

Runnymede College Pre-Nursery Parents' Handbook 2025-2026



Welcome to Pre-Nursery at Runnymede College!

We are a kind and caring team, dedicated to providing the best education for all our pupils. Our philosophy is based on the understanding that young children learn best through play, and that they must feel safe and secure in order to learn effectively. We see each child as an individual and work hard to provide every child with the learning experiences and challenges they need to reach the next step in their learning journey. This handbook is designed to provide you with useful information about how things work in Pre-Nursery, and in Early Years in general.

The team

We have a passionate team who work collaboratively to help every child develop to their full potential. Your child will spend the majority of the day with their class teacher and teaching assistant, and they will be your first port of call for any questions regarding your child's education. Your child will also get to know the wider team who care for them at school, including their specialist teachers, the school nurse, the dining room staff and all adults here at Runnymede College. Our Senior Leadership Team are also here to answer any questions you have and provide overall guidance through Pre-Nursery and beyond.

Contact information

Telephone: (+34) 916 50 83 02

Office: office@runnymede-college.com

Ms Emily Albery
Head of Pre-Prep
ealbery@runnymede-college.com



Your child's class teacher will share their email address during the welcome presentation at the start of term. The format for all staff emails follows the same convention:

First initial and surname @runnymede-college.com.

e.g. to contact Ms Z. Straughan, you would use zstraughan@runnymede-college.com

The School Website

runnymede-college.com

On the school website you will find information such as: Term dates, monthly menus, contact information, timetable, as well as updates and information about events.

iSAMS Parent Portal

The parent portal is used to relay information to parents and for parents to give the school important information such as permission for trips and request child absences. You will receive information about how to log on to the parent portal via email before your child starts at Runnymede. Please see the [Pre-Prep School Pupil and Parent Handbook](#) for more information about how to use the Parent Portal.

EYFS Curriculum

At Runnymede College we have a unique and challenging curriculum specifically developed by our team to ensure all our students reach their full potential through the Early Years. Our curriculum adheres to the English Early Years Foundation Stage (EYFS) statutory guidance, whilst considering specific needs of our community to ensure all our children are ready for the English National Curriculum in Year 1.

Our curriculum is split into 7 areas of learning:

3 Prime Areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development (Wellbeing)

4 Specific Areas:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

In Pre-Nursery, we focus on securing a solid foundation in the prime areas before moving on to learning around the specific areas. We believe that the most successful learning in EYFS is through play, hands-on exploration and stories. Before the start of the school year our teachers develop a classroom environment with rich opportunities for children to learn through play. Throughout the year they add and adapt this learning environment to meet the needs of the individual learners in their class and help every child reach their potential. Each week, teachers plan exciting learning based around a key text. This “book of the week” forms the foundation of all communication and vocabulary teaching, but also informs activities across the curriculum to ensure

Please see our [Pre-Prep Curriculum Policy](#) for more information.

Assessment and Arc Pathway

In the EYFS we use Arc Pathway, an online learning platform, to record children’s learning and progress. Each of the areas of learning is separated into developmental arcs, and children are assessed against age-related milestones within that arc. The platform then generates prioritised next steps to support that child’s specific learning journey. Through using this platform our teachers are able to individualise their teaching to support the specific needs of each child, and can work with parents at home to ensure all children are making progress in their learning,

As a British School we assess all learning related to literacy and language in English. We understand that children are able to demonstrate different levels of understanding in different languages, and as such assess other areas of the curriculum in both Spanish and English. However, we focus on ensuring all our children develop the English language skills required across the curriculum for future success in Year 1 and beyond.

Throughout the term, teachers take observations of the children’s learning and record these on Arc Pathway. These are shared with parents to give regular updates around what your child is doing at school and how you can support them at home. Parents are also encouraged to share “observations” of their child at home, linking photos for your child to share in school. For example you may want to share photos of your child baking a cake, trying a fun new activity, playing with extended family or going on an exciting trip in the holidays. All of this helps your child understand that learning happens not just at school, and helps parents and teachers work together to ensure the best learning outcomes for our students. School hours

Parent Teacher Communication

You will be invited to meet with your child's teacher and TA during the school year to discuss their learning and development. This is a great opportunity to discuss their progress as well as next steps in their learning. You will be informed of the dates and able to make an appointment closer to the time. In addition to these meetings, you will also receive written reports about their learning at the end of each term, and regular updates through Arc Pathway.

Arc Pathway also has a function to send and receive messages, as well as care diary which provides updates around eating, sleeping, toileting and first aid. You will receive comprehensive information and training around how to use Arc Pathway in your "Welcome Meeting" meetings at the start of term. For parents with existing Runnymede students, this will be replacing Class Dojo in EYFS for the 2025-26 academic year.

Celebrations

Though Runnymede College is a non-denominational school, we celebrate various festivals throughout the year to encourage children to understand and appreciate different cultures, including their own. We invited parents to come to school to share information about their cultural and religious celebrations, running assemblies or workshops with the children to help broaden their understanding. Please contact your class teacher if you would like to share a celebration with your child's class.

Visits/Excursions

Children in Pre-Nursery enjoy trips throughout the year to enrich their topic-based learning beyond the classroom. Last year Pre-Nursery took trips to the theatre and the farm, and attended workshops at the nearby science museum in Alcobendas. Please ensure that you sign the parental permission form for all trips in the Madrid area at the beginning of the year, on the parent portal.

The School Day

The school day runs from 8:50 - 15:50, and is packed full of play indoors and outdoors, as well as specialist lessons in PE, Spanish, Music and Forest School.

An average day in Pre-Nursery may look like:

8.50-10	Welcome and Choosing Time	Children enter the classroom and are immediately invited to play in the classroom provision. Teachers take a register and welcome each child into the classroom, helping them transition into school and start the day calm and enthusiastic to learn.
10-10.20	Circle Time and Snack	Children enjoy an adult-led circle time input linked to communication and language, literacy or maths. This is followed by a fruit snack.
10.20-11.40	Choosing Time Inside and Outside	In this second learning episode, children are invited to choose activities in the classroom provision and outside in our outdoor classroom.
11.40-12.30	Lunch	All children go to the dining room to enjoy a healthy hot lunch. After this they prepare for rest time.
12.30-14.00	Rest Time	All children are encouraged to rest in their classroom, either taking a nap or resting quietly on their bed.
14.00-14.20	Circle Time and Snack	A second adult-led input followed by a biscuit.
14.20-15.20	Choosing Time or Specialist Lesson	Across the week, each class enjoys specialist lessons in Music, PE, Spanish and Forest School, taught by specialist teachers.
15.20-15.50	Home Time	Children prepare for dismissal by gathering their belongings and joining together on the mat for a story time.

Staggered Start

At the start of the school year, the Pre-Nursery children will have a brief adaptation period (approximately one week) to ensure that they make a positive start to their school year. They will first be invited to spend a few hours in school in a small group, slowly building up the length of the visit over the week until they are in all day. A staggered start in Pre-Nursery is an important part of helping young children settle into their new environment. By introducing children gradually, we can provide more individual attention, build trust, and support each child's emotional well-being during this significant transition. This approach helps reduce anxiety, promotes a sense of security, and allows staff to better understand and respond to each child's unique needs.

You will receive more information about your child's staggered start arrangements at the end of June.

Rest time

Rest plays an important part in children's emotional and physical development. Pre-Nursery children will sleep or rest every afternoon until the third term. We encourage all of the children to rest during siesta time, when we darken the classroom and play soothing music to create a calm and relaxing atmosphere.

Toilet Training

It is not an expectation for joining Pre-Nursery that all children are toilet trained. There is a dedicated care assistant in Pre-Nursery to support your child with their self-care needs, and they will work with you through the process of toilet training when the time is right for your child.

Drop-off arrangements

At the start of the year, all children in EYFS, should be brought to their classroom by their caregiver. Children can enter the class directly through the external doors from 8.50am. As your child settles into school you may wish to make use of our "kiss and drop" service. Between 8.30-8.45am parents are able to drive onto the school premises and drop their child by the electronic gates to be brought into the building by Teaching Assistants. They will then be cared for until 8.50 when their class TA will collect them. Your child needs to be settled and confident to leave the car calmly, and if this is not the case you will be asked to park the car and escort your child to the classroom door as always.

Children may not be dropped off on the playground in the morning as there is no supervision provided. Whilst families are waiting on the playground for classrooms to open, we ask that the children do not use the climbing frame, bikes or any of the resources in the outdoor classroom. These are set-up for our learning and are a health and safety hazard without proper supervision.

When your child enters the classroom at 8.50 they will put their bags on they peg and begin exploring the activities in the classroom. From the start of the year we encourage children to do this as independently as possible. Whilst your child may take some time to settle, encouraging independence from the start gives your child a strong sense of belonging in the classroom and supports them in this transition.

Register

The register is carried out before **9.00am**. After this time, your child will be marked as 'late'. If you bring your child in after **9.00am** you will need to pass through the office to ensure that they are marked as 'present'. This is extremely important as we need to know who is on the premises at all times.

Pick-up arrangements

School ends at **15.50**. You are able too collect your child from the external classroom door at this time. It is important that the children leave the school through one door to ensure that staff are able to dismiss the children individually, ensuring that they are all accounted for. At 16.00, any late children will be taken to a designated classroom, which they can be collected from. Please ensure that you tell a member of staff that you are there to collect your child, so that they can be signed out.

As in the morning, please do not allow your child to play with any of the resources in the playground at pick-up as these will have been tidied away for the day.

Any changes to pick-up arrangements should be communicated via the Parent Portal, and emailed to your child's class teacher, with the school office in copy (secretary@runnymede-college.com). These must be communicated by 2pm at the latest to ensure all messages are delivered correctly.

If you need to collect your child during the school, this must be done via the school office. Parents should not collect children from the classrooms or playgrounds without informing office staff.

Lanyards

Any adult on school site must be wearing a lanyard visibly around their neck. Any parent or adult regularly collecting a child from school should register for a green lanyard. Any visitor should be wearing a yellow lanyard. You will be registered your lanyard on Wednesday 3rd September on the day of the welcome meeting.

Bus routes

There are 10 different bus routes to transport children to and from school. Please contact the office for details. There is also an app which allows you to track the bus journey.

Food and Medical Provision

In Early Years, the children are provided with two snacks and lunch. The school has its own kitchen, and food is prepared fresh on a daily basis. We aim to give the children a balanced diet with the guidance of an external company.

Due to the prevalence of food allergies we ask that children do not bring in any food or snacks from home. When the children are this young they do not yet understand the dangers around sharing their food and this is best avoided by not bringing food in from home. Additionally, the school has a strict no nut policy and they should never be on the school site.

Birthdays

When children celebrate their birthday at school, they may bring in something for their friends to help them celebrate. We prefer a small gift e.g. crayons, bubbles, rather than a packet of sweets. If you do bring in something edible, it is best these are individual e.g. cupcakes. Please always provide a list of ingredients to class teachers so that they can check for food allergies.

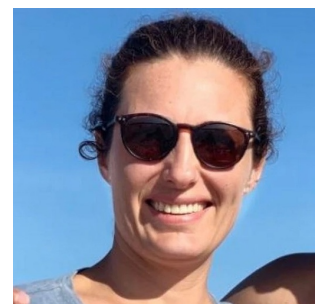
Dietary information

It is very important that we are informed about any special dietary requirements. If your child has an allergy/intolerance, it is important that we have a copy of the medical certificate, to address it correctly. As food allergies can be so dangerous, we manage these very carefully. The children eat in a set place and have their own lunch monitor to ensure that they eat the correct food. All staff are aware of children with allergies and procedures to follow in case of an emergency. In case they need any emergency medication, please bring a duplicate to keep at school.

Medical Information

Our School Nurse, María Mínguez, manages all first aid and illness at school. She also speaks to the children to raise their awareness of how to stay healthy and prevent illness, including hand hygiene, healthy eating and oral hygiene.

It is mandatory to fill out the Runnymede College Health Form for each child before they begin at Runnymede College. This will be sent to you via email before your child starts. If your child has any changes to their medical needs at any point throughout the school year, please also ensure that you communicate this with us.



You can contact Nurse María via email: nurse@runnymede-college.com

Medication

The school nurse must be informed of any medication that the children are required to take. A doctor's note is necessary for prescription medications i.e. antibiotics. If your child does require medication, please give it to the nurse, with instructions i.e. dose, timings.

Nits

If a child has live nits we will ask for them to be collected and treated. Children may return to school once they have been treated and eggs removed. All parents of the children in the class will be informed via email and encouraged to do a treatment to avoid further spread.

Illness

If a child is ill, they must stay at home until they are well enough to come to school to learn. Additionally, they must stay home whilst still infectious to avoid the spread of illnesses to classmates and staff. Please follow these guidelines with regards to illness:

- If a child has a fever, they should not come to school.
- If a child is taking antibiotics, they may come to school 48h after they have started treatment.
- If a child has had symptoms of vomiting or diarrhoea (or both), it is essential that they do not attend school until **48 hours after the symptoms have stopped**.
- If a child develops unexplained rashes, they should be considered infectious until assessed by a doctor.

If your child is unwell and you are not sure whether they can come to school, please contact Nurse Maria via the school office phone.

Accident/injury

In the event of an accident or injury at school you will be informed. For minor day-to-day bumps and bruises, we will let you know via the care diary function on Arc Pathway. In the rare event that more serious medical treatment is required, we will contact you by phone.

Psychologist

Our school psychologist works in collaboration with the Early Years team to ensure that all children are able to access the curriculum to the best of their abilities. They coordinate screening tests and assess the fulfilment of early development goals, offering support when needed to help children to overcome barriers to learning. The School Psychologist and the Early Years team work closely with speech therapists, educational psychologists and other external agencies as well as offering advice to families.

School Uniform

Children have a summer uniform, a winter uniform and a Physical Education (PE) uniform. The children begin the school year with the summer uniform, and you will be notified when they change to the winter uniform. The children come into school wearing their PE kits on the days of their PE lessons. The children do not need a house colour PE t-shirt until they begin in Year 1. Children must wear a navy blue coat and black shoes. On PE days, they wear trainers. The children are expected to wear their blazers for school trips and photographs.

You can find the uniform required in EYFS at this link: https://documentation.runnymede-college.com/downloads/uniform_requirements_eyfs.pdf

We ask the children to bring a full set of spare clothes, including underwear, which will be kept in school in case of accidents. If your child does have an accident, we will change them and send the soiled clothes home. Please send in clean clothes the following day. It is important to remind you that **all** items of clothing must be clearly labelled to avoid clothes going missing. Children should have the larger rucksack so that they can fit in any work that they produce at school.

The uniform can be bought from El Corte Inglés in Sanchinarro, or online: <https://www.elcorteingles.es/uniformes/madrid/la-moraleja-alcobendas/runnymede-college/>

Outdoor Learning

Children learn in different ways in different environments and we strongly believe in the power of outdoor learning. The Pre-Nursery children have an outdoor area per class as well as the Early Years playground, and the Forest School Area.

In order for children to access the outdoor area comfortably, including in their Forest School sessions, they need to be prepared for all weathers. All children should have wellington boots and a navy blue raincoat which they leave at school. They should also have a navy blue cap which they wear to school on sunny days, and a winter hat, gloves and scarf for when it is cold.

We have a set of all-in-one waterproof suits which children wear in the Forest.

Toys

We ask that children do not bring toys to school in EYFS as they can get damaged or go missing. The children in Pre-Nursery and Nursery may bring in a **blanket** and a **soft toy** to comfort them in siesta time.