



Leeds Menorah School  
399 Street Lane Leeds, LS17 6HQ  
(0113) 2697709

# LEEDS MENORAH SCHOOL NURSERY: PARENT & STUDENT HANDBOOK

## 2022 - 2023

Welcome to Leeds Menorah School's Nursery!

To help parents understand a bit more about how we operate and to ensure the smooth running of the class, we request that parents review this guide carefully prior to the start of the new term.

### AIMS OF THE SCHOOL

- To develop in each child a range of skills, talents and values, such as: diligence, tolerance, respect of others, courtesy and general demeanour.
- To develop in each child their thinking, initiative, self-discipline and creativity.
- To enable each child to experience success, progress and enjoyment academically, personally and socially.
- To develop a respect for the environment and an understanding of British Values and the world in which we live.
- To enable children to develop self-esteem and self-confidence and to distinguish right from wrong according to the law of the country as well as Torah Law.
- To teach children to become responsible and aware that they can play a positive role in contributing to the life of those in their locality.
- That children feel strong and inspired in their own traditions and identity, whilst also teaching them to respect other peoples and cultures.
- To deliver a diverse education which is firmly based on Torah principles and combined with the National Curriculum.

Underlying all these aims is the wish to create a school environment in which the children and staff are safe, happy and fulfilled and given foundations to confidently approach challenges and opportunities which arise in the future.

### Ethos of Leeds Menorah School

The central principle of the Torah (Bible) is to love another and treat one another as one would wish to be treated oneself. This is also a central principle in the ethos of Chabad Lubavitch. Consequently, much of our curriculum is geared to encouraging the pupils to care for and have respect for others within the school community and in the community

at large. The atmosphere in the school is one of harmony and respect, which is reinforced in weekly assemblies, “boy/girl of the month” and “team of the month.”

### Contact Information

*Address:* 399 Street Lane LS17 6HQ (on the grounds of Beth Hamidrash Hagadol Synagogue, behind the synagogue building)

*Office Phone:* 0113 269 7709

*School Website:* [www.LeedsMenorahSchool.org](http://www.LeedsMenorahSchool.org)

### Office Hours:

Mondays– Fridays (BST):	9:00 AM – 3:00 PM
Fridays (GMT):	9:00 AM – 1:00 PM (till 2:00 BST)
Sundays, Bank Holidays and school holidays:	Closed

### Contacts:

Proprietor & Headteacher: Mrs Ethel Refson

Head of Chol, Acting Headteacher and Deputy DSL: Mr Chaim Bell

Designated Safeguarding Lead (DSL): Ms Naomi Drapkin

Deputy DSL: Mrs Catherine Taylor

Office Administrators: Mrs Catherine Taylor & Mrs Rachel Levy

### Governors:

Mr Chaim Bell: Curriculum and Staff Governor

Rabbi Reuven Cohen: Finance Governor

Rabbi Eli Pink: Chairman of Governors, GDPR and Recruitment

Mrs Dobra Baila Kohn: Parent Governor with Safeguarding and Special Educational Needs

Mr Michael Eaton: Health and Safety & Building Governor

- To contact the school by phone please ring us on 0113 269 7709. Feel free to leave a voicemail if there is no answer. We aim to return calls in one working day.
- To contact the school via email please send messages to [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org). We aim to reply to emails in one working day.

- If you must contact the school outside of school hours regarding an urgent matter you may contact Mr Bell directly - *Mobile: 07890 110 539*

## Schedule

### Daily schedule

Class begins	9:00
Davening	9:30
Yossi Hebrew	9.45
Snack & Story	10.15
Outdoor time	10.30
Parsha & Project	11.15
Lunch & Benching	12.00
Quiet time	1.00
Phonics or Maths	1.45
Continuous Provision (Yossi)	2.00
Tidy up and story time	3.00
Home time	3.30

### Short Friday schedule 5<sup>th</sup> September 2022 – 16<sup>th</sup> April 2023

Class begins	9:00
Davening	9:30
Yossi Hebrew	9.45
Shabbos Party	10.15
Outdoor time	10.30
Art & Music	11.15
Circle time	12.00
Home time	1.00

Please note that some Fridays are 'long' while other Fridays are 'short'. Please refer to the **School Holiday List** for details.

Children will only be allowed to go home with a parent or an adult who has pre – arranged to collect them from school.

## Absences

We request that parents please make any appointments for students outside of school hours if possible. If a child needs to miss any school day (or part of a school day) please notify us as early as possible via email [office@leedsmenorahschool.org](mailto:office@leedsmenorahschool.org) give details about the date/time/situation.

### **Change of Clothes**

- If you feel it necessary, please send a full change of clothes for your child to leave in school for the duration of the school year. If your child comes home wearing their change of clothes after their original clothes have become wet, please return a clean change of clothes to school as soon as possible.
- Please send in a pair of wellies that your child will leave in school to wear at playtime during wet weather.

### **Labelling**

**Please clearly and permanently label outerwear (cardigans/cold weather layers), personal items (such as backpacks and lunch boxes), and the bag with the change of clothes (if you send one).**

### **Lunch and Snacks**

- Packed lunches, snacks and drinks must be sent daily with each student. We encourage healthy food choices among the students including fruits and vegetables with lunch and for snack.
- Please send dairy or *parve* foods if possible. If it is necessary to send a meaty lunch, please let us know so we can make the appropriate table arrangements.
- Please ensure all foods brought into the school are approved by a reliable *beth din*. If parents are unsure about the *hechsher* please check with the school.
- Dairy foods brought to distribute to the class/school should be *cholov yisroel*.
- Please send a drink or re-fillable water bottle to school every day.
- Children must not swap their food with one another.
- No chewing gum or sticky sweets should be brought to school.

## Medication/Injuries

Specific arrangements will need to be made with the school by the parent/carer if medicine is to be administered and forms completed in the office with full details. Students are not permitted to bring any medicines to school without informing the office. If there is a minor incident (bruise, small cut or abrasion) our trained First Aiders will administer First Aid, and take care to help the student both physically and emotionally. In a case where the injury is not minor, we will contact parents immediately. In a case where parents cannot be reached, we will contact someone specified as an Emergency Contact from the student's registration form.

All medication or first aid administered to children will be reported in writing to the parent/carer.

## Pick Up

Please note that nursery students generally wait inside the school building to be picked up at 1 pm. We request that parents please come into the building at this time and do not wait for their child outside.

## Stationery Supplies

- An A4 Display folder and an A4 document wallet are required.
- The display folder will be sent home daily and must be returned with your child daily. Please be aware that some homework will require signature when returned.
- The document wallet will be sent home on Fridays and must be returned with your child on Mondays.

## Shabbos Party

Each Friday children will participate in a Shabbos party we ask for them all to provide one standard bottle of **grape juice**, one **box of tissues** and **one pack of snacks** (for 6 children) to be shared amongst their class

## Tzedoka Money

Please ensure the children keep a few pennies in a purse in their school bag as we will be giving a penny a day for tzedoka.

We appreciate your cooperation and encourage you to contact us if you have any questions or concerns.

**We look forward to welcoming you soon!**