Emmaus Church of England & Catholic Primary School

"Travelling together with Jesus"

Parents/Carers Welcome to Nursery 2026 Information

Faith

Hope

Trust

Love

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Welcome

Welcome to Emmaus Nursery. We look forward to working with you and your child during the coming year and hope you will find the information in our booklet useful.

We have an open door policy, so if you have any problems or worries about your child, however small, please do not hesitate to speak to us.

Our Nursery Team

Nursery Teacher
Mrs. Caulfield-Smith

Nursery Nurse
Mrs. Armstrong

SENCo – Assistant Headteacher
Miss Creer

Early Years Foundation Stage- Learning Through Play

Early childhood is a crucial stage of life in terms of children's physical, intellectual, emotional and social development. A significantly high proportion of learning takes place from birth to age six. It is a time when children particularly need high quality care and learning experiences.

Play is an essential part of the Early Years Foundation Stage (EYFS) curriculum through which vital skills can be acquired. Structured play enables children to take an active role in their own learning and develop their understanding of the world around them.

The Early Years Foundation Stage begins in the Nursery and continues until the end of Reception year, from where they transfer to Key Stage 1. The EYFS curriculum is based on the following seven areas of learning; the three prime areas of Personal, Social & Emotional Development; Communication & Language and Physical Development together with the four specific areas of learning: Literacy; Mathematics; Understanding of the World and Expressive Arts and Design.

During the year, as part of the learning and teaching process, staff assess each child's development in relation to the age related expectations and early learning goals in each of the specific and prime areas of learning.

Assessments are made through observations of the children engaged in child-initiated and adult-directed tasks, as well as a shared dialogue between teachers and parents/carers. By the end of the Nursery year, each child will leave with their strengths celebrated and their learning needs clearly identified.

1. Personal, Social & Emotional Development

Children develop confidence and independence. They learn to work, play and socialise with each other and gain respect for others, their cultures, values and beliefs.

2. Communication & Language

Children develop speaking and listening skills. They extend their vocabulary and their expressive language, becoming confident conversing in a variety of contexts.

3. Physical Development

Children develop their fine and gross motor skills, increase their understanding of how their bodies work, what they need to be healthy and safe and learn to work co-operatively as a member of a team.

4. Literacy

Children use mark making and emergent writing for a variety of purposes and in many ways in the Nursery indoor and outdoor environments. They begin to discriminate between letter sounds in spoken words and link some sounds with symbols. Children are encouraged to use books appropriately and to develop simple writing skills. Phonic sounds are introduced through a variety of play-based methods. Nursery follow the Read, Write Inc. scheme.

5. Mathematics

Children develop their understanding of number, measurement, pattern, shape and space through exploration in a broad range of contexts. Children experience opportunities to enjoy, learn, practise, discuss and solve practical problems.

6. Understanding of the World

Children experience opportunities to make decisions, experiment, predict, plan, question and observe in a varied range of contexts.
They learn about their environment and the natural world, as well as developing practical skills both indoors and outdoors.

7. Expressive Arts & Design

Children explore a wide range of materials and techniques. They learn to share their thoughts, ideas and feelings through art, design, technology, music, dance and imaginative and role-play situations.

Parent/Carer Partnership

Parents/Carers have a unique knowledge of their child's development, which is central to the learning process. An essential part of parental involvement is an ongoing dialogue between home and school. This helps to provide your child with security and confidence. Together we can achieve this in the following ways:-

- Talking about and recording information about your child's progress and achievement
- Carrying out activities at home to reinforce learning at school
- Letting each other know of any changes, events, worries or concerns which may affect your child's learning experience.

Parental/Carer involvement is welcomed in the Nursery – as well as providing valuable help during the session, it enables parents, grandparents and friends to work alongside the children and to experience the Early Years Foundation Stage curriculum. In turn, this helps to support your child's learning at home.

If your child has done something special at the weekend or in the holidays, photos, drawings, tickets, maps etc can be put in their "Special Book". Photos can also be e-mailed to share with the class on the cleverboard. The Nursery e-mail address is nursery@emmaus.liverpool.sch.uk

If you would like to volunteer in the Nursery as a helper, please contact Mr Ross our School Business Manager for a Volunteer Application form. All volunteers are DBS checked.

Photos and updates of Nursery activities are regularly uploaded to the Nursery webpage. Go to the Emmaus website, click on 'Children', 'Class Pages', then click 'Nursery'.
You can also follow us on Instagram @emmaus_eyfs

Our School App

At Emmaus we use Arbor to manage all our pupil information, attendance, consents and payments, it is also the main contact point for letters and reminders.
If you already have a sibling at Emmaus your Nursery child will appear on the app in September once they start so you will not need to do anything.
If your child attends Emmaus Nursery you will already have the app so will not need to do anything.

If you are new to Emmaus you will receive an invitation to download the app in September after the children have started with us.

It really is imperative that you **download the app** and ensure that you have your **notifications turned 'ON'** – that way you won't miss out on important information relating to your child.

Friends of Emmaus – our PTA

Friends of Emmaus is a group of volunteers including parents, grandparents, school staff, previous pupils and community members.
Their main function is to support school by raising funds to enhance, enrich and improve learning experiences for our children. They also provide some 'little extras' which make school more memorable.

This year the Friends of Emmaus have funded gifts and snacks for event days throughout the year, organised our Year 6 Prom and Reception graduation celebration, funded enhancements to the curriculum with egg hatching and blenders for making healthy smoothies.

We also had a visit from the Easter bunny and Santa with his elves came to our own school grotto.

If you are keen to be involved or to know more about what the Friends of Emmaus are up to, you can express your interest by email to the Friends of Emmaus: pta@emmaus.liverpool.sch.uk

YOUR SCHOOL LOTTERY

Did you know we a have a school lottery. It's just £1 per week and there is a guaranteed winner every week from Emmaus, plus a £25,000 jackpot each month for one lucky winner from all the schools who take part. Last year the school lottery raised over £2000 for Emmaus. You can scan the QR code or go to wwww.yourschoollottery.co.uk and search 'Emmaus'.

Organisation of sessions

Our Nursery sessions are different for each group of children:

The Nursery session times are as follows:
AM only children 9 a.m. – 12 noon
PM only children 12 noon – 3 p.m.
30 Hour children 9 a.m. - 3 p.m.

30 hour children will need to bring a packed lunch (please remember we are a nut free school) or you can order a school meal from our Catering partner – Hutchisons - £2.60 per day. Payments will be made via the Arbor App or with TaxFree Childcare Vouchers (this applies to Nursery children only).

Drop off and Collection of Children

9 a.m. Drop off – You can enter from either front gate, both gates will be closed at 9:05 a.m. for security.
Anybody arriving late will need to use the main gate opposite the school office, please buzz to ask for the gate to be opened, late children will need to be signed in at the school office on our signing in system and then they will be taken to Nursery - please try to be prompt.

AM children collection & PM children drop off at 12 noon – Please use the Nursery gate which will be opened from 11:55am at 12:05pm.
Anybody arriving late will need to use the main gate opposite the school office, please buzz to ask for the gate to be opened, late children will need to signed in at the school office on our signing in system and then they will be taken to Nursery - please try to be prompt.

3 p.m. collection – The Nursery gate will be opened at 2.55 p.m. and closed at 3:05pm.

Both gates are open for collecting children from after school club.

Please be patient as your child learns the routine of checking their drawer for pictures to take home and collecting their own coat, milk and fruit. Umbrellas and bags will be left outside the Nursery door.

Please inform staff if someone different will be collecting your child other than the authorised adults and ensure that they know your child's password. Once your child has been collected, you and your child will not be allowed to re-enter the Nursery for safety reasons.

Induction Procedures

The children start Nursery in September. Initially, they will attend for a reduced session in order to ease the transition from home to school.

Further information is provided regarding times and dates on your individual start date letter included in this pack.

Attendance

Good attendance at nursery is highly encouraged as it helps children establish good habits, develop secure relationships, and improve their learning and self-esteem. Consistent attendance also ensures children can fully participate in the curriculum and benefit from the learning opportunities available. If your child needs to be absent from nursery we ask that you inform the school office, if we have not heard from you and your child is absent then we will give you a call or a text to check everything is ok.

Here's why good nursery attendance matters:

- Establishes good habits:
- Regular attendance helps children understand that going to nursery is a routine, and it provides a sense of security and rhythm to their week.
- Builds secure relationships:
- Children who attend regularly are better able to form and maintain social relationships with their peers and teachers.
- Boosts self-esteem:

Breakfast Club and After School Club

Our Breakfast and After School Clubs are school run and delivered by school staff who the children will know and recognise from across the school day.

Breakfast Club starts from 7:45 am and is an opportunity for your child can meet other children in a supervised setting before school. A healthy breakfast is provided with children eating together around a table. Our club offers activities and opportunities that support learning in nursery.

Breakfast Menu - Children can choose from a range of healthy cereals, wholemeal toast, muffins, pancakes, fresh fruit, fresh fruit juice, milk, yoghurts and even bacon and sausage on special days!

After School Club runs every school day until 5:45pm. It provides our children with the opportunities to socialise with their peers and to make new friends from other year groups too.
We offer planned and free-play activities. For our nursery children, activities are planned which both complement and further develop their learning alongside the class-based opportunities.
At After School Club, staff provide a warm and welcoming environment with the chance for children to take part in activities with friends and peers. Children can join in with outdoor play, creative art and crafts activities, engage with ICT and the internet in a controlled environment, and explore healthy eating opportunities with a range of healthy and nutritious snacks.

Breakfast club is £5 per session **After School Club is £11 per session**

To request a place please complete the online form below or scan the QR code:

www.cognitoforms.com/EmmausPrimarySchool/BreakfastAfterSchoolClubSeptember2026

Toilets

If your child wishes to use the toilet on arrival to Nursery, please inform a member of staff as parents without a DBS check are not allowed in the toilet area. Thank you for your consideration.

Toys

The staff are happy for your child to show their special treasures before entering the Nursery, but please take them home with you as toys can easily be lost or broken. The exception is on your child's birthday when they can bring one special toy to show.

Occasionally the children will be asked to bring an item from home for display purposes. If so, please label clearly.

Snack Time

'Snack time' is an important part of the Nursery routine, encouraging the children to develop independence, hygiene awareness and social skills. A variety of healthy snacks are available including snacks prepared by the children themselves or related to specific multi-cultural festivals.

Our school has received a 'Healthy Schools Award', which allows each child to have a piece of fruit every day and free milk and water is provided daily. Children are encouraged to drink milk or water.

A contribution of £2.00 per week is required to cover the cost – this is paid half-termly. This will be requested and paid through the School Arbor App which enables payments to be made online.

This contribution also goes towards the cost of play dough ingredients, additional baking and cooking activities too.

Please make sure you include on your admissions form if your child has any food allergies/intolerances or special dietary requirements.

Milk is provided daily by Dairylink, each child will receive a carton of milk with their name on daily.

PE & Dance

P.E. and dance take place in the hall during the spring term once the children have settled into the Nursery routine. The children do not require a P.E. kit for this, but they do remove their shoes and socks.

It would be very helpful if your child arrives in velcro fastening trainers or shoes which he/she can remove and put on with minimal help. Please encourage your child to put on their own shoes and socks each day at home in order to encourage independence and co-ordination skills.

Books to Share

The children can choose a short book to take home from Nursery at the end of the session. Please read the stories together with your child, talking about the title, pictures and their favourite part. This will help your child to develop his/her concentration and observational skills, use of language and encourage a 'love of books'. Please return the Nursery library books as soon as your child has finished with them.

Learning Journeys

During the year your child will have a folder in which photos, pictures, art, 'writing' etc. will be collated to make up your child's unique 'learning journey'.

You and your child can also share any special achievements, certificates, events, trips and experiences with us by putting them in their special book, which will be given to you when your child starts Nursery.

Getting Ready for Nursery

Starting Nursery is a big step for many children and it is important to encourage them to develop independence. It would be helpful if your child could begin to:-

- dress and undress independently
- use the toilet
- begin to use pencils, scissors and crayons appropriately
- handle books carefully

Emmaus Nursery Prayers

Oh my God I give to You
All that I think and say and do,
All my work and all my play
I will give to You today.
Amen

O God our Father
We've come to say,
Thank you for Your love today,
Thank you for my family
And all the friends You give to me.
Guard me in the dark of night
And in the morning
Send Your light.
Amen

Educational Visits/Visitors

Educational visits take place throughout the year. The children will have opportunities to extend their understanding of a topic by visiting relevant places of interest. Parents are informed of the dates of the trips during the Autumn and Spring terms. We welcome parents, carers and grandparents coming along to enjoy these educational and social days out. The Nursery staff are able to supervise a limited number of children so please speak to a member of staff if you are unable to accompany your child on a trip. We also ask for any payments and permissions for education trips be made on the School Arbor app or, as a last resort, in person at the school office.

We are very lucky to have close links with both Our Lady Queen of Martyrs and St Cuthbert's parishes, local community groups and the emergency services. Throughout the year, we invite these visitors to come into school to talk about their important roles in our community.

Behaviour

Good behaviour is encouraged through the use of praise, rewards and positive reinforcement. Cooperation, team work and thoughtful acts of kindness are always encouraged and praised.

School Uniform

Navy blue sweatshirt with Emmaus logo
Navy blue jogging bottoms (logo optional)
White polo shirt (logo optional)
Wellingtons & Waterproof All Weather Suit

(The wellingtons and all weather suit need to remain in Nursery, please do not request to take them home during the holidays or of a weekend.)

Velcro fastening footwear is advisable for Nursery; please do not send your child with lace up footwear.

Suppliers: Brienda, Muirhead Avenue or online at Alphaschoolwear.com

In the Summer term, any navy blue shorts or navy blue cycling shorts can be worn instead of navy jogging bottoms. **Summer dresses are not permitted due to safety climbing outdoors.**

Please ensure all items of your child's uniform, coats, hats, gloves and scarves are clearly labelled with your child's name.

Parent/Carer Meetings

You will be able to book an individual appointment for you and your child to meet the Nursery team in September before they start Nursery. At this meeting you will have the opportunity to discuss any health issues or concerns.

Then during the spring term, there will be an opportunity to discuss your child's progress at a parent's evening. In July, full written reports are sent to parents prior to moving onto Reception. The reports describe your child's progress within the Early Years Foundation Stage curriculum. Your child's report may then be discussed informally if you feel the need.

And finally…

We understand that starting Nursery is an exciting and sometimes overwhelming time for your child (and you!). We will endeavour to keep you updated of news and events via weekly school newsletters, school website (www.emmausschool.co.uk) and the School Arbor App which is free to download.

Please feel free to speak to us about any worries or questions you may have. Please do not hesitate to contact us via email nursery@emmaus.liverpool.sch.uk or by telephone at school (0151 233 1414) whenever you feel it is necessary.

The Nursery team are always available at the beginning and end of each session and are happy to discuss any issues or concerns at any time.

Acceptable Use Policy for EYFS/Key Stage 1 Pupils

This agreement will help keep me safe online and help me to be fair to others

1. I only **USE** devices or apps, sites or games if a trusted adult says I can

2. I **THINK** before I click anything that pops up or I am not sure about

3. I **ASK** for help if I'm stuck or not sure

4. I **TELL** a trusted adult if I'm upset, worried, scared or confused

5. I look out for my **FRIENDS** and tell someone if they need help

6. I **KNOW** people online aren't always who they say they are

7. Anything I do online can be shared and might stay online **FOREVER**

8. I don't keep secrets or do **DARES AND CHALLENGES** just because someone tells me I have to

9. I always check before **SHARING** personal information, including passwords

10. I am **KIND** and polite to everyone, in real life and online.

After reading this with your child, please read and sign the Parent/Carer Acceptable Use Policy (link below or scan the QR code):

www.cognitoforms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1

Stay safe online, remember to ask an adult for help

Term Dates

Emmaus Church of England & Catholic Primary School 2026 to 2027

September 2026						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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29	29	30				

October 2026						
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November 2026						
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December 2026						
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28	29	30	31			

January 2027						
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February 2027						
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March 2027						
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29	30	31				

April 2027						
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26	27	28	29	30		

May 2027						
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31						

June 2027						
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28	29	30				

July 2027						
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August 2027						
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23	24	25	26	27	28	29
30	31					

Key: ◆ = INSET DAY ◆ = Holidays

Emmaus Privacy Notice

AIM

Our school aims to ensure that all data collected about staff, pupils, parents and visitors is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) that came into force in May 2018.
This policy applies to all data, regardless of whether it is in paper or electronic format.

LEGISLATION AND GUIDANCE

This policy meets the requirements of GDPR, and is based on guidance published by the Information Commissioner's Office and model privacy notices published by the Department for Education.

ROLES AND RESPONSIBILITIES

The Governing Board has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the Head, or the Deputy Head. The Head will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. E2E Education has been appointed and is contactable via email: DPO@e2e-education.co.uk

DEFINITIONS

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Special Category Data	Data such as: • Racial or ethnic origin • Political opinions • Religious or philosophical beliefs, or beliefs of a similar nature • Where a person is a member of a trade union • Sex life • Sexual orientation • Genetic data • Biometric data • Whether a person has committed, or is alleged to have committed, an offence • Physical and mental health • This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply
Processing	Obtaining, recording or holding data
Data subject	The person whose personal data is held or processed
Data Controller	A person or organisation that determines the purposes for which, and the manner in which, personal data is processed
Data Processor	A person, other than an employee of the Data Controller, who processes the data on behalf of the Data Controller

DATA PROTECTION

Principles

Processed lawfully, fairly and in a transparent manner
Collected for specified, explicit and legitimate purposes ('purpose limitation')
Adequate, relevant and limited to what is necessary
Accurate and, where necessary, kept up to date
Kept in a form which permits identification of data subjects for no longer than is necessary
Processed in a manner that ensures appropriate security of the personal data

Your Rights

Your right of access - you have the right to ask us for copies of your personal information
Your right to rectification - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
Your right to erasure - you have the right to ask us to erase your personal information in certain circumstances
Your right to restriction of processing - you have the right to ask us to restrict the processing of your personal information in certain circumstances
Your right to object to processing - you have the right to object to the processing of your personal information in certain circumstances
Your right to data portability - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances
You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

PRIVACY/FAIR PROCESSING

We hold Personal and Special Category Data about pupils and parents to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.
This data includes, but is not restricted to:
Contact details
Results of internal assessment and externally set tests
Data on pupil characteristics, such as ethnic group or special educational need
Exclusion information
Details of any medical conditions
We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.
We may share data with third parties to support the educational needs and smooth running of our school. These third parties may include, but will not be limited to, facilities providers (e.g. catering) and specialist software providers. We will not share information about pupils with anyone without consent unless the law and our policies allow us to do so. Individuals who wish to receive a copy of the information that we hold about them/their child should make their request in writing to the Head.
We are required, by law, to pass certain information about pupils to specified external bodies, such as our local authority and the Department for Education, so that they are able to meet their statutory obligations.

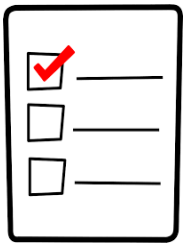
DATA STORAGE AND SECURITY

Paper based records, digital records and portable electronic devices, such as laptops and hard drives that contain personal information, are compliant with GDPR and are regularly assessed by our DPO. Destruction and archiving of Personal Data procedures are also aligned to GDPR.

HOW TO MAKE A COMPLAINT

If you feel that we have mishandled your or your child's Personal and/or Special Category data at any time you can make a complaint to the Headteacher by emailing emmaus-ao@emmaus.liverpool.sch.uk by or phoning 0151 233 1414.
For further information on our complaints procedure please follow this link https://www.emmausschool.co.uk/policies/
Alternatively, you can contact our DPO to make a complaint, DPO@e2e-education.co.uk or contact the Information Commissioner's Office by visiting their website (https://ico.org.uk/make-a-complaint/) or by calling their helpline on telephone: 0303 123 1113

Starting Nursery Checklist:



To do:

Complete Admissions Form
www.cognitoforms.com/EmmausPrimarySchool/EmmausAdmissionForm

Nursery Funding Agreement
www.cognitoforms.com/EmmausPrimarySchool/EarlyYearsFundingDeclarationForm

Additional Information for Nursery Team
www.cognitoforms.com/EmmausPrimarySchool/NurseryAdditionalInformation

Accept the Online Safety Agreement for Parent/Carers
www.cognitoforms.com/EmmausPrimarySchool/EmmausAcceptableUseEYFSKS1

Order School Meals (if not bringing a packed lunch) 30hr children
www.cognitoforms.com/EmmausPrimarySchool/NurseryDinners

Request Breakfast or After School Club for September
www.cognitoforms.com/EmmausPrimarySchool/BreakfastAfterSchoolClubSeptember2026