

Welcome to Bardney Nursery

This booklet has been specially prepared as a guide to help parents/carers of children who are about to start nursery – we hope it will be useful in answering some of the questions you have at this time.

Our first objective is to ensure that your child settles quickly and enjoys their time at nursery.

The people who will be working with your child are:

Mrs Thomas – Nursery Leader

Miss Palin – Nursery assistant

Parent/school relationships

We recognise the importance of parents/carers in the lives of our children. Therefore we feel it is important to build up a good relationship between the two whenever possible.

We actively encourage parents to become involved in our school, both during school hours and other functions and activities after school. They can help in a number of ways:

- Parents and Friends Association (PFA)
- School trips
- Parent helper in class
- Parents as visitors (demonstrating their expertise or skills related to their job or a hobby e.g. fire fighters, artists, photographers)

We do understand that many parents cannot come into nursery because of their work commitments but we believe the support given at home and with other out of school activities is just as valuable.

Coming into nursery

- Morning/All day session will begin at 8.45am. Children will enter the classroom from the Foundation Stage Garden door with parents/carers
- The playground gate will be closed by 8.50am
- The Afternoon session will begin at 12.15pm. Children will enter through the main foyer.
- Parents/Carers are expected to bring their child into the classroom, to support them to hang their coats on their name pegs, put away their lunchboxes and find their name card to register that they are here. Parents/Carers can help their child select an activity before leaving the classroom.

Home time

The morning session ends at 12.15pm. Please collect children from the main foyer

The afternoon/all-day session ends at 3.15pm. Children will exit from the cloakroom door into the playground.

If there is an issue that needs to be discussed with the teacher then please wait until all the children have been collected or make an appointment to see the teacher if it is something that needs to be discussed in detail.

If your child is going to be picked up by a childminder/friend/relative/after school club then please inform a member of staff as we cannot send them home with anybody unless we have been informed. They will also need to share the password that was submitted on the child's registration form.

Letters

School operates a paperless communication system , please ensure you have registered your email/phone number with the school office to ensure you receive all messages.

If there are any slips or information that need to be given back to the teacher, then please hand them to the teacher personally or office. Any money that is sent into school should be taken into the office and not given to the class teacher

Personal items

Children in nursery class may bring comforters (e.g. soft toy) but will be encouraged to put them in a particular basket once they have settled. Any items brought into nursery are at your own risk and staff cannot be held responsible if they get lost or broken.

Clothing

Children are encouraged to wear a school logo jumper and these can be purchased from the school office.

Please bring

- a change of clothes –In case of accidents. Please keep these in a clearly labelled bag.
- Nappies and wet-wipes if required
- Coat – We will go outside during every session.
- Wellies – these can be kept at school
- Any other items appropriate for the weather - e.g. sunhat/suncream, winter hats and gloves

Each child will be allocated a peg with a name label to keep their bag and coats on.

There is a jumper box in the classroom where any unnamed/lost items are put.

Food/drink

- Children are given a snack during each session (morning and afternoon) Milk and water are available at these times (Milk is provided free for all under 5s)
- Your child will have access to a water bottle throughout the day. These are provided by the school
- If your child is attending for a lunch session they may bring a packed lunch or order a hot dinner. Hot dinners need to be paid for in advance. To order please visit the school office.

Illness

If your child is ill, then please phone school as soon as possible, preferably before 9am so that the teacher can complete the register accordingly

If your child has a contagious illness then please do not send them to school until they have been given the all clear because illness spreads rapidly. Obviously coughs and colds are different!

If your child has sickness or diarrhoea they must only return to nursery 48 hours after the sickness ends.

Medicines

If your child requires medicine whilst at nursery, please contact the school office

Prior injuries

If your child has an accident before coming to nursery, please make a member of staff aware so that a prior injury form can be completed. This is a necessary requirement of safeguarding children.

Accident forms

If your child has an accident whilst at nursery, details will be recorded on an accident form. When you collect your child at the end of the session, you will be asked to sign the form to acknowledge that you have been made aware

PE

Children will have regular access to the hall and outside areas to take part in physical games/activities but there is no requirement for PE kit until the summer term

Nursery daily routine

8.45 – 9.15 children arrive and self-register, child initiated activities

9.15 – 9.30 circle time

9.30 – 10 group work and free-choice activities (indoors and out)

10 – 10.30 Snack

10.30 – 10.45 use of the hall for PE sessions

10.45 – 11.45 group work and free-choice activities (indoors and out)

11.45 – 12 tidy up time

12 -12.15 ring games/singing/story time

12.15 – 1.15 Lunch

1.15-2.15 group work and free-choice activities (indoors and out)

2.15-2.30 tidy up time

2.30-2.45 snack

2.45 – 3.10 ring games/singing/story time

3.10 -3.15 going home things ready

Toileting and nappies

Whilst nappies are changed throughout the sessions, one member of staff will check all nappies after snack times

Curriculum

The purpose of the Early Years Foundation Stage (EYFS) curriculum is to provide children with valuable skills that will help prepare them for school whilst ensuring that their Early Years experiences are happy, active, exciting, fun and secure; and support their development, care, and learning needs.

The EYFS sets out legal requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare. At Bardney School nursery your child's safety is of upmost importance to us and we have a number of policies and procedures in place to ensure this. These are available to view at any time.

The EYFS also sets out the skills which children will learn. These are set out in 7 areas of learning and development.

There are 3 prime areas – Communication and Language, Physical Development, and Personal, Social and Emotional Development.

And 4 specific areas – Literacy, Mathematics, Understanding the World, and Expressive Arts and Design.

The core areas of learning are those most important for your child's healthy development and future learning. However, all 7 areas are used to plan your child's learning and activities. We will also observe how your child learns; whether they are active learners, learning through play and exploration or whether they are creating and thinking critically. This will lead to us being better able to plan activities that suit your child's learning style.

Each child will have a learning journey which will record their progress in each of the 7 areas.

Key person

The role of the Key Person is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and to build a relationship with their parents.

EYFS 2012

Your child's Key Carer will work with you to;

- help them settle in.
- help them feel confident and safe.
- meet their needs.
- respond sensitively to these needs
- record their development and progress .
- Encourage them and you to take an active role in their development and progress.
- support their transition, within and, beyond this nursery.

You will be informed of your child's key person during the first week of term.

Visits

On their first session children will be introduced to the staff members, to other children and shown round the areas in the nursery. Parents will be encouraged to say goodbye to their child and explain that they will be coming back. Staff will comfort and distract children if they become distressed. If the child fails to settle, the parents will be contacted. Regular discussion will take place with parents to discuss their child's progress and judgments based on how a child is settling will be based on relationships with staff and peers, being familiar with routines and the whereabouts of resources and equipment and participation in activities. As a nursery we understand that some children settle more easily than others and strive to recognise and meet the needs of all children and families.