks on paper, starting to write, recognising letters and words in the nursery environment. A variety of role play situations which will encourage and develop speaking and listening.

**Exploration and Investigation Activities** – looking at and collecting leaves, flowers, plants. Working in the garden, looking at and identifying plants and mini beasts. Cooking, using the five senses, investigating how things work – clocks, watches, cogs, wind up or push along toys, etc. Exploring water and sand. Looking at and discussing the weather. Talking about what might happen and observing what does happen.

**Technological Activities** – using a variety of construction kits, Lego, Duplo, etc. Making models and drawing. Using simple hand tools, scissors, etc. Using a variety of materials and glues. Using a computer, listening stations, cameras, voice recorders.

**Human and Social Activities** – stories about people and places, grandparents, people in history, people with special jobs and visitors. Looking at the environment, nursery, school and the wider environment. Learning to be a member of a group – talking, sharing, thinking of others.

**Aesthetic, Creative and Imaginative Activities** – art and craft, singing and music, using a variety of instruments, painting, printing and drawing, making collage pictures. Looking at the work of a range of artists. Small world toys and role play.

**Physical Activities** – talking about how the body works. Hopping, skipping, jumping, dancing, climbing, leaping. Using wheeled toys. It also includes fine motor skills, cutting, threading, using pencils, paint, etc.

**Spiritual and Moral Activities** – learning to value and respect themselves and others, playing and sharing together. Taking care of pets. Discussing right and wrong. Listening to various Bible stories. Discussing Faiths and Festivals. Developing a sense of awe and wonder, e.g. observing frogspawn. Watching it develop into tadpoles and then frogs.



## Our Library and Story Sacks

At the heart of learning to read lies a love of books. Children never tire of hearing stories read to them, discussing the content of the story, gazing at the pictures and repeating their favourite parts back to you.

Reading stories to children forms a crucial part in helping them to learn to read, therefore we have put together a wide selection of lovely books, which the children may borrow on a daily basis. The children will be able to change their books at the end of the session every day. We would be grateful if you could sign the books in and out, using your child's library card from the box.

Sometimes your child may choose a book to read alone, but we are asking you to help us, and more importantly, your child, by finding a few quiet moments every day to read or tell a story or stories to your child. This is probably the single most important way in which you can support your child's education and even children who are fairly independent readers will benefit from being read to.

Books are expensive – please encourage your child to take care of books and carry them to and from school in their book bag. If you have an accident with a book or find a damaged book, please inform one of the Nursery staff.

In Nursery we also have story sacks that the children can borrow. Each sack has a story inside it, with a selection of props linked to the story. The children love taking them home and the extra objects really help bring the story to life through play whilst enriching learning. As story sacks prove very popular, we ask that you don't keep the story sack for longer than one week, and please hand the sack to a member of staff on return. Thank you!

We hope you and your child enjoy the Nursery library and story sacks.





# How Can I help my Child at Home?

We are often asked by parents what they can do at home to help support their child's learning during their child's nursery years. Here are just a few ideas.

Most importantly just spend time together talking and listening, sharing thoughts and enjoying simple things like walking in the park, collecting leaves, splashing in puddles. Spending time with you is the most important thing to your child.

**Self help skills** start by encouraging your child to use the toilet correctly, push up sleeves and then wash/dry their hands. Help your child dress and undress on their own, let them put on their own coat and try to fasten it. Ensure that they tidy away their own toys.

**Number activities** count, count everything! Look around and count – cups on the table, people, carrots, cars. Look for shapes and use the correct names – circles, rectangles, etc. Sing number rhymes and look at books together, talk about colours, shapes, sizes, positions, etc. Play simple card and board games. Bake – count the bun cases, weigh the ingredients and talk about what you do first, what you do next, etc.

**Speaking and Listening** listen to what your child is saying, ask questions and talk about what you see. Sing songs and rhymes. This all helps to develop your child's vocabulary.

**Reading** children naturally love books. Regularly spend quiet times reading stories, poems and information books. Encourage your child to look at print on the page and discuss pictures. Borrow a book from Nursery every day. Read print all around – road signs, shop names, labels etc.

**Writing** help your child to make marks on paper. Begin to write their name on drawings and encourage them to write for themselves. Always value and praise all attempts at writing and please – no capital letters except at the beginning of names, etc. Provide your child with pencils, felt tips, a variety of paper, card, etc. Let your child see the reason for reading and writing – make lists, write to grandparents, send postcards, etc.

**Creative** encourage your child to draw and paint at home using a variety of tools. This will help your child's pencil control. Children love playdough, pastry and clay. Encourage your child to use scissors to cut up magazines and cards. Encourage your child to play imaginatively by joining in with games. Make up stories, songs, etc.

These are just a few ideas for you to try at home. If you feel that you would like help in any specific area come and ask. We are always glad to help and offer ideas. Perhaps you have tried something at home that has worked well – let us have your ideas to pass on.



## **Some Really Useful Things to Do**

Make time for your children. Talk to them, play with them, enjoy learning together.

Talk to us – we are interested. We really do want to share your knowledge of your child.

Use the library and the story sacks in Nursery, every book you enjoy together makes it more likely that your child will want to be a reader.

Find interesting places to visit (use the local paper and Tourist Information Office).

Ask lots of questions, and answer your child's.

Get to know the School Governors, talk to them about the school and your hopes for your children. Governor profiles can be found on our website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).

If you have time, offer your help in school, we always have jobs to be done and appreciate help in or out of the classroom.

Join the 'Friends of Templemoor' to give your support. You may want to join their Facebook page too, just search on Facebook for 'Friends of Templemoor'.

Follow us on Twitter @TemplemoorINS.

Attend meetings for parents held at school, we want you to know about us.

Ensure that your child sees you following and respecting the school rules which are there for the benefit of all.

Research shows that where there is a positive working relationship between parents and teachers, children make best use of all the opportunities offered to them in school and are most likely to succeed.



# Nursery Timings

Attendance at the nursery is on a part-time basis, either morning or afternoon or full time when available.

The times are shown below. We realise that starting Nursery at 8.30 a.m. may not be convenient. Please feel free to bring your child any time between 8.30 and 9.00 a.m. for the morning session.

All children are welcome to attend The X Club: Templemoor's exciting extra hours club providing breakfast, after school and holiday care for children from Nursery to Year 6. Details are available from the school office or on our website.

<b>Morning Session</b>	<b>Activity</b>	<b>Afternoon Session</b>
7.45 to 8.30am	The X Club Breakfast – please contact the school for more information	-
8.30 to 9am	<i>Arrival</i> The children go straight to activities	12.20pm
9.30am	Register, discussion and talking about the focus of the day	12.45pm
9.45am	<i>Free choice activities</i> The children are free to choose from indoor or outdoor activities and to have their snack when they want to	1pm
11.05am	<i>Tidy up time</i> Revisit the day's focus Story or songs	2.45pm
11.30am	Home time	3.20pm
-	The X Club After School – please contact the school for more information	3.20pm – 6pm





# Contact Information

Here is some information about the Nursery which may be useful to you.

## Contact Details

Templemoor Infant & Nursery School  
Nursery Close  
Off Temple Road  
Sale Moor  
M33 2EG

Telephone: 0161 969 1622  
Fax number: 0161 969 1464  
Email address: [admin@templemoor.trafford.sch.uk](mailto:admin@templemoor.trafford.sch.uk)  
Website: [templemoorinfants.co.uk](http://templemoorinfants.co.uk)

### *The X Club*

Email address: [xclub@templemoor.trafford.sch.uk](mailto:xclub@templemoor.trafford.sch.uk)  
Mobile: 07443 468842

The people you need to know are:

Nursery Teacher	Mrs. S. Cundick
Nursery Teaching Assistant (Monday and Tuesday)	Mrs. B. Handford
Nursery Teaching Assistant (Wednesday to Friday)	Mrs. J. Jeng
Nursery Teaching Assistant (Mornings)	Miss. E. Eaton
Head Teacher	Mr. S. Hodgson
Deputy Head Teacher	Mrs. S. Brown
Chair of Governors	Mrs. J. Davenport
Early Years Lead	Mrs. S. Cundick
School Business Manager	Mrs. K. Beck
School Secretary	Mrs. S. Merryman



# Safeguarding

Templemoor takes the safety of its children very seriously and adheres to all safeguarding policies and procedures recommended by the Local Authority. A copy of the Safeguarding Policy is available on request from the office, or from our school website. Each school must have a named senior member of staff appointed to be responsible for Child Protection matters. In our school that person is the Head Teacher Mr Stuart Hodgson. Should you wish to discuss any aspect of Child Protection, please feel free to contact the school.

## Medication

Any on-going ailments for which medicine may need to be administered e.g. asthma, allergic reactions, must be included on your admission form. Please make sure you regularly check the dates on these medicines and replace them when necessary. We trust that all other medicines can be given by parents prior to or after nursery hours.

## Illness

If your child is ill, please ring the office to let us know. If your child has suffered from vomiting or diarrhoea they must stay at home for at least 48 hours after the last bout suffered. This is to protect all of the other children and staff. If your child becomes ill at school we will contact you. It is important that we have your up to date contact details. If any of your details change please inform the office immediately.

## Absence

In the interests of children's safety it is our policy to follow up unexplained absences. If your child is unable to attend nursery, please telephone the school and your message will be passed on to the nursery staff.

## First Aid

Members of the school team have been trained in the delivery of First Aid and First Aid equipment is available in the nursery. Minor injuries can be treated in the nursery but parents will be informed immediately in the event of a more serious injury. Parents must inform the nursery of any change to emergency contact telephone numbers.





## Early Years Pupil Premium

From January 2015, the Government introduced Pupil Premium funding for early years. It is already paid to schools for older children so that they can provide the very best learning opportunities for children to help them to make progress.

Nursery settings will be able to use this additional money in lots of different ways to make a real difference for your child's learning and progress.

Children are eligible for the early years pupil premium if they are 3 or 4 years old AND if their parents are in receipt of one or more of these benefits:

- Income support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension credit
- Child Tax Credit – provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

OR if they have been:

- Looked after by the Local Authority for at least one day
- Have been adopted from care
- Have left care through special guardianship; and
- Subject to a child arrangement order – setting out with whom the child is to live (formerly a 'residence order')

To claim this money for your child, you are asked to complete an Early Years Pupil Premium Form (Form 2) which has been sent to you along with this booklet. Registering could raise money for your child to fund valuable support like additional teaching staff.



# Friends of Templemoor

Welcome to Templemoor Infant and Nursery School and welcome to Friends of Templemoor! As a parent, you are automatically a member of the school's Parent-Teacher Association and we hope you will enjoy the events which we organise throughout the year. We are made up of volunteers from all years of the school, including Nursery and representatives of the teaching staff. Everyone is welcome at our meetings and input from all year groups is vital to our success so we really hope that you will be able to get involved.

We aim to raise money for the school but also to have fun in the process. Our committee consists of a Chair, Vice Chair, Secretary and Treasurer. Friends of Templemoor works closely with Friends of Moorlands (our Junior School PTA) and we try to organise events together where possible.

## Events

The Friends of Templemoor calendar is quite busy, we organise (to name but a few) monthly cake sales, lolly sales in the summer term, family nights, an Easter egg hunt and our biggest events of the year are our Christmas Fair and Summer Fair. We are always keen to hear ideas for new events so please do let us know if you think of anything.

## Fundraising

On average we raise around £7,000 per year, and use the money to enhance the school experience for the children. In the past we have bought furniture and equipment for the classrooms, assisted with the costs of theatre trips, funded music lessons, paid for storytelling and music workshops, and even made it possible for all the children to design and make a Christmas bauble. In the future, amongst other things, we will be continuing to support the school music scheme and are hoping to further enhance computing.

## How can you help?

We always need volunteers! Some examples of ways you can be involved are - help for 30 minutes on a stall at one of the fairs, bake a cake, secure raffle prizes from the local community, organise our uniform sales and/or we'd really be grateful if you'd consider a role on the committee. The possibilities are endless.

Please come along to a meeting, make some new friends and find out more.

Finally, we would love to see you at the Templemoor Summer Fair which will take place in the school grounds on **Saturday 9th July** from **2pm - 4pm**.



Search for Friends of Templemoor



templemoorfot@gmail.com



# The School Grounds

## Cars/Taxis

**Do not** bring cars or taxis into Nursery Close or the school grounds when bringing children to or collecting children from school.

## School Gates and Doors

Please ensure you close doors and bolt gates as you go through them.

## Bikes and Scooters

Bike/scooter storage is provided and children are encouraged to ride/scoot to school. Please make sure that on arrival your children dismount at the school gate, push their bike/scooter along the railed footpath, walk through the gate and park their scooter/bike.

**Please do not let children scoot or ride in the playground at any time.**

## Playground Rules

The play areas are for and about children. We are very happy that children enjoy playing for a little while before and after school. However staff will not be there to supervise so we ask that parents make sure that their child follows the playground rules which are necessary to ensure everyone's safety.

Children can build with larger sticks and run about/play with sticks which are about the length of their arm. These are to be played with only on the side of the Trim Trail where they are kept. Children must not take sticks home with them but can add to our collection at any time!

No sticks are allowed in the willow igloos.

The large wooden climbing frame **must not** be climbed.

If your child does something which you think looks dangerous please talk to them about what might happen, what they could/should do to make themselves and others safe whilst at the same time enjoying the freedom we are offering.

The trees at the edge of the playground may be climbed (max 2 children per tree). Children must consider whether branches are strong enough to take their weight and what will happen to them, and the tree, if they climb on thin, weak branches.





When using the Trim Trail only 2 children are allowed on one piece of equipment. Children should travel along the trail in one direction only.

The children who already attend Templemoor know these rules and the reasons for them.

We respectfully ask that you make sure that all children, including younger and older siblings and visiting friends comply with these rules when they are in our school grounds.

### **Playing Outside after School**

PLEASE LEAVE THE GROUNDS BY 3.45PM. (This is to ensure the safe supervision of children attending the X Club). The gates will be locked at 3:45PM.

### **Dogs**

Dogs are **not** permitted in the school grounds at any time. This is not because we assume that your pets are badly behaved: infant children are unpredictable and sometimes approach animals from behind or make sudden movements/noises which could result in a dog biting.





# The School Office

School office hours are 8.30am until 4pm. Our School Business Manager, Mrs. Beck and our School Secretary Mrs. Merryman are happy to help but they are very busy and much of their work requires accuracy and detail. Please help them by keeping interruptions to a minimum.

You can help by:

- sending children to school with everything they need e.g. P.E. kit, book bag etc.
- bringing and collecting your child on time.

## Money/Other Slips

Please send money into school in a clearly marked envelope (please send cheques or correct money). You do not need to hand the money and slips in at the school office.

## Absences

Please let the school office know of any absences before 9.30am.

## Deadlines

Some letters require a reply by a specific deadline. Please make sure that replies are sent before the deadline.

## Communication to Parents/Carers

We aim to become a paperless school, so we try to communicate with parents via emails and texts. Please make sure that we have up-to-date mobile phone numbers and email addresses.

We will send text messages, only for high priority messages. If you want dates/times or any other information please check your newsletters, and if you have misplaced them, please check our school website, [templemoorinfants.co.uk](http://templemoorinfants.co.uk).

# ParentPay



ParentPay is our online payments system which can be used for all of the X Club Services including Nursery Top Ups. All payments, including those made in cash to the office are recorded in this system which is available for parents to view and monitor their balances.

## How it works

Services you use (which are assigned to you by the school office) will appear when you log in. You will not see services that we have not assigned to you.

## Logging in

You will be given your initial username and password by the school office. You then log in and change your username and password, which can be reset by the school office if you forget.

## Other Schools

Your login details for other schools will not work for Templemoor. You need a new username and password for each child that is specific to Templemoor. (E.g. if your child attends Moorlands but uses the X Club, your Moorlands username will not work to pay for X Club). You can, however, merge your accounts afterwards so you only log in once for your whole family. This is done through your settings.



**Templemoor Infant & Nursery School**  
**Calendar 2016 to 2017**



<b>Autumn Term 2016</b>	
Opens	Tuesday 6 <sup>th</sup> September 2016
Closes	Thursday 20 <sup>th</sup> October 2016
Opens	Monday 31 <sup>st</sup> October 2016
Closes	Wednesday 21 <sup>st</sup> December 2016

<b>Spring Term 2017</b>	
Opens	Tuesday 3 <sup>rd</sup> January 2017
Closes	Friday 10 <sup>th</sup> February 2017
Opens	Tuesday 21 <sup>st</sup> February 2017
Closes	Wednesday 29 <sup>th</sup> March 2017

<b>Summer Term 2017</b>	
Opens	Tuesday 18 <sup>th</sup> April 2017
School Closed – Bank Holiday	Monday 1 <sup>st</sup> May 2017
Closes	Friday 26 <sup>th</sup> May 2017
Opens	Monday 12 <sup>th</sup> June 2017
Closes	Friday 28 <sup>th</sup> July 2017

<b>Staff Training Days – School will be Closed to Children</b>
Monday 5 <sup>th</sup> September 2016 Friday 21 <sup>st</sup> October 2016 Thursday 22 <sup>nd</sup> December 2016 Friday 23 <sup>rd</sup> December 2016 Monday 20 <sup>th</sup> February 2017



