

WELCOME TO



Nursery Prospectus (children aged 2-4 years old)



Headteacher—Mrs Telfer
Deputy Headteacher—Mrs Russell
Assistant Headteacher / SENCO / Early Years Lead—Mrs Henry
School and Family Worker—Lynn Stavers —07771371384
Office Manager—Elaine Robinson

We Offer:

Funded 2 year old places Free 15 hours	Funded 3/4 year old places Free 15 hours	Funded 3/4 year old places Free 30 hours	Paid 2 year old places £20 per day	Paid 3/4 year old places £20 per day
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Please contact school on 0191 370 0260 to ask for advice about eligibility for desired sessions. You can also check your own eligibility by visiting www.childcarechoices.co.uk

A very warm welcome to our Nursery. Perhaps your child has siblings at our school, or maybe you are completely new to our school. This booklet is designed to try and give you information needed prior to starting your journey with us.

- For new children starting Nursery, we will invite you and your child to a Stay and Play session prior to their start date. You will need to supervise your child during this time. We would also like to complete a 'family discussion' sheet with you during this session. You will each receive a letter with your transition dates on to confirm when you need to bring your child and for how long.
- 30 Hour Free Nursery places must be confirmed by the school prior to starting (Parents need to send their eligibility code into the office with their national insurance number and child's date of birth in order for the school to verify and secure a place, the term prior to uptake of the place).

Leaving your child:

Children have very different personalities and whilst some children will quickly settle into nursery life, for some it takes a little longer. With regular attendance all children do eventually settle. often it depends upon their prior experience; some children may already be used to separating from you when going to a child minder or grandparent. For children (and parents) who need a little extra reassurance we offer the following procedures:

- if your child cries when you leave them, please feel free to give us a call later - very often once you have gone they soon begin to play and join in!
- if your child is unsettled and unsure, we will recommend to you that you keep visits short (one hour) until your child becomes more relaxed and confident.
- If your child was inconsolable and cannot be reassured by staff, we will not just leave them to cry - we will ring you.
- If your child is clinging tightly to you and won't leave go - pass them to a member of staff to help comfort your child during the transition of leaving you to come into Nursery (you are welcome to ring us later).

Children settle best when:

- Parents give a firm and cheery "bye bye" and don't prolong the farewell -sometimes this can make children more distressed.
- Parents and other adults or siblings talk positively about the Nursery and the wonderful things they can do there.

- Parents try not to show any upset feeling in front of the children.
- Bring their children regularly to the Nursery so it becomes part of their routine (even if they are saying they don't want to come).

Session times:

Morning Nursery: 8.30 am- 11.30 am

Afternoon Nursery: 12noon - 3pm

We also offer **two and a half day provision:**

- Monday and Tuesday (8.30am-3pm) full day and Wednesday morning (8.30-11.30), or,
- Wednesday afternoon (12-3pm), Thursday and Friday full day (8.30-3pm).

We are fortunate to offer **2 year provision** in our very well established Caterpillar Nursery (timings and sessions as above)

We also have spaces for;

- **30 hour provision** which is offered as **8.30am – 3pm Monday to Friday**
- 30 hour free places are available for working parents eligible for the scheme (check for eligibility via the childcare choices website www.childcarechoices.gov.uk)

Children attending for full day provision (8.30-3pm) can choose to sign up for a warm and nutritionally balanced school lunch, or will need to bring a healthy packed lunch and will be supervised by Nursery staff in our lunch room. We ask all parents/carers to complete a free school meal form on entry to Nursery. Please inform us if your circumstances change and you think you may be entitled to a free lunch and we will happily check this for you.

Additional sessions

To cater for your childcare needs, we now offer additional paid Nursery sessions. These are provided on a termly basis and need to be agreed with the school prior to take up. Please speak to our Office Manager to find out more about availability and costs.

Each morning and afternoon, the Nursery staff will open the Nursery door at the beginning of the session. Children should be collected from the same door at the end of the session. Please ensure you supervise your child carefully in the vicinity of the school car park while waiting for sessions to begin and after sessions have finished. We have a lovely little reading area where you can share a book with your child if you arrive early for your session.

Knowing you better

We would like to know as much as possible about your child before they start, this will enable us to make our curriculum offer and provision as bespoke as possible based on the children's interests in our class. We will ask you for photographs and special items we can share together during your child's first few days/weeks in Nursery.

Class Dojo

We regularly post Nursery information and class stories on our secure site 'Class Dojo' to ensure you remain up-to-date with our learning and fun and exciting weekly round ups.



Snack

We provide milk and fruit as a healthy snack each day. Children also have access to drinking water throughout the session. Unless your child has two and a half day or 30 hour provision, in which they will need to bring a packed lunch, you do not need to send in food or drink. You will be asked about any food allergies your child has during your family discussion.

Absences and Lateness

It is important your child comes to Nursery each session to help them learn and develop their friendships with other children. However, if your child is genuinely ill or has an infectious condition please keep them at home and inform the school of the reason by telephone or in writing.

If your child is late, parents or carers must sign him/ her in at the main office, stating the reason for lateness. If you need to take your child out of Nursery early for any reason, then you will be required to come to the main office to sign your child out of Nursery.

Collecting your child at end of session

Please try to ensure you collect your child on time. However, if you have a genuine reason for being late, we will understand and ask you to telephone the school office to let us know.

Password System

If, for any reason, you are unable to collect your child at the end of a session, please could you inform the school as soon as possible. We operate a password system and if you have asked a relative or friend to collect your child, they will be asked to provide us with your chosen password.

Accidents

Although the staff take great care in looking after children, accidents do happen at times. The vast majority of accidents are not serious and will be dealt with by a member of staff who is first aid trained and inform you of what has happened at the end of the day. If we feel an accident is more serious we will phone you to let you know. If your child bumps or cuts their head, we will always phone you to let you know immediately. **It is very important that we have up-to-date phone numbers in case we need to contact you during a session.**

Forest Schools

We are delighted to now offer 'Forest Schools' sessions, in which children have the opportunity to experience nature and the outdoor environment in a safe, secure, enjoyable and 'hands on' way. With Forest Schools, groups of children carry out sessions for six weeks. You will receive a letter to notify you when your child will take part in sessions. The school provides special outdoor clothing for Forest Schools, but we will notify you of any additional requirements for clothing, such as Wellingtons.

Uniform

We have a Nursery uniform (which means best clothes are not spoilt and there are no arguments about what to wear in the morning):

- A white or red polo shirt
- A red jumper or cardigan
- Grey skirt, pinafore or trousers (or joggers/sweatpants if your child finds these easier to manage in a hurry!)
- Red school dresses or school shorts can be worn in warmer weather. We have Nursery caps for sunny days but you are welcome to provide your own if you wish
- A warm coat with a hood is needed in cooler weather as children will have the opportunity to work and play in the Garden during the session
- Wellingtons for outdoor play (this is why we ask you to name their shoes)
- Sensible shoes (suitable for outdoor/sand/messy/active play please). When choosing shoes, choose ones that your child can easily remove and put on themselves (velcro or buckles are best) as they will frequently remove them to put on wellingtons.
- A bag with spare clothes, with your child's name clearly written

Please note, the children will take part in messy play and although aprons are worn, their clothes might occasionally become messy.

Toileting and Self-Care

We try to encourage children to be as independent as possible so please practice at home! if your child needs extra help or reminders please let us know. Further advice around toileting issues is available, please ask. If your child wears pull-ups, you will need to provide nappy bags, wipes and pull-ups in a named bag. We ask that you keep an eye on the levels of stocks and re-fill as necessary.

We support and remind children about washing hands after using the toilet, and encourage the use of tissues for nose wiping and blowing.

It is school policy that jewellery is not worn by children at school. Earrings are not permitted.

We discourage children from bringing in toys from home as these can get lost or broken.

Please note, that staff cannot be held accountable for lost or damaged toys.

We look forward to working with you and your child. If, at any time, you have query, please do not hesitate to contact any of the Foundation Stage Team.



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