

Normanton Common Primary Academy

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Welcome to Nursery

Rebecca Wray - Early Years Leader

Mary Douglas - Nursery Teacher

Julie Bonner - Nursery Nurse

A warm welcome to the Duckling Nursery.

Dear Parent/Carer

I am delighted to welcome you and your child to our school.

Normanton Common Primary Academy is a very special place where we truly value working in partnership with parents and carers to provide the best possible foundations for children's learning and development. From the moment you enter our school on your very first visit, I am sure you will notice how happy and confident the children are. They are cared for exceptionally well by a dedicated staff team and enabled in their learning to shine as individuals and reach their full potential.

I am very proud to be the Headteacher of this wonderful Nursery and Primary Academy and hope that you and your child are looking forward to the exciting times ahead.

I look forward to meeting you very soon and to a happy and successful home/school partnership.

Yours sincerely

Rebecca Wray

Early Years Leader

Starting nursery marks a new and exciting time for both child and parents. This booklet is intended to give you a flavour of life in our foundation stage, hopefully you will find it informative. If you require more information, please do not hesitate to ask.

Before starting nursery

We offer a range of pre-nursery visits to help you get to know us and give your child a happy and confident start to nursery.

These include:

Welcome Meeting

Stay and Play

Home Visit

Shorter first session

The Foundation Stage and the School day

The foundation stage has two classes - Nursery (Lower foundation)

Reception (Upper foundation)

Children begin nursery the term after their third birthday and attend on a part time basis. We offer a choice of either 15 hours on a morning session, 15 hours on an afternoon session or 30 hours (full days). Children move into reception in the September of the academic year in which they turn 5. This is when they begin to attend school on a full time basis.

Nursery session times:

8.45am until 11.45am (morning session)

12.30pm until 3.30pm (afternoon session)

8.45am until 2.45pm (full day) *there is an option to stay until 3.30pm but there will be a charge for these additional sessions*

Settling in what you can do to help

Most children settle at nursery very quickly. Please feel free to stay with your child while they are settling and please, always say goodbye before you leave.

Some children do find separation difficult at first, but members of staff are always on hand to reassure them and help to develop the feeling of security.

Try not to feel anxious if your child does not settle straight away. If this happens to your child you may be left worrying at home, you are always welcome to give us a ring to put your mind at rest.

Daily routine/Self-registration

We will take photographs of your child when they visit and these will be displayed on their coat pegs and on the duckling that they will use to self-register. Children find their duckling and place it in a pond to tell us they are here.

Once registered they then choose where they want to play. They play for 20/25 minutes then we come together on the carpet area, where we say Good morning/afternoon. We then split into groups for phonics, these sessions are aimed at developing listening skills essential for literacy. After this the children go back to free choice

play and outside play is opened up, this goes on until 11.15/3.00 when we come back together for a group maths session and story time and we talk about the good learning that has happened that day.

Snack time/ milk time

During the session the children can choose when they would like a piece of fruit or vegetables are provided every day. This is a social experience with children sitting together at the table and talking to one another. We also have milk party where the children all have their milk together.

Going to the toilet

We ask that parents and carers work with their child so that they are toilet trained or well on their way on entry to nursery. We do not have a changing area in the toilets, therefore, changing nappies can be difficult. Please encourage your child to manage using the toilet independently at home and to learn how to wash and dry their hands. Our toilets and sinks are child sized to enable children to be independent, however, when accidents do occur staff are always there to lend a hand. It is helpful for us to know about any toilet issues your child may have so we can help and support. We do understand that all children develop at different rates and please be assured that we are always available to offer support and guidance. Please do not worry.

Clothing

School uniform is optional in nursery, although many parents do choose it for their child because it promotes a sense of belonging to the school community.

Your child will be able to access outdoor learning every day, so we ask for a pair of wellies to leave in school. Also please ensure your child has a coat and suitable clothing (hat, gloves and scarf in cold weather and a sun hat in warm weather). It would be a great help if

you could prepare your child by encouraging them to put their coat on themselves and have a go at fastening it up.

In hot weather please apply sun cream before your child comes to nursery.

Learning at nursery is always fun and sometimes very messy, we have aprons but there are no guarantees that active learners stay clean.

We encourage children to be independent with their clothing so please avoid difficult fastenings and shoe laces. **Please ensure ALL items of clothing are named including coats, shoes and wellies** to avoid mix ups.

Nursery fund

We ask parents to make a voluntary contribution of £1.00 each week to the nursery fund. This helps us to buy ingredients for food tasting. It also provides little extras at special times and special resources to make topic activities even more exciting. A money box is provided for you to make your contributions, usually on a Monday.

Library

The Nursery library is open each day for you to borrow books. Looking at books and reading together is the best way to encourage children to want to read for themselves.

At the start and end of sessions

You will enter the nursery through the side door, which takes you into the cloakroom. Once your child is settled we ask that you leave the nursery through the door which leads out onto the veranda/playground.

When collecting children at the end of the session member of staff will open the playground gate and you will enter the nursery through the door on the veranda, your child will be sent to you from the carpet area and you will then leave the nursery through the cloakroom door.

As you can appreciate the end of the session is busy, please be patient as we need to ensure that each child is sent to their approved adult. Should you wish to speak with a member of staff at the end of the session, please could we ask that you wait until all children have safely been delivered to their adults.

It is essential that you complete an Approved person form to indicate which adults have permission to collect your child from school. **Please note any named person must be over the age of 16.**

Safeguarding children

We know children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults working with them. We take all necessary steps to keep children safe and well.

Early year's foundation stage;

The areas of learning and development

There are seven areas of learning and development within the early year's program.

Prime areas of learning:

Personal, Social and Emotional Development

Physical Development

Communication and Language

Specific areas of learning

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

We aim to create an enabling environment, stimulating and accessible for young enquiring minds, allowing them to develop with appropriate level of adult intervention. This will allow children to progress at their own rate. As they do this they will learn to play together and share and learn from others.

Areas of provision and learning include:

Water and sand play, role play, painting, model making, play-dough, construction, drawing and writing, reading area and ICT.



Our large outdoor area provides opportunities for climbing, balancing, running and jumping, throwing and catching, rolling, kicking, pushing, pulling and dancing. Children are encouraged to independently access the resources we have for our outside area.



Assessment

Ongoing assessment of progress is carried out within the early years. Assessments are made through observing children at play or working with them on directed tasks.

Learning journey books

Each child will have their own learning journey book which your child's keyworker will update with photographs and observations of them throughout the school year. You can add contributions to your child's learning journey, there may be significant things happening in your child's life e.g. holidays, visits, new pets, family celebrations, riding a bike without stabilisers - please share these special times with us.

Learning Journeys are available for you to look at.

Learning letter

On a Friday we send home our learning letter which tells you what your child will be learning about the next week in nursery, this will help you to talk about what they have done at home.

Rules

We encourage positive behaviour which is managed around rewards and sanctions. On the rare occasion that children choose to continuously make poor behaviour choices, even after a warning, they may have a time out on the thinking chair.

Newsletters

Information about school life and events will be shared through a weekly newsletter. This will inform you of information of general interest for families, dates of any special events and reminders.

Medical appointments/ medicines in school

Please make dental and medical appointments out of school time so that your child does not miss valuable learning time.

We are only permitted to administer prescribed liquid medicine, whilst attending nursery, we ask you to please try to manage dosage times at home. If your child uses an inhaler, you will be required to complete a form to inform us about the dosage and time your child requires the medication. Inhalers kept in school need to be named.

Transition to reception

The move to reception (upper foundation) takes place in the September of the academic year that your child reaches his/hers fifth birthday.

Finally, we hope that your time at Normanton Common Primary Academy is happy and rewarding for all the family.