

Godwin Primary School



NARP

Nursery Assessment Resourced Provision

Parent and Carer Handbook

2025-26

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Key Information

School Address: Godwin Primary School
Finnymore Road
Dagenham
Essex
RM9 6JH

Telephone Number: 0208 270 4150
E mail: office@godwin.bardaglea.org.uk

Website: www.godwinprimary.co.uk

Headteacher: Miss F. Spooner
Deputy Head Teacher: Mr D. Wade
Early Years (EYFS) Lead: Miss C. McDonagh
SENCo: Mrs H. Adeleke
NARP Lead: Miss S. Mattu
Learning Support Manager: Mrs A. Blade

NARP Session Times: 8.30 – 11.30am
12.25 – 3.25pm

Entrance to the NARP is through mainstream nursery.

Please ensure your child arrives on time and is collected promptly at the end of school

IMPORTANT NOTICE



Godwin Primary School is a nut-free zone. We have a number of staff and children who have the nut allergy anaphylaxis which can be fatal. For this reason, nuts should not be brought onto the school premises. This includes 'hidden' nuts in products such as chocolate spread and biscuits.

Introduction



Dear Parents and Carers,

Welcome to Godwin Primary School

And welcome to Godwin NARP. We are pleased you have chosen us to help build the foundation for your child's future education and look forward to your child starting with us in September.

Our school motto at Godwin is 'Working Together'. We firmly believe that children learn best when home and school work together for the child's benefit. I very much hope that you will enter into this partnership with us so that, between us, we can give your child the best possible start to their learning journey.

I look forward to meeting you, and working in successful partnership with you, over the coming year.

Kind regards

Miss F Spooner
Headteacher

CHILD PROTECTION STATEMENT

Our school is committed to safeguarding and promoting the welfare of children and expects its staff and volunteers to share this commitment.

Checks are made on all staff and volunteers through the Disclosure and Barring Service, or DBS, which now replaces the Criminal Records Bureau.

The school has comprehensive policies for safeguarding and child protection, anti-bullying, racism and equality; these are available on the school website.

Welcome to life in our Nursery

We would like to welcome you and your child to our Nursery Assessment Resourced Provision (NARP). This booklet will tell you about the way we work and the process of assessment.

When your child enters the NARP they will have access to all that our Nursery provides. However, we are sensitive to your child's individual needs and we will make the necessary modifications where appropriate. We are fortunate to have a range of additional resources to support specific educational programmes such as: specialist equipment; an additional learning space; quiet work areas; a ball pool; and a sensory room.

Whilst your child is with us, we will be observing them very closely, so that we can make an accurate assessment of their educational needs; all the staff work together to plan for your child and complete the necessary assessments. Targets will be set to meet your child's needs in specific areas of development. These will be broken down into small achievable steps.

We are committed to including all children with additional needs into this inclusive setting, as far as is reasonably practical.

Our aim is to ensure that your child's time in the NARP is as happy as possible.

Please note that parents/carers are politely requested not to use their mobile phones while on the school premises.

Thank you for your co-operation.



All About Us

Our NARP is situated within the mainstream Godwin Nursery and provides places for up to 8 children per session (16 in total). The child to adult ratio is 2:1

Children who attend the NARP will have access to their peer group in the mainstream nursery, as appropriate.

Our team consists of:

- A member of the senior leadership team
- NARP teacher
- Learning Support Manager
- Special Support Assistants

Session times

- There are two sessions available, morning and afternoon. Your child will be allocated either morning or afternoon sessions according to their particular needs.
- Children attend the NARP for four sessions each week - Monday, Tuesday, Wednesday and Thursday.
- Friday is a non-teaching day. This day is allocated for teachers and support staff to carry out a range of outreach activities such as home support, assisted visits, workshops, progress review meetings, EHC updates, planning and reviewing targets.

Within the NARP we use personalised teaching and learning; to help all children to progress, each child will have individual targets that will be worked on throughout their session in school. This may be as part of a small group, 1:1 at communication tables, or as part of a larger group.



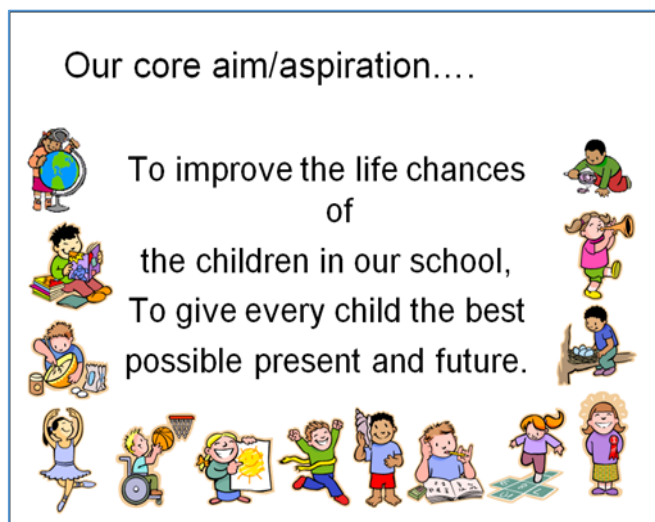
Some children in the NARP will require a very structured approach to learning and will access the TEACCH system. This will involve the child using a schedule and having a workstation to complete their activities.



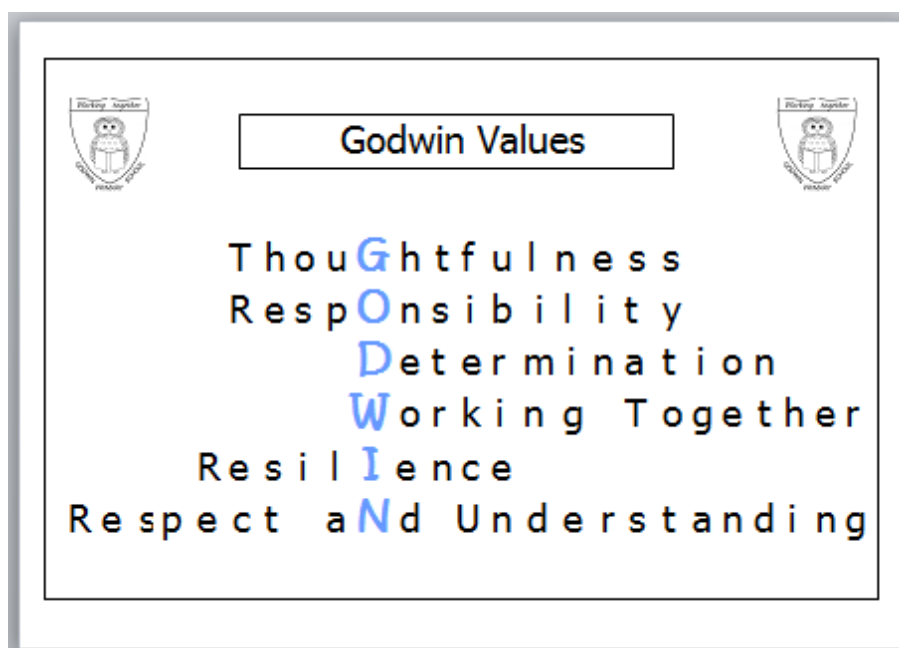
Aims and Values

At Godwin we aim to create a happy, stimulating and encouraging environment where children can develop a variety of skills, and where they will be able to work and play together in a co-operative way.

We also aim to involve parents as much as possible in their child's education and try to make the school a welcoming place so that an understanding, supportive relationship can develop between parents and teachers.



These aims are underpinned by a set of core values which have been chosen by our school community. Values are things we believe in that help us to make decisions about how to behave. They are the principles that guide our lives. Understanding values will help us all to make difficult decisions even when we are grown-ups.

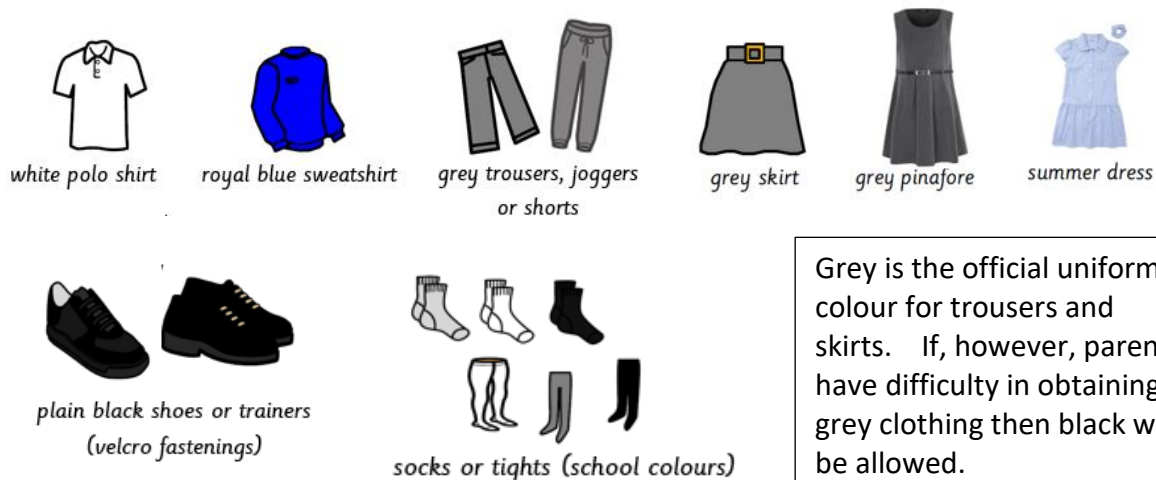


School Uniform

Children are expected to wear school uniform every day.

The uniform list is kept as brief and varied as possible so as to keep the cost down.

The Godwin school uniform consists of:



Grey is the official uniform colour for trousers and skirts. If, however, parents have difficulty in obtaining grey clothing then black will be allowed.

Please note that whilst we insist on the correct colours for items of school uniform, we do not require clothing to have the school logo on it. Items of the correct colours are often available from supermarkets and other clothing outlets.

If you would like to purchase uniform printed with the school logo, these are available from:

Uniform 7

This is an online service with free local delivery which allows you to order uniform in the comfort of your home.

They can be contacted at www.uniform7.co.uk or through Twitter on 0771UNIFORM

Castle Green Uniform Shop

Gale Street
Dagenham, Essex
RM9 4UN
Tel: 0208 724 1500

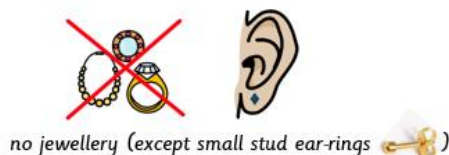
Open: Saturdays 10:00am – 2:00pm (all year round)
Tuesdays, Wednesdays and Thursdays 10.00am to 6.00pm



**PLEASE NAME ALL YOUR CHILD'S CLOTHING,
INCLUDING SHOES!**

Where possible, please buy shoes with Velcro fastenings to aid independence; do not send your child to nursery in plimsolls as these can get wet during play sessions.

For safety reasons,
no jewellery may be worn
other than small, stud ear-rings.



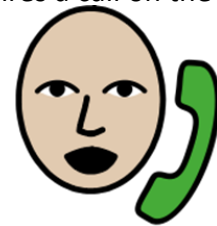
Attendance and Punctuality

Attendance

This is a very important year for your child, it is an assessment-based year and we need them to attend to be able to assess, plan and implement strategies to support their learning.

We understand children may have medical appointments to attend but, where possible, please try to arrange these outside of session times. If this is unavoidable, please let us know in advance and we will note the appointment on the register.

If your child is not going to attend due to illness, the school office requires a call on the first day of absence and then a follow-up call every day with an update.


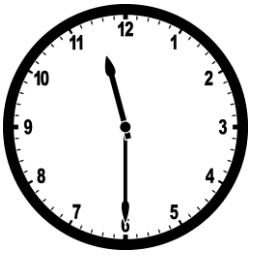




Punctuality

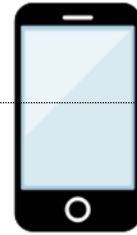
Your child must be dropped off and collected on time.

In NARP we establish clear routines which will quickly become familiar to your child and give them a sense of security. Arriving (or being collected) late can be very upsetting for them and for the other children.

In addition, as soon as the children arrive their interventions start, this may be work on their speech and language, or individual targets. It is important for children to work on all of these on a daily basis.

Session	Start	Finish
Morning	 8.30 am	 11.30am
Afternoon	 12.25pm	 3.25pm

Accidents and Illness



Since it is **essential** that we can contact you if your child is ill or has an accident, we ask you to provide us with telephone numbers of workplaces and an emergency contact.

If there are any changes to your contact details during the year, you *must* make sure we are informed.

If a child has an accident in school which involves a knock on the head, they are seen by a qualified first aider. If the bump is serious, the school will telephone to let you know so that you can continue to monitor your child after school. In some cases, parents will be asked to take their child home straight away or to seek further treatment.

Children who have a vomiting and/or diarrhoea bug should stay at home for 48 hours after the last episode to reduce the risk of infection to others.

If your child has asthma and needs access to an inhaler, you will be asked to fill in an asthma card with the child's details. These are available from the school office. Normally, inhalers are stored within the classroom and children will be supervised when taking their medication so that a close check can be kept on the frequency of use.



Head lice are a recurring problem in all schools. Please check your child's hair every week. Advice on head lice management can be obtained from the school nurse who is based at Julia Engwell Health Centre.

EHC Plan

(Education, Health & Care Plan)

Whilst your child is in the NARP they will have an EHC (Education, Health and Care) assessment.

An EHC assessment is not just an educational assessment. It is an assessment of the education, health care and social care needs of the child.

The assessment is a process which aims to find out lots of information about your child over a period of time.

The aim of the assessment process is to establish:

- what your child can do;
- what your child has difficulties with;
- what your child needs help with.

The appendix at the end of this booklet shows the timeline for this process.

Professionals who may be involved in an EHC Assessment

Educational Psychologist (EP)

We work closely with the EP to prepare your child's outcomes and reports. They may visit you at home and will attend target and report writing meetings.

Speech and Language Therapist (SaLT)

The Speech and Language Therapist visits to assess the children in the NARP. They write a report containing recommendations and outcomes for the children and, when appropriate, a programme is drafted.

Physiotherapist

If your child has any physical problems, then a physiotherapist may come in to assess them and advise us.

Occupational Therapist (OT)

Sometimes a child may need an assessment from an OT who will look at the way in which a child organises themselves and handles everyday tasks, such as walking, running and dressing. The OT may make an assessment, visit you at home, give advice or offer equipment to suit the needs of the child.

Teachers from the Visually Impaired and Hearing-Impaired Service

We can refer children to these services when we have concerns. Children already identified with visual or hearing impairments will be discussed with the appropriate professional to ensure our teaching programmes are delivered appropriately.

The Assessment Process

Your child's assessment

Before your child begins in our NARP, we will visit you at home to talk about your child's needs. If your child is attending another setting elsewhere, we will talk to the setting in order to gain a more rounded picture of your child.

Target Setting

We will set targets for your child using information provided by you during the parent meeting and information gathered from our observations. These targets will be accessed by all adults working with your child and used to focus our observations and plan next steps. We will also plan a 'One Plan' for your child. This will include skills to be developed and possible activities we would like your child to be able to do. These outcomes will be continually reviewed and updated accordingly.

Visits to Future Provisions

As part of the Education Health & Care Plan process you are required to state which provision you feel will best suit your child's needs for the next stage in their education. To enable you to make an informed decision, we recommend that you make visits to suitable settings within the borough.

Mrs Blade can plan and book some of these visits for you, but it is recommended to book extra visits to ARPs that are nearer to housing.

EP Meeting to Write a Joint Report

This meeting is attended by parents, carers, NARP staff, the Educational Psychologist and anyone else you would like to support you.

The NARP staff and the EP will prepare a joint draft report which will form the basis of the discussion. This is also an opportunity to update any background information, such as recent medical appointments and changes in home circumstances.

We will share and discuss the outcomes previously set and discuss your child's current development and progress. We will also consider recommendations regarding future settings and resources for your child.

You will be able to approve the draft EHC Plan before the final copy of the Plan is issued by the Local Authority (LBBD).

Following this meeting, your child will remain in the NARP until the end of the school year by which time a final decision will have been made about the placement they should go to the following September. During this time, we will continue to plan and support your child in meeting their outcomes.

We will contact your child's future setting and liaise with them by inviting them to observe your child within the NARP (if possible), talk with us and also join in with the review of your child's Education Health Care Plan in the summer term. We will also pass on any relevant documents to support your child in making a smooth transition to their next setting.

Additional Information

Nappies and Changing

In the NARP we are able to take children who are in nappies as we have full changing facilities. We ask that you provide nappies (with Velcro) and wipes as required. We are happy to support what you are doing with your child at home; if you are toilet training your child, or throughout the year you feel that they are ready to start the process, we will work with you on this.

Home-School liaison

Any important messages that you need to share with staff should be communicated to the NARP teacher at the door. If this is not possible, that an email or phone call to the school office may be an alternative.

Cooking and Food-tasting

In NARP we plan to food-taste or cook weekly.

Sometimes we make play dough to use in our activities, but we also like to make food to taste during snack time.

Snacks and Healthy Eating

In the NARP we provide a daily snack of fruit and breadsticks for children. We work closely with you to develop your child's feeding habits. We also work with advice from Speech Therapists and Feeding Specialists to help your child with any feeding issues.

Where medical advice recommends an alternative snack, parents may send in a snack from home, providing medical evidence has been provided in advance for our records.



We offer water and milk for your child to drink during the session. If your child is not yet able to drink from a cup, we ask that you provide their own beaker or sports bottle for them to use.



NARP Checklist

Things to remember to put in your child's bag

- **Nappies and wipes**

We do not have storage space for large quantities of nappies, so please send in 6 nappies each week. A pack of wipes should be sent in on the first day in September - NARP staff will inform you when supplies are running low.

- **Spare clothes**

Include a full set of clothing in your child's bag, eg: bottoms, top, vest, underwear, socks.

**Don't forget to name
all your child's clothing.**

Important information

- **Medical equipment** eg: asthma pump, EpiPen or other

This should be kept at the nursery and a care plan drawn up if appropriate. Only medication which is in-date and prescribed by a doctor, with a pharmacy label showing the child's name, can be administered. Parents will need to sign a form to give permission for staff to administer medication.

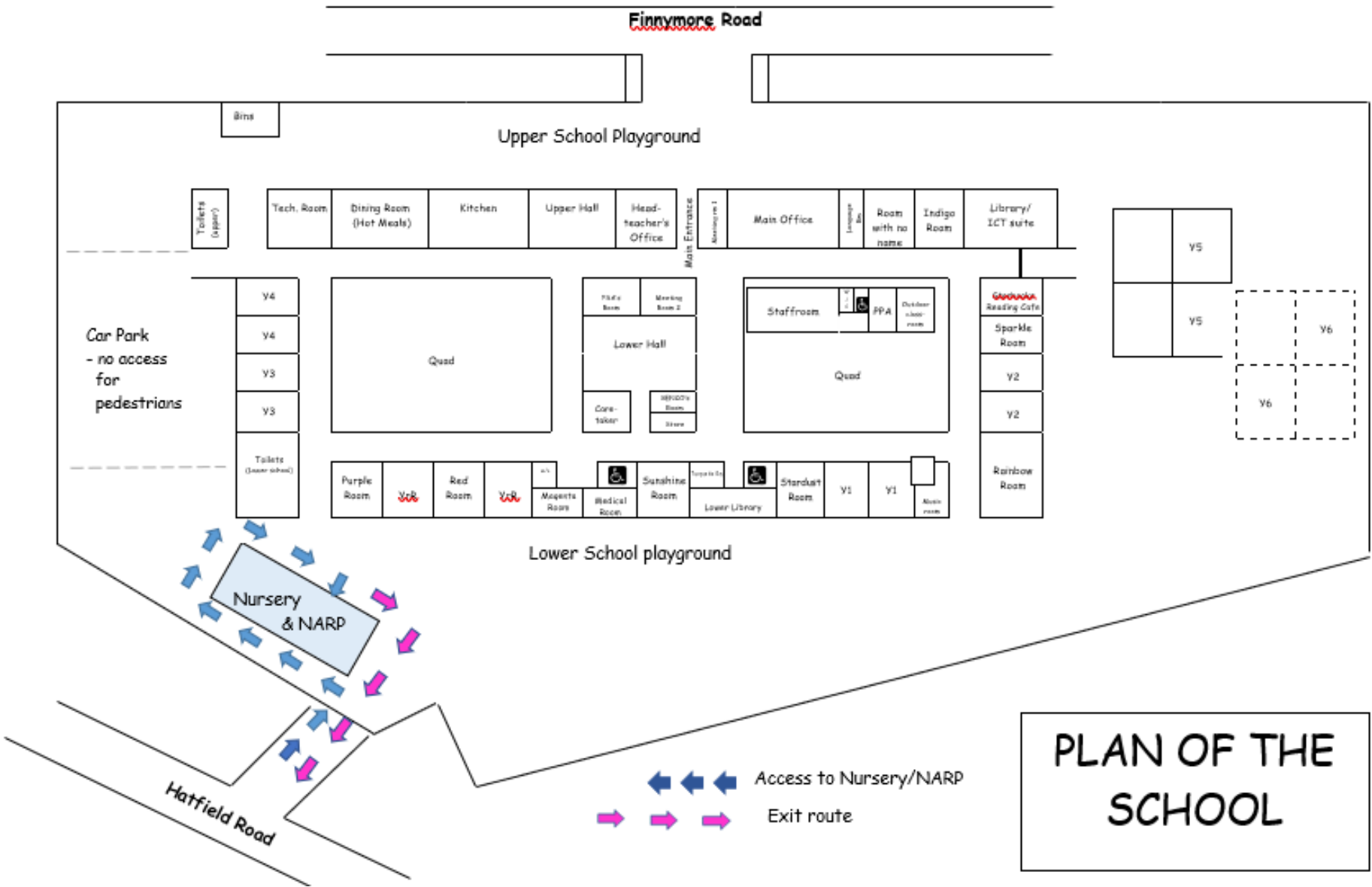
- **School contact number: 0208 270 4150**

- **NARP Session Times:** 8.30 – 11.30am
12.25 – 3.25pm

You will be informed of, and invited to join in with, any meetings which take place throughout the year for your child's Education, Health and Care Assessment.

Not to scale

PLAN OF SCHOOL SITE - September 2025



Appendix

EHCP process (timeline) for 2025-26

Timeline	Action
By the child’s first day in September	Part A of the EHCP request is completed by parents/careres before the child starts in NARP, ready to be handed in on the child’s first day.
September 2025	EHCP request is submitted to the EHC team (using previous NARP application from Nursery/pre-school/ portage).
October 2025	Mainstream school application to be completed. This is just to put your child’s details onto the admission system, the EHC team will offer another specialist placement by July if this is what your child needs.
Before the end of December 2025	EP (Educational Psychologist) will visit to observe each child, then myself and the EP will write a joint report. Mrs Blade will accompany families to look at a specialist provision, an ARP and a mainstream provision to help decide the best setting for your child to transition to in September 2026.
Early January 2026	Joint report by NARP and EP submitted to EHC Team.
January/February 2026	Parents/carers should receive the Draft EHC Plan. Consultations (based on preferences) will be sent to educational settings and some will visit us to observe the child before making a decision as to whether this is an appropriate placement for them. Once schools have visited and completed their paperwork, this goes back to the EHCP team.
By July 2026	EHCP Team allocate each child to an appropriate setting ready for them to start their Reception year in September 2026.