



Reach Academy
Feltham
A REACH SCHOOL

Home Handbook

Nursery

**A life of
choice and
opportunity
for every child.**



**Reach
Schools**

CHOICE & OPPORTUNITY
FOR EVERY CHILD

reachschoools.uk

Nursery Home Handbook

Reach Academy Feltham

2025-2026

Contents

Introduction to Reach Academy Feltham	2
About Reach Nursery	3
Our REACH values	3
Settling In	4
Preparing for Nursery	5
The Nursery day	6
Clothing	7
Term Dates 2025-2026	8
Absence and Sickness	9
Appointments during the day	9
Medicines	9
Accidents, Injuries and/or Sickness	10
Keeping your child off nursery	10
Term time holidays	10
Applying for a place in Reception	11

Introduction to Reach Academy Feltham

Welcome

Dear families,

We are delighted to welcome your child to Reach Academy Nursery. We believe that each of our pupils is unique and has the potential to do brilliantly at nursery. As teachers, we will work extremely hard with you and your child to ensure that you and they are well supported. We know that hard work will lead to success, but we also know that school can be enjoyable, exciting and interesting every day when it has great teachers, supportive parents and well-behaved pupils.

Our aim is that all of our children leave Reach with the skills, attitudes and academic qualifications to live a life of choice and opportunity. In order to help them to achieve this in whichever school they go to after attending our nursery, we have designed an Early Years curriculum which supports your child to grow academically, emotionally and socially into a well-rounded, confident child, who is ready to start Reception in any school.

In enabling our young people to achieve their best, you – their families – will be our most important partners. We hope that this handbook helps to answer any questions you may have about how the school will run.

We look forward to meeting you.

Warm regards,



Manjit More & Matilda Browne

Co-headteachers

Reach Academy Feltham

T: 020 8893 1099



About Reach Nursery

Reach Nursery is a warm, friendly, and inspiring environment for ages 2-4. Our team is passionate about early years education and dedicated to making children's educational journeys fun and inspirational. We offer 81 places, across different time frames, meaning we are able to get to know families well, as we support them in preparing their children for Reception.

Our REACH values

We believe our Reach Values (below) are key to developing important attributes and healthy habits at every age. We celebrate these values in various ways across the school and they play a key part of our behaviour reward system.

A large, bold, yellow letter 'R' is positioned on the left side of the first value card.

is for
reflect

We continually learn from ourselves and others in order to grow.

A large, faded yellow letter 'R' is positioned on the right side of the first value card.A large, bold, yellow letter 'E' is positioned on the left side of the second value card.

is for
endeavour

We work hard to overcome challenges, elevate our skills and develop good habits.

A large, faded yellow letter 'E' is positioned on the right side of the second value card.A large, bold, yellow letter 'A' is positioned on the left side of the third value card.


is for
aspire

We dare to dream and work to make those dreams a reality.

A large, faded yellow letter 'A' is positioned on the right side of the third value card.A large, bold, teal letter 'C' is positioned on the left side of the fourth value card.

is for
show courage

We are willing to discover and work on our strengths and weaknesses, without fear.

A large, faded teal letter 'C' is positioned on the right side of the fourth value card.A large, bold, yellow letter 'H' is positioned on the left side of the fifth value card.

is for
have fun

We celebrate joy and encourage a passion for learning, in a supportive community.

A large, faded yellow letter 'H' is positioned on the right side of the fifth value card.

Settling In

Starting nursery is a big step for most children and we want to ensure we are giving them all the support they need to settle in. The time you spend helping your child to settle in will really benefit them in the long run. It will mean your child will be happier, more confident, learn better and enjoy nursery more. Different children will settle in at different rates and, because nobody knows your child better than you, we will need your help.

During the home visit and the nursery meeting, we will ask you some questions about your child and their health and development. This information will help us to settle your child in, and help us to make sure we meet your child's needs in nursery. We will also ask you to complete an 'all about me' file, so we can find out more about your children's interests and share photos with them at Nursery.

Each child is assigned to a key person and a carpet team. We have three carpet teams; blue, red and yellow. During carpet sessions, which are mainly adult led, the children will go to their key person. The key person will get to know you and your child really well, so they can understand and meet their needs. This key person will also be the main point of contact for you as a parent.

There are two important parts of settling in:

- Your child feeling confident to play in the nursery
- Your child playing with and talking to their key person

Please talk to your key person about how you think things are going.

These are some of the ways you can help:

- **If your child has spent time away from you** (e.g. with other members of the family, in a nursery, with a childminder, with a friend) tell us how your child got on. Did she or he find anything difficult? What helped to comfort your child? Even if your child has already been to another nursery or been with a childminder, you will still need to help with settling in, because Reach Academy Nursery, the adults here and the routines of the day will still be new and strange.
- **During settling in, please try to be available to your child.** Give them a 'solid' goodbye before the session and greet them with a big hug at the end of the session. Please avoid using headphones or talking on the phone, so you can spend time talking to your child about their day.

Settling in goes well for most children and they soon start to enjoy nursery. But if your child gets upset or sad, don't worry. All of us can feel sad when we are parted from someone we love. What matters is that your child can be comforted by their key person and helped to settle. Try to be as confident as possible that your child will be OK. If your child sees that you are upset or anxious, then they will get upset too. If your child can't be comforted by your key person, then we will ask you to come straight back in. We do not want your child to have a bad experience and get really upset in nursery. Thank you for your support. If you have any questions or worries then please talk to your child's key person

Preparing for Nursery

Independence

The most helpful thing you can do for your child over the summer to help your child prepare for the start of school is to help them develop their independence.

Before your child joins Reach, please support your child with the following:

- I can go to the toilet independently
- I can eat a whole piece of fruit (not sliced, diced or peeled)
- I can walk moderate distances without a buggy
- I can drink from an open cup
- I can show you I need help

Talk and Communication

Another great way to prepare your child for school is to get them talking, in any language! You can support your child by developing their sensory awareness, listening, and communication skills in the following ways:

- Attend playgroups together or go on playdates with other children
- Sing nursery rhymes and songs together
- Read books together
- Limit screen time (time spent watching TV or playing on tablets, laptops, and phones). Aim for no more than half an hour a day
- Whilst you are out and about, talk to your child about everything you can see, hear, and smell
- Do things together, like cooking or shopping, going to the park or library, and talk about what's happening
- Encourage your child to talk about what they have done and seen, and what they have enjoyed or disliked.

The Nursery day

At Reach we are committed to working closely with parents to support them, as well as support children to flourish in the school. Each child will attend 15 hours per week either in the morning or the afternoon.

The morning session will run from 8.20am to 11.20am and the afternoon session from 12.20pm until 3.20pm. Pupils should be on time for the start of the session as the welcome carpet is an important part of the day.

Each day in Nursery includes:

- The 'welcome carpet' consists of a welcome song, reinforcement of behaviour and carpet expectations to ensure children listen and learn, and finally a message that the children and teacher read together.
- Three taught sessions including a phonics and reading session, a Maths session and a song;
- 'Busy learning' where children choose what they want to do and can be inside or outside;
- Small group sessions with the teacher or key person.

Snack

The Nursery operates a snack bar system. The children are able to help themselves to fruit, milk and water if they wish. The children **should not** bring in a water bottle or snack for Nursery.

Clothing



- Children should wear a navy jumper and grey bottoms; either grey trousers or shorts, tracksuit bottoms or leggings. It is not necessary for these items to be branded with the Reach Academy logo, though some parents may want to buy one or two school jumpers. Children can wear their own top underneath their jumper.
- Physical development is an important part of the Nursery curriculum, so children should wear supportive shoes such as trainers. Please buy trainers with velcro or elastic. **Laces are not permitted.**
- Send your child to the Nursery in clothes that are appropriate for the weather. Children will be playing indoors and outdoors all year round, so it's important for them to have warm, waterproof clothing for winter and sun hats and layers, which they can take off in the summer.
- Please bring a full change of clothes to keep at Nursery, including socks, shoes, bottoms, underpants, and several tops. These must be named clearly using labels which can be sewn or ironed in, and must be kept together inside a named drawstring or zip bag.

All items of clothing and all accessories such as hats and scarves must be named clearly with a sewn or ironed in label.

Term Dates 2025-2026



Reach Academy
Feltham

NurSery Term Dates 2025 – 2026

Autumn 2025

September

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	21
22	23	24	25	26	27	28
29	30					

October

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	21	22	23	24	25	26
27	28	29	30	31		

November

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	21	22	23
24	25	26	27	28	29	30

December

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	21
22	23	24	25	26	27	28
29	30	31				

Spring 2026

January

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	21	22	23	24	25
26	27	28	29	30	31	

February

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	21	22
23	24	25	26	27	28	

March

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	21	22
23	24	25	26	27	28	29
30	31					

Key

- School Day
- Training Day (School Closed)
- School Closed
- Bank Holiday

Summer 2026

April

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	21	22	23	24	25	26
27	28	29	30			

May

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	21	22	23	24
25	26	27	28	29	30	31

June

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	21
22	23	24	25	26	27	28
29	30					

July

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	21	22	23	24	25	26
27	28	29	30	31		

Please note training days in 2025/26 are subject to change.

Please note: our term dates are subject to change and the website is kept up to date. These should be used by parents to plan holidays, and other commitments, including routine doctor and dentist appointments.

Absence and Sickness

As an education focused Nursery, it is essential that all of our children are striving for 100% attendance. Our curriculum is designed so that each day children learn new knowledge based on the day before. Any absence taken will mean that your child misses a crucial part of their Nursery curriculum.

We know that children sometimes wake up with coughs, colds or sore tummies, but we often find that the child forgets about these once they are in school surrounded by their friends. Do let us know at the gate if your child is slightly unwell and we will keep a close eye on them, letting you know if they do not improve.

If your child is unable to attend nursery owing to illness or other circumstances, parents/carers should contact the School Office before 8am by calling 020 8893 1099 and provide medical evidence. This can be a prescription, proof of a GP appointment or a doctor's letter, so that we can authorise the absence.

If your child is likely to be absent from nursery for a long period of time owing to illness, parents/carers should speak to the team to explain the situation. The Nursery will be happy to discuss any support needed to ensure they keep up to date with what is taking place at Nursery.

Please note that if a child is absent for 20 consecutive days Reach Academy Nursery reserves the right in some cases to revoke their place.

Appointments during the day

Wherever possible, families should make doctor and dentist appointments for their children outside of nursery times. Attendance has a direct impact on a child's ability to learn. We take such matters extremely seriously.

If an appointment during nursery time is unavoidable, you must complete the medical appointment form on the [link here](#) and bring in evidence of your child's appointment in advance:

Medicines

If your child needs short term medication you must make every effort to administer this medication outside of the Nursery day. Please note the Nursery does not hold any non-prescription medicine and we may not administer these. You must complete a 'Request for the Administration of Medication form' which is available online [here](#).

Once you have submitted the form you may be asked to attend a face-to-face or telephone meeting with a member of the team. No medication will be accepted, stored, or administered without this form and potentially also the meeting. The Nursery reserves the right to refuse to administer the medication for any given reason.

The Nursery will not hold medicines on a 'just-in-case' basis e.g. Calpol / Paracetamol / Ibuprofen being held for a potential headache at some point in the future. All medicines must

either be prescribed by a suitable medical professional, or be taken on specific advice from a suitable medical professional.

It is the responsibility of the parent to ensure that your child's medication is correctly labelled and the instructions you give staff are clear and correct. In most cases it will be the Nursery administrator who administers the medication. It is always the administrator who stores medicines securely.

We will not store more than five days' worth of prescribed medication unless in exceptional circumstances. Parents will need to replenish the medicine supply at the Nursery. Parents will also need to collect any unused medication. All inhalers should be labelled with your child's name and a second inhaler kept in the medicine room as an emergency back-up. An asthma plan is required from your nurse.

Accidents, Injuries and/or Sickness

At Reach Academy Feltham, the health, safety and welfare of pupils is of paramount concern. If pupils are injured at school we will, where possible, treat the injury and give pupils an Accident Form to give to parents at the end of the day. All accidents are entered into an Accident Book. There may be times when the Nursery needs to make contact either for permission to treat your child, or because it is the school's judgement that you need to check them yourself. In these cases, the Nursery will make every effort to contact parents as quickly as possible.

If your child is unwell and needs to go home, we will contact you so that you can make any necessary arrangements to collect your child. Whilst you do so, we will ensure your child is kept as comfortable as possible.

Keeping your child off Nursery

It is normal for children to get ill occasionally. Please use your best judgement as parents as to whether to send your child to school or not. As a general rule, if your child is vomiting, or has a suspected contagious disease or infection, they should not come into school and should visit a doctor as soon as possible.

If your child complains of a headache or a general ill-feeling we would encourage you to send them to school. It is normal to find that, once at school, children feel better. If you are concerned, then please send your child into school with a note and we will follow our procedures for contacting you if we need to send your child home.

Term time holidays

Parents/carers **should try not take their children out of school for holidays or any other planned event during term time**, as it impacts the quality of a pupil's education.

Applying for a place in Reception

Please note that a place at the Reach Nursery **does not** guarantee a place in Reception at Reach Academy Feltham or Reach Academy Hanworth Park. It is a parent's responsibility to apply for a school place. You can find more information here:

http://www.hounslow.gov.uk/primary_schools_admissions

For more information about Reach Academy Feltham and Reach Academy Hanworth Park, please visit our websites:

www.reachacademyfeltham.com

www.reachacademyhanworthpark.com

Stronger together

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