



**Hoo St Werburgh Primary School  
& Marlborough Centre**  
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# Nursery Class



September 2020

# Welcome

to

## Hoo St Werburgh Nursery

Dear parents and carers,

We would like to welcome you and your child to Hoo St Werburgh Nursery, which is part of Hoo St Werburgh Primary and Marlborough centre. We currently have one nursery class called Squirrel class, which has space for 29 children in the morning and a further 29 children in the afternoon. Some children may attend whole days and other part-time depending on their entitlement.

The information in this booklet is designed to help you understand what happens in nursery, how we intend to help your child to develop to their full potential and become an independent individual, and how you can help and be involved in the process.

As a nursery we aim:

- to develop a partnership with parents/carers, enabling children to learn at home and at nursery
- to provide an environment which encourages children to talk, to listen, and to share learning with adults and other children
- to provide a range of activities, which enable children to discuss, think, question and learn
- to provide opportunities for parents and carers to share in and contribute to their child's learning journey
- to work with other schools and settings to provide a continuity or experience and enjoy a positive transition
- to provide a safe, welcoming and happy place where children have fun as they learn and grow in confidence



## Meet the team

The staff work together as a team to provide your child's nursery experience. Here are some of the team members you are likely to meet.



Kim Üzer EYFS leader



Wendy Stubbs Nursery practitioner



Abby Fishlock Nursery teacher



Sarah Studart Nursery practitioner



Chelsea Harris Nursery practitioner

## Induction and settling in

Induction is an important part of starting nursery and we aim to make it as stress free as possible for both you and your child. Some children feel comfortable straight away, whilst others take longer to get used to their new environment.

To support the transition we offer:

**A stay and play** session in the term prior to your child starting at nursery. This is an opportunity for you to visit with your child and experience some of the activities on offer, familiarising yourselves with the staff, other pupils and the nursery environment.

**A home visit** where two members of staff will visit you and your child at home to get to know you better and find out a little more about your child's interests, achievements to date as well as discuss any concerns you may have prior to them starting in nursery.

**An individualised settling period** enabling your child to settle as quickly as possible – discussing with you how the process is going and what individual adjustments need to be made, if any, to help your child feel comfortable, relaxed and happy, and so ready to learn.

## Working in partnership with families

We can more effectively meet your child's needs if we have a positive relationship with you. We value your input as your child's primary carer and as an expert on your child and know that working together we can ensure your child has the best possible experience, making their time in nursery happy and enjoyable.

You are very welcome to come into nursery at the start of the session to spend some time engaging in the various activities with your child. There are observation stickers available to fill in should you notice your child doing something you haven't seen them do before. Please give the stickers to a member of staff who will ensure they are included in your child's learning journey. We also have 'wow leaves' to fill in at home and bring to school to be included on our 'wow tree' so we can celebrate what your child is learning at home too!

Each term we will offer opportunities for you to meet with your child's key worker to look through their learning journey folder and discuss targets for next steps in their development. You can contribute to your child's learning journey folder by bringing in photographs, pieces of work, tickets and leaflets of places they have visited or simply letting us know their current interests.

At the beginning and end of each session staff are available for you to pass on a quick message or ask questions. If you need a more private moment, or to speak with us at length you can make an appointment to see the nursery teacher or your child's key person.



## Key person

When your child has been allocated a nursery place they will be allocated a key person who will work closely with you and your child during the transition between home and nursery. They will help your child to settle and will develop a close bond with your child. They will also be your first point of contact.

The key person will be responsible for monitoring your child's development and progress and will collate any information about your child for their learning journey.

### Nursery hours

morning session 8.45am-11.45am

lunch club 11.45am-12.15pm

afternoon session 12.15pm-3.15pm



We appreciate your punctuality in collecting your child at the end of the session, so that your child does not become upset or anxious. If you are delayed please call the school office so we are aware and can explain to your child what is happening.

It is possible for your child to be looked after from 8am at our early morning club in the Key stage 1 hall. There is a small charge payable on the door. Children are escorted from this club to their classroom ready for the start of the nursery session. Please note breakfast is not served at this club.

### Lunch club

Pupils staying for lunch club can either bring a packed lunch to eat or else have a hot, freshly prepared meal cooked in the school kitchen. All children eat together in the Key Stage One hall attached to the kitchen. Nursery children go to the hall at 11.40 well before other pupils enter the hall for their lunch. This enables nursery children to have a quiet and personalised lunch service with their lunchtime staff. Meals can be paid for at the school office. After eating the children return to the nursery classroom either for collection (at 12.15pm) or to start the afternoon session. There is a small charge for attendance at lunch club.

### Absence

Please call the school office if your child is going to be absent from nursery. Please note that should your child suffer a bout of sickness or diarrhoea then they must stay home for a period of at least 48 hours.

### Food allergies and intolerances

It is important that you inform the school of any allergies or food intolerances as then the school kitchen can be informed to make individualised provision or for classroom activities such as baking, snack or messy play to consider ingredients used.

Voluntary contribution In nursery we are very grateful to receive a voluntary contribution of 50p per week per child to enable us to provide a range of cooking experiences and snacks for the children. This can be paid weekly or termly to nursery staff or at the school office.

Funding All children are entitled to the universal offer of 15 hours funded provision. Some families are entitled to 30 hours funded provision and must meet the criteria which can be found at <https://www.gov.uk/30-hours-free-childcare>. If a family is entitled they will be issued with a code to bring to the school to claim the extended hours.

## The curriculum

Play underpins all development and learning for young children. Through play children develop intellectually, creatively, physically, socially and emotionally.

In nursery we provide a wide range of learning opportunities to enable the children to access a variety of experiences. Children enter nursery at different stages of development and the staff will plan to meet individual needs through providing suitable resources and activities which enable them to progress.

The Early Years Foundation Stage sets the standards for learning development and care of children from birth to five. Having well-planned experiences based on children's spontaneous play both indoors and outdoors is a requirement. The way that children engage with others and their environment – playing and exploring, active learning and thinking critically is crucial for learning.

In the curriculum there are prime areas and specific areas of learning. The prime areas are fundamental and develop quickly in response to experiences and relationships. These areas are:

- Communication and language – providing a rich language environment to help develop confidence and skills for children to express themselves and to speak and listen in a range of situations
- Physical development – providing opportunities for children to be active and interactive; developing their co-ordination, control and movement as well as learning about taking care of themselves through physical activity and healthy eating
- Personal, social and emotional development – helping children to develop a positive sense of themselves and others; to form positive relationships and develop social skills. To learn how to manage their feelings, understand appropriate behaviour in groups and to have confidence in their own abilities

The specific areas include:

- Literacy – linking letters and sounds and beginning to read and write
- Mathematics – developing and improving skills of counting and calculating and describing shapes and measures
- Understanding the world – making sense of the physical world through observing, exploring, finding out about people, places and technology
- Expressive arts and design – exploring and playing with a wide range of media and materials and sharing ideas and thoughts through art, music, movement, dance, role-play and design and technology

The nursery staff observe children's play and their interests and then build the curriculum around this interacting with children and supporting them to develop their thinking, skills and knowledge through their play. The staff plan children's next steps to build on their current stage of development, matching the provision to their needs.

Through termly meetings with your child's key person you will be kept informed of the progress your child is making.

## Accidents

Should your child have a minor accident at school you will be given an accident form explaining what happened and what treatment, if any, they received. If your child has a more serious accident we will telephone you and discuss you what course of action needs to be taken – this could be monitoring in school or asking you to collect your child.

If your child has a toileting accident whilst at school then we will do our best to change your child and make them comfortable (see our intimate care policy on the school website). If your child is still in nappies then we will prepare an individual care plan for your child, in discussion with you, to make sure we can support your child effectively and sensitively. Parents are responsible for providing nappies, nappy sacks and wipes. All children should keep a set of spare clothing at school in case of toileting accidents.

## Medicines

Usually it would not be appropriate for a child taking temporary medication to be in nursery. Staff do not administer medication and it will therefore be necessary for you to make your own arrangements to administer any medication during the school day.

The exception to this is the administration of any life- saving medicines such as asthma pumps and epi-pens, in which case a care plan needs to be arranged with the school SENCO (Special needs co-ordinator) and staff trained accordingly.

## Clothing and footwear

As nursery is about active learning much time is spent outdoors, whatever the weather. As such, it is really important that your child is dressed to suit the weather conditions. A hooded waterproof coat and a pair of wellington boots will enable your child to make their own choice about where they want to do their learning and when, in the winter months and in summer wearing a hat and sunscreen to keep safe.

Ideally a pair of boots should be kept at school to avoid having to transport them on a daily basis. We have a small number of waterproof coveralls but it is best if children have their own waterproof clothing. We provide aprons for messy play, water play and art activities but please be advised that accidents do happen and clothes may get dirty. If your child has paint on their clothes then please put them in cold water overnight to soak, rub the stains with soap in the morning and then put them into the washing machine. Putting clothes straight into a hot wash can mean the paint becomes fast.

## Keeping safe

To ensure your child's safety it is important you bring them into the nursery classroom and hand them over to a staff member before leaving. The gate will be closed once all children have arrived and will not be opened again until the end of a session at either 12.15pm or 3.15pm. Should you need to get in touch with staff when the gate is locked please go to the school office and they will let us know you are waiting to speak with us.

At the end of a session staff will only allow children to leave with known adults (must be aged 16 or over). If a different adult is collecting your child then you must let us know beforehand – either speaking with a member of staff or else phoning the school office. A password will be established to ensure the correct adult is collecting your child.

There are several school policies in place to help us to keep your children safe whilst in our care. These policies can be found on our website and on the nursery noticeboard (inside the classroom): Safeguarding and child protection policy, Behaviour policy, Equal opportunities policy, Special Educational needs and disability policy and Intimate care Policy.

We also have a 'No Phone Zone' policy which asks that you refrain from using your mobile phone, for any purpose, whilst on school premises.

If you have any further questions then please speak with a member of nursery staff.

If you need further advice then Mrs Üzer is the Foundation Stage Leader and will be happy to help.

We hope you and your child are happy in our nursery and always welcome your feedback.

The Foundation Stage Team  
September 2020

