



Early Years Handbook

Nursery



Your guide to everything you need to know about our provision and how you can work with us to help your child develop.

Attendance

Attendance is very important for your child's learning. We have a limited number of places therefore if your child does not attend Nursery on a regular basis they may be taken off our register and they will lose their place.

Morning session 8.45 am - 11.45 pm

Afternoon session 12:15 pm - 3:15 pm

Children should be brought to and collected from the Nursery. Please keep to the Nursery times and arrive promptly to collect your child. Children can become very upset when they are collected late and are the last to leave. Please ensure that you use the correct Nursery gate when dropping off and collecting your child.

If you are running late or your child cannot attend Nursery please contact the main office on
020 8472 0674/ 020 8472 1010.

All children must be brought and collected by a responsible adult over the age of 18.

Please let a member of staff know if a different person will be collecting your child or telephone the school office. We will not let your child go if we have not been informed beforehand. We ask that you bring in a picture of any adults that will be collecting your child from Nursery. This information will then be added to your child's folder.

Starting Nursery

We focus on helping children to separate from their carer with ease, settling happily and making friends. We want children to become confident and independent learners.

Before starting Nursery we invite children to come for a taster session with their parent/carer. This gives you and your child an opportunity to meet their new teachers and to familiarise yourselves with our Nursery. Unfortunately due to COVID 19, we have not been able to do this.

We operate on a three week transition process. We welcome parents and carers to stay with their child until they feel happy to operate independently.

- During the first week we ask you to stay with your child for an hour.
- During the second week at Nursery your child will stay for an hour without you.
- In the third week your child may stay for a full session if they are ready.

However some children who are confident on their own will be invited to stay for the full session sooner.

Your child's key worker will talk to you about whether your child is ready to stay for a longer session. Every child is different so please be patient.

Getting ready for Nursery

Before coming to Nursery you can help your child to become more independent by:

- Ensuring your child can put on their own coat and encourage them to fasten it.
- Showing your child how to put their own shoes on and fasten them. Velcro is such a saviour!

No shoes with laces should be worn in Nursery unless your child can do these up by themselves.

- Encourage your child to dress and undress themselves.
- Encourage your child to be independent when going to the toilet including using toilet paper and washing their hands.

Toilet Training

We do not accept children in nappies or pull ups; please ensure they are fully toilet trained. If your child is recently toilet trained please let your **key worker** know so we can encourage them to go to the toilet regularly.

If your child is not toilet trained please speak to Mrs Vela, head of Early Years who can support you with this transition.

- If your child does not speak English try to help them learn some key words before they start, such as their name, toilet, drink please, help me please, etc

Clothing

Please bring in a spare set of clothes (underwear, trousers, t-shirt and socks) in a **named** drawstring bag to Nursery for the little accidents that may happen. If in a drawstring bag this can

stay at Nursery. We do not have space for rucksacks.

We do get **messy!** Messy play helps children to explore and experiment in a fun and exciting way. Please ensure your child is dressed appropriately, avoiding best/designer clothes.

Nursery children can wear shoes or trainers. In the summer you may wish to send your child in sandals. It is important that shoes are secure on your child's feet; slip on shoes are dangerous when climbing on the outdoor equipment. Shoes with high heels are considered a health and safety risk and are not allowed. Long dresses also make climbing and outdoor activities difficult.

It is safer not to wear jewellery to school and for this reason only ear studs are permitted.

Outdoors

The children have the opportunity to use both inside and outside. Come light rain or shine, we go outside.

Please ensure you provide your child with a waterproof coat and wellington boots and a pair of indoor shoes on wet days. If it is a hot day please apply sun cream and provide your child with a sun hat or cap.

Baking

We try to bake every half term. To help with our cooking activities, we ask for a £1.50 donation every half term, **£3** for the term to cover the cost of ingredients.

Book Bags

Book bags are available for sale at the school office at a charge.

Drawstring bags can also be purchased at a fee. Please enquire at the school office. It is important that your child brings their book bag to Nursery, especially on their book changing day.

Once a week children will choose a reading book to take home. Please read the story to your child and ask them questions about the story to develop their comprehension skills. If a book is lost or damaged we will ask you for £5 to replace it. If you do any work at home please bring it to Nursery to show everyone and we will put it on our display.

First Aid

Bumps and bruises are part of growing up. Children often learn how to be more careful from these experiences.

All of our teaching assistants are fully trained in administering first aid. All accidents are recorded in our first aid book. You will be notified by phone if your child experiences a serious bump their head. In all other incidents, you will be informed upon collection of your child and asked to sign the first aid book.

Inclusion

We work very closely with many outside agencies such as Speech and Language Therapist (SLT), Occupational Therapist (OT) and Physio-therapist (PT).

These services are so beneficial for all children needing extra support to further their learning and development. We expect and encourage all children to help care for and respect each other, ensuring everyone is valued and an equal member of the Nursery class.

Learning in the Early Years Foundation Stage

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.

We aim to provide an environment that is stimulating and exciting. We firmly believe children learn best through play. We ensure that children get a good balance of activities, using the Foundation Stage Curriculum.

There are seven areas of learning in the Early Years Foundation Stage Curriculum:

- Personal, Social and Emotional Development (PSED)
- Communication and Language (CL)
- Physical Development (PD)
- Literacy (L)
- Mathematics (M)
- Understanding the World (UW)
- Expressive Arts and Design (EAD)

Personal, Social & Emotional Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

At home

- Praise your child for trying hard.
- Encourage your child to mix with other children and adults and to share their toys.

- Set clear boundaries for behaviour. Praise your child for doing as they are asked.
- Encourage your child to be independent, help them to learn how to get dressed, wash and use the toilet.
- Play games with your child, encourage them to take turns.

Communication and Language

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

At home

- Talk to your child when you are doing jobs, in the car, are out shopping, etc.; telling them what you are doing. Encourage the asking of questions to extend vocabulary.
- Ask your child to tell you about the things they are doing and show them that you are listening.
- Read stories to your child. Talk about the books that you have read together.

Physical Development

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food. Children have access to milk, water and fruit.

At home

- Help your child to use a cup and pour their own drink. You could start with using jugs and cups to pour while your child is in the bath.
- Give your child opportunities to mark make and cut out.

- Take your child for walks; play in the garden or the park.
- Use balls to play throwing, catching, rolling and kicking games.

- Teach them how to do up zips and buttons.
- Help your child make healthy choices by trying and eating different fruit
- Show your child how to wash their hands effectively and talk about why this is important.

Literacy

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

At home

- Read stories to your child. Talk about the books that you have read together.
- Encourage them to play with paper, pencils and pens. Encourage them to experiment with the marks they can make.
- When out and about or at home, show your child that print is everywhere; shop names, food packets, television, road signs etc.
- Take your child to the library and encourage them to choose books to share.

Mathematics

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

At home

- Encourage your child to observe that numbers are everywhere - house numbers, road signs, prices, television, number plates.
- Ask your child to sort washing into colours.
- Make patterns with everyday objects or count out the cutlery needed at meal times. Are there enough plates for everyone?
- Look for shapes in the home, in the street, in shops or in toys.
- Count items such as the stairs, toys, books, fingers, toes.
- At bath time provide children with containers to experiment with capacity, developing concepts such as full and empty.

Understanding of the World

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

At home

- Encourage your child to use their senses - what does it look, feel, smell like? Ask them to feel different textures and develop vocabulary to describe it.
- Cook with your child.
- Talk to your child about the seasons and the weather and observe the changes with them.
- Talk about events in the past and future. Use photographs.
- When walking or travelling, talk and name different landmarks, animals, plants and birds that are seen.

- Through books and television, discuss the differences between other countries and cultures.
- Allow your child to use technology (e.g. programmable toys, computers, iPad, CD players).

Expressive Arts and Design

Expressive arts and design involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

At home

- Provide opportunities for your child to experiment with paint, crayons or boxes for modelling.
- Listen to different types of music together.
- Let your child dress up and use props; they may wish to use their imagination and experiences to act out plays and games.
- Children love to play with puppets. Have a go at making your own simple puppets using old socks or wooden spoons.
- Encourage your child to discuss their drawings or paintings by asking open-ended questions such as "tell me about your picture".

Key Worker

To ensure all children feel happy and secure in our Nursery each child has a special **key worker**. Please feel free to speak to any member of staff as we work as a team but your child's key

worker is the person who:

- Is your main point of contact within the Nursery.
- Helps your child to become settled, happy and safe.
- Is responsible for your child's care, development and learning.
- Takes careful notes of your child's progress.
- Shares key information of your child's progress and development with you.

Pick up and drop off times are very busy for the Nursery staff. If you need to talk to us, please be patient and allow staff to ensure all children have been accounted for first. You are welcome to make an appointment to see us if this would be more convenient.

If you have any information you may need to give regarding your child's health (e.g. dietary requirements) then please inform your child's key worker immediately.

Assessment

In the Early Years we observe children in their play, taking pictures and videos of your child as they learn across the seven different areas. We feel it is important that we work together with you. We want you to feel comfortable about exchanging information and to discuss things that will benefit your child. We value your comments and welcome any significant information about your child's learning. There will be opportunities for you to come into school throughout the year to see your child's work and talk about their learning and development with the class teacher.