

Ysgol Treganna

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Nursery Handbook

September 2025



MEMBERS OF STAFF



Headteacher

Mrs Catrin Evans

Deputy Headteacher

Mr Gareth Evans

Additional Learning Needs Co-ordinator

Miss Mererid Lewis



WELCOME

The staff of Ysgol Treganna warmly welcome you and your child to our school. We sincerely hope that you will enjoy many happy years in our company and we are very much looking forward to working with you for the wellbeing and development of your child.

Our aim is to create a happy, welcoming and relaxed environment here in the Nursery where your child will feel safe and enjoy experiencing a variety of structured and purposeful play activities.

Enjoy your child's first school experiences. It is a valuable time in their development, but if there is anything you would like to discuss, we encourage you to share your thoughts with us.

We hope that this handbook will prove beneficial to you and we look forward to working with you as a family.



DOSBARTH MATH

Ysgol Treganna opened its doors for the first time in September 2013, complete with new, modern resources and equipment.

Dosbarth Math is an open and light classroom and has a separate, dedicated cloakroom and toilets for the children.

Outside, there is a canopy-covered learning area, which allows the children to play and learn in the open air regardless of the weather!



School Day

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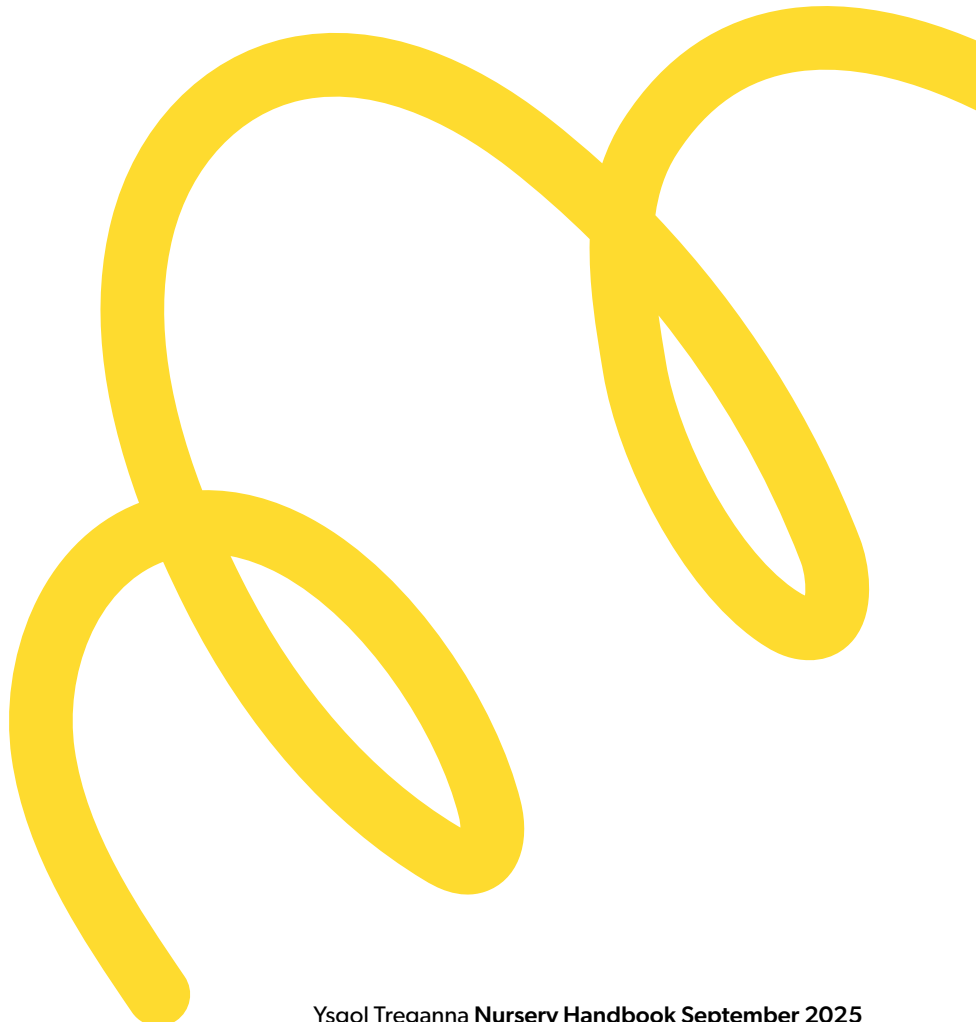
Morning Session

9:05am – 11:35am

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Afternoon Session

12:45pm – 3:15pm



YOUR CHILD'S FIRST DAY

Your child's first day is an important day and we will do our very best to ensure that it is a happy and memorable day for all.

Nursery children will start school on a staggered group-by-group basis. This will give them the chance to settle in and familiarise themselves with new faces and learning environment. It's also a great opportunity for parents and staff to get to know each other.

On their first day, we ask that you escort your child to the main entrance where members of staff will greet you and help you on your first day. We ask that you help your child take off their coat and place it on any hook.

A member of staff will then guide your child into the classroom where there will be a number of activities laid out for the children to play freely during their first session.



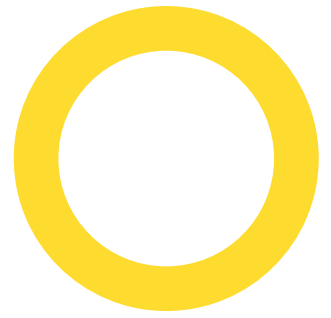
We kindly ask that you say goodbye to your child in a swift and jolly manner. It is likely that some children will be tearful when parents leave them on their first day, but most children settle in very quickly. If your child continues to cry after a reasonable time, we will contact you.

When collecting your child at the end of the session, we ask that you please wait outside the main entrance.

We will hand children over safely to their parent/guardian one at a time.



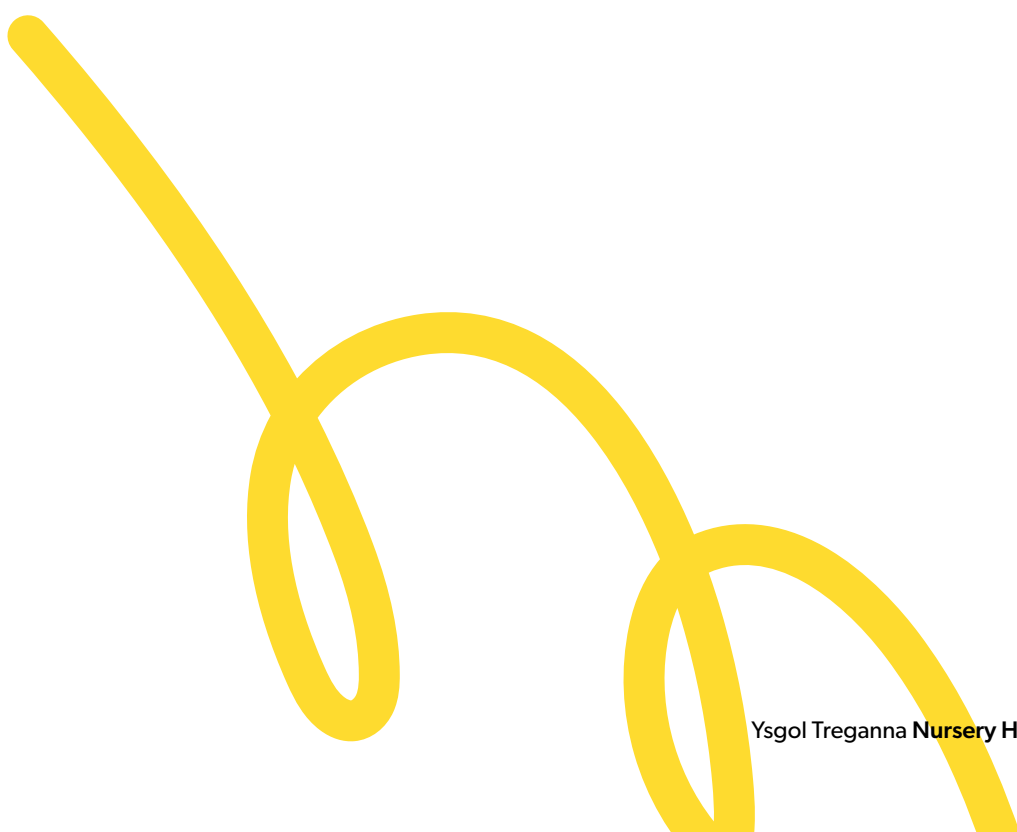
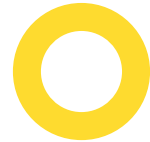
PLEASE NOTE that we must be informed, either by e-mail or letter, if a different person will be collecting your child. We will not allow a child to leave with an unfamiliar adult.



PREPARING YOUR CHILD FOR STARTING SCHOOL

How can you help your child?

- encourage your child to use the toilet independently
- teach your child to wash his/her hands
- teach your child to put on and take off his/her coat independently
- encourage your child to tidy and look after his/her toys.





Additionally, we would very much appreciate it if you could:

-
- discuss school with your child and talk about the fun that is to be had there
-
- help your child recognise his/her name
-
- read Welsh-language books and watch Welsh-language programmes with your child as often as possible (Cyw/Welsh Apps)
-
- provide opportunities for your child to use creative tools and materials at home, e.g. crayons, pencils, paper, glue, scissors and paint.
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School uniform

The school uniform can be purchased from [YC Sports](#) or [Cardiff Embroidery](#).

We suggest comfortable trousers, and shoes with velcro fasteners for your child to help him/her dress and undress independently.

Your child will not need a P.E. kit until the summer term. We will provide you with further information nearer the time.

Name on everything!

Please ensure that your child's name is written clearly on all of his/her school uniform, including coats, bags and shoes. It is inevitable that items of clothing will get mixed up from time to time.

Please let us know if an item of clothing has gone missing and we will do our best to return it as soon as possible. If your child happens to take home an item that belongs to another child, please return it to school.



Spare clothes

Accidents do happen. Don't worry! We will deal with these in a sensitive manner but ask that the children bring any spare clothes (including socks and shoes) with them in a bag to school every day.

Please write your child's name on the spare clothes. Your child's clothes will be put in a plastic carrier to take home.

Messy play!

Learning through play and receiving real-life experiences are an integral part of a child's development, and while we will endeavour to cover children's clothing by using aprons etc, it is inevitable that your child, at times, will return home with paint, sand or soil on them.

Snack time



Our aim is to make snack time a pleasant and educational experience for your child. The children will help to prepare and learn to share, socialise and eat together. We offer the children a range of healthy snacks and ask that you kindly contribute £1 a week towards the cost.

You can pay using the **Parent Pay** app (an online payment system), and the account details for new parents will be sent home during the first few weeks.

PLEASE NOTE: It is essential that you inform the class teacher if your child has an allergy of any kind.

Your child will get 1/3 of a pint of milk each session, for free. If your child is allergic to milk, we will provide a cup of water as an alternative.

Baseline assessment

When your child starts with us in the Nursery, the class teacher will assess him/her. This assessment is conducted via formal / informal observations, or a series of structured activities.

The information gathered will help staff know his/her individual strengths, interests and developmental needs. The assessment will also show the next educational steps that he/she may need.

Language immersion

In the Nursery, we use the Language Immersion method to introduce Welsh to children from non-Welsh speaking homes.

What is Language Immersion?

-
- only Welsh is used with and around the children in the setting
-
- all of the activities at the setting are carried out in Welsh.
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COLLECTION ARRANGEMENTS

REMEMBER:

A child is not permitted to go home with a stranger or anyone who is under 16 years of age. Please notify us, either by e-mail or letter, if a different person is going to be collecting your child.

What should i do if i need to speak with my child's teacher?

If you need to discuss anything with your child's teacher, please telephone the office and we will arrange a mutually convenient meeting time.

School website

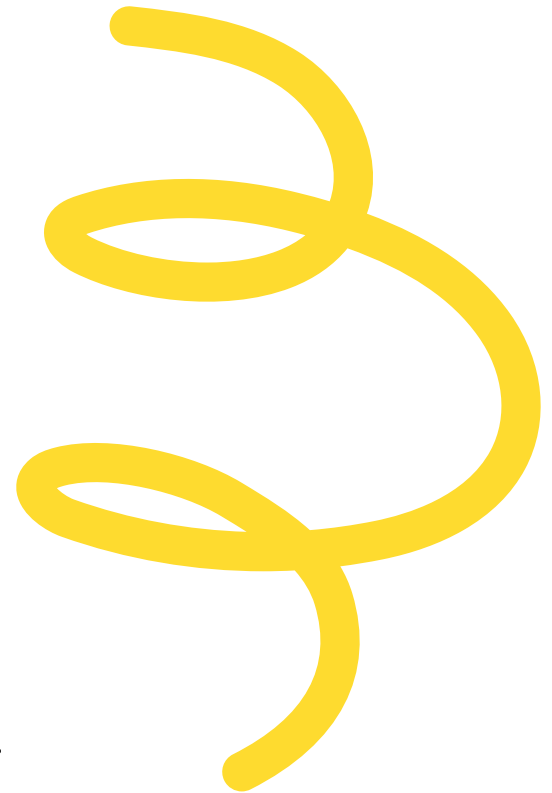
Our website is regularly updated so please keep an eye out for the latest news/information.



How will I receive letters from the school?

You will receive a weekly newsletter every Friday and a weekly communication letter every Tuesday. These will be delivered via **Group Ed**. Details will be sent to all parents on how to access the Group Ed app.

We will also text you in an emergency. It is therefore crucial that the contact numbers we have for you are up to date.



Treganna's Instagram page

[@ysgoltreganna](#)

A place to share wonderful and exciting learning experiences.



SICKNESS AND ABSENCES

Please telephone or email the school secretary before 9.30am if your child is absent.

While we encourage good attendance, we suggest that you do not send your child to school if he/she is not feeling well.

It is not permitted for children to attend school if they have: an infectious / contagious skin rash; high temperature or sickness and diarrhoea. Children must be symptom-free for 48 hours before returning to school.

Illness in school

If your child is taken ill while in school, we will do our very best to contact you.



Accidents in school

If your child suffers following an accidental injury, we will treat the injury and contact you as soon as possible. In an emergency, a member of staff will dial 999 before contacting you.

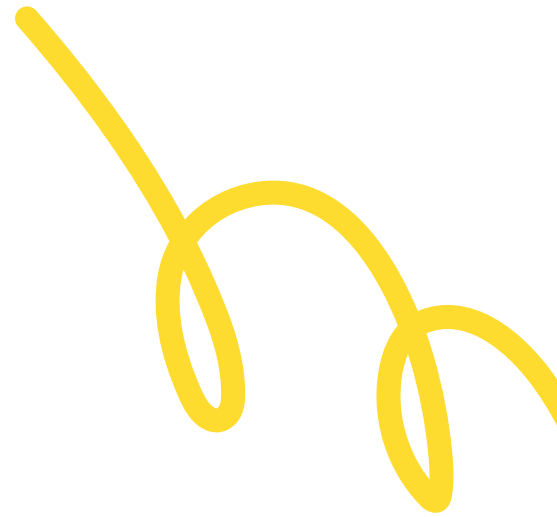
Recording of accidents

We keep a record of all accidents in a book in class and will immediately inform parents of any head injury.

Medication

Please do not send medication to school with your child as school staff are not permitted to administer medication for short-term illnesses.

If your child needs to take prescribed medicine during the day, you are expected to complete the authorisation form available from the school office or online.



Asthma

Children who suffer from asthma may use their inhaler in school when the need arises, as long as you have completed the appropriate form.

Please ask your GP for an additional inhaler for school and label it clearly with your child's name. It will be put away for safekeeping by the class teacher.

Head lice

We suggest that you check your child's hair regularly for head lice, and ask that you notify the school if you find any. We rely on your cooperation to control them. If we see 'live' head lice in your child's hair while in school, we will telephone you.



Holidays

We ask politely that you refrain from organising family holidays during the school term. Attendance is crucial for the success of every child, however, if you are planning to go on holiday during the school term, we ask that you complete the relevant form.

The next step

IMPORTANT!

Please note that you will need to apply for your child to be admitted to the Reception department. Applications will be available online only. If you do not complete this form, your child could lose his/her place in the Reception class.

USEFUL TELEPHONE NUMBERS AND ADDRESSES

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Sanatorium Road
Canton
Cardiff
CF11 8DG

029 2059 0830

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@YsgolTreganna

