

Archibald Primary School Nursery

Welcome Brochure
2016-2017



Tel: 01642 804101

“Believe and Achieve”



Welcome

We would like to welcome you and your child to Archibald Primary School Nursery and hope that the time spent with us will be a happy and rewarding one.

So far you have been the biggest influence in your child's life and we hope to work with you to ensure that your child continues to develop in a full, happy and secure way.

Our Nursery environment is an integral part of our school, providing an exciting learning environment, enabling our children to develop socially, emotionally, physically and academically.

It is through play that the children begin to understand the world around them. They explore, experiment and learn to work together with other children. They share, cooperate and help each other. They plan, make decisions, concentrate and work things out. They express themselves through language, creative activities and role play. They will grow in confidence and independence.



Staff in Nursery

There are three full-time members of staff in Nursery.

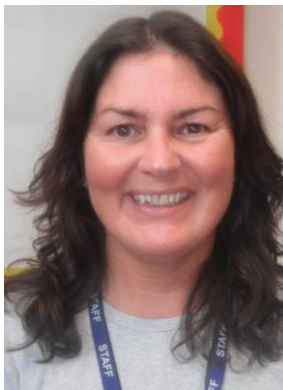
Nursery Teacher

Miss Davis



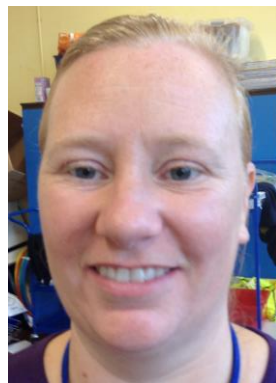
Teaching Assistant

Mrs Sigsworth



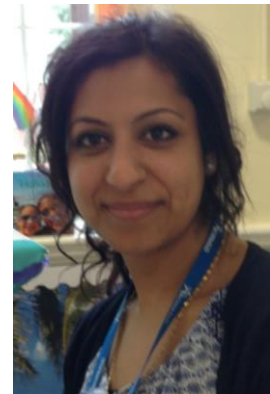
Teaching Assistant

Miss Troath



Teaching Assistant

Mrs Zaman



Archibald Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Consequently all staff and volunteers working in school have up to date DBS clearances in place. Staff and visitors wear appropriate identification.

Admission to Nursery

The Foundation Stage in Archibald Primary School consists of our 39 place Nursery (morning and afternoon) and two Reception classes.

We have a long waiting list of children wanting a place in Nursery. We therefore urge children to attend daily if you have accepted a place.

A child's name can be put onto the waiting list as soon after birth as you wish; however no child can be admitted to nursery before their third birthday. However prior to your child attending Nursery, you and your child will be invited to attend our 'Stay and Play' sessions which are held fortnightly in school.

Before your child starts nursery, a member of the administration team will contact you to arrange an appointment for you to visit school in order to complete the necessary admission forms. You will then be invited to bring your child for brief visits before taking up the place offered. This helps to make this very important stage in your child's life as rewarding as possible.

You will be offered either a morning session or an afternoon session that each run for three hours.

The Nursery team works very closely with the Reception Classes. This makes transitions between these bases as easy as possible for the children, however you need to be aware that admission to our Reception classes are coordinated by Middlesbrough Council and that a place in our nursery class does not automatically entitle your child to a place in one of our Reception classes when they are ready to start full time school.

Starting and Finishing Times

Nursery sessions are:

Morning - Drop off 8.30am - Pick up between 11.25am- 11.30am

Afternoon - Drop off 12.15pm - Pick up between 3.10pm - 3.15pm.

It is important that you collect your child on time. Your child may become anxious if other parents begin to take their children home and you haven't arrived. Please contact the school if you are going to late due to unavoidable situations (01642 804101).

For each session your child must be brought to Nursery by an adult. It would be helpful if you would inform us beforehand if someone else is to collect your child at the end of a session in order to allay any worries of confusion.

If you have any queries or concerns staff will be available to talk to at drop off and pick up times. Please stay and play with your child until a member of staff is available. You may have to wait until children are settled and doors are secure. We can always arrange meeting times to suit you should your query need more time.

Settling In

Children settle into Nursery at their own pace and we want to make their transition into Nursery as smooth as possible. The staff will help and support you and your child as much as possible.

Please be willing to stay with your child until he/she feels secure and happy to be left on his/her own. When you arrive it is important that you share in your child's activities.

If your child initially finds it difficult to settle we may talk to you about staying for shorter sessions until your child's confidence grows.

At the beginning of each session children are encouraged to find their name. Their names will be arranged in groups. We have three groups: ladybirds (red), butterflies (blue) and caterpillars (green). We encourage children to attempt writing their name at the beginning of each session with the support of parents. We aim to make early writing exciting and enjoyable and you will find different resources to use to help your child write their name each day. It may be paints, chalk, sand, pens, slime, sticks...!

Even after your child has settled in you may feel that you would like to spend some time in Nursery. We would appreciate your involvement and your child will benefit from your interest. You may like to read stories, play board games, bake, play alongside or do general jobs. You would not necessarily need to stay for the whole session but if you could spare half an hour we would be very grateful.

Key Person Groups

We aim to meet all the needs of every child in our care. We use an effective Key Person system so children feel safe and secure and have a familiar adult who they can build a consistent and effective relationship with.

Your child will be assigned a group and a 'Key Person'.

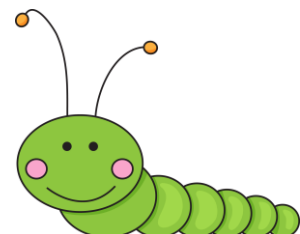
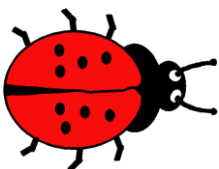
Our groups are:

- Ladybirds (red) - Miss Davis
- Butterflies (blue) - Mrs Sigsworth
- Caterpillars (green) - Mrs Zaman (mornings) & Miss Troath (afternoons)

Your child's Key Person will be for first port of call for specific queries regarding your child and your child's learning.

We will hold parent meetings throughout the year where you can discuss your child's development with his/her Key Person or the Nursery Teacher as appropriate.

Please do not hesitate to talk to a member of our team at any point throughout the year if you have any concerns, worries or simply want to find out more.



Nursery Fund

We appreciate a small weekly voluntary contribution of 50p. This enables us to make, bake and buy interesting things such as play dough, special craft materials, cakes, seeds, and foods to taste.

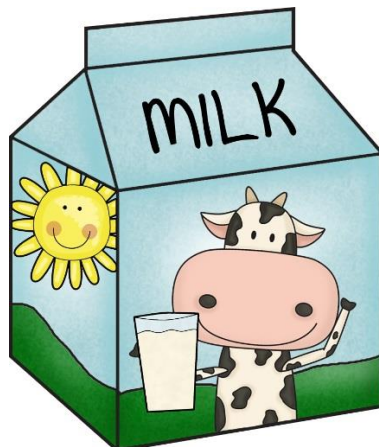
Snacks and Drinks

Half way through each session we have a snack time.

Milk and fruit will be provided. We aim to utilise snack times as an opportunity to get together, sit around a table, chat to our friends and get to know each other. It is also a wonderful opportunity to learn about health and hygiene (we will always wash hands first), taking turns, and saying 'please' and 'thank you'.

We may enjoy food we have made during the session at snack time. Please let us know of any allergies that may affect your child so we can plan accordingly.

Children will be able to access their own water bottle at any point throughout the session.



Clothing

All children are expected to wear school uniform which instils a sense of belonging and pride.

It is important that children can easily unfasten and fasten clothing so that they can go to the toilet independently. Please bear this in mind when choosing uniform.

School colours are navy blue and grey. The uniform consists of:

- Navy blue sweatshirt
- Light blue or white polo shirt or shirt
- Grey trousers or skirt
- Black shoes or footwear (no open toed or heeled shoes due to safety reasons)

In warm weather, alternative clothing may be worn:

- Light blue polo shirt/blouse/shirt
- Blue checked dress for girls.

Denim jeans are not part of our school uniform and should not be worn for school.

We have some spare clothes in case of accidents but our supplies are limited, we encourage you to put spares in a bag to hang on their peg in case of accidents.

It is essential that ALL clothes including coats and shoes are clearly marked with your child's name to avoid mix ups.

Whilst every reasonable precaution is taken to protect pupil's personal property, neither the school, or its employees can accept any liability for loss or damage to that property, however that loss or damage has come about.

We play outside in all weathers so children will need to be dressed accordingly. Warm coats and hats in winter months and sun cream and sun hats in summer months.

Despite providing aprons it is likely your child will come home with marks on their clothes. Please be reassured this is a sign that they have been busy, having fun and learning a lot.

Please do not allow children to bring money or toys into Nursery. It is likely other children will want to play with them and this can cause conflict.

Sweets and chewing gum are also not allowed in school.

Nail varnish and jewellery must **not** be worn in our nursery school. This includes rings, earrings, bracelets and necklaces. Pupils are not allowed to wear body piercings.

Pupils who have had their ears pierced may wear small ear studs which prevent the holes closing up again. In these instances the school cannot accept any responsibility for loss or damage to the ear studs, or injury caused to either the wearer or another child or adult resulting from the wearing of the ear studs.

To this end, parents of pupils who wear ear studs will be asked to sign a disclaimer which is available from the school office. The disclaimer will be kept on file in the school office. Parents of pupils attending nursery wearing nail varnish will be asked to remove it.

Due to the number of stairs and the fact that children need to be safe whilst in the playgrounds, shoes should be flat or low heeled. 'Strappy' sandals which provide little support should not be worn.

Learning in Nursery

Children learn best through meaningful play experiences. We plan carefully considering children's next steps in learning.

The Early Years Foundation Stage Principles establish expectations for most children to reach by the end of the Foundation Stage. They provide the basis for planning throughout the Foundation Stage, so laying secure foundations for future learning.

We use the Dfe document 'Development Matters in The Early Years Foundation Stage'. This document is based on seven areas of learning.

Prime Areas:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Specific Areas:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

You will find that once your child has settled into Nursery they will be constantly learning.

We aim to encourage your child to be a good thinker, to solve problems, to make decisions, to be friendly towards adults and other children, to care about and look after other people and equipment.

We will provide well-planned experiences based on children's spontaneous play, both indoors and outdoors.

We will encourage your child to;

- Explore, develop and represent learning experiences that help them to make sense of the world.
- Practise and build up ideas concepts and skills.
- Learn how to understand the needs for rules.
- Communicate with others as they investigate or solve problems.
- Think creatively and imaginatively.
- Take risks and make mistakes.

Your child will work with paint, glue, play dough, clay, blocks, wood, water, musical instruments, sand, construction equipment, small world areas, books, paper, role play, ICT equipment, outdoor resources and much more!

He/she will become an independent learner. Your child will work in a range of ways sometimes on her/his own, in pairs, small groups, or large groups. We provide some adult directed activities, some adult-led activities and some child initiated experiences. Your child will benefit from all of these different learning experiences.

Some children become interested in writing and begin forming letters and numbers. We follow the Read, Write Inc phonics scheme and they will receive structured phonics sessions as they become ready to learn to read and write.

Other children will be making marks, scribbles, lines and loops. This type of mark-making is just as important and should be encouraged, it is all part of the process of learning to write.

Special Educational Needs (SEN)

Children with difficulties are identified as soon as possible and placed on our SEN Register, with the involvement of parents, our SEN Co-ordinator and the SEN Governor. This is in accordance with Special educational needs and disability code of practice: 0 to 25 years (July 2014) which gives guidance on Part 3 of the Children and Families Act 2014 and associated regulations.

The school receives support from Middlesbrough Council's Psychological Service as necessary and the Educational Psychologist will arrange meetings with parents /carers when required. These meetings are coordinated by our SEN Co-ordinator, Miss Marley.

Pupils' difficulties are discussed by staff at their group meetings and in particular with the school SEN Co-ordinator. Where appropriate pupils follow their own Individual Education Programme which is detailed on a provision map. This can include provision through the Speech and Language Therapy Service.

Parent and School Partnership

Helping your child prepare for Reading

It is important to encourage our children to realise that the written word is for reading, whether it is for pleasure or information. This can be done through a range of everyday experiences-

- Writing a shopping list with your child and ticking off the items.
- Encouraging your child to find things in the supermarket and look at labels.
- Reading notices and road signs.
- Letting your child see you and others enjoying reading a book or magazine
- Making labels or name badges for toys.

Children need to learn about what books are and how they work. As you share a books children should be encouraged to understand-

- We need to treat books carefully.
- Where the story starts.
- How the pages are turned.
- That there is a correct sequence.
- That there is meaning in the print and pictures.
- That we read from top to bottom and from left to right.
- What words look like etc.
- Where we start reading from, can they point to the first word on the page?

It is common for children to have favourite books that they love to read over and over again. This should be encouraged as their familiarity with the book helps them to become aware of the way stories are structured.

It can be useful to ask children to tell their own story by looking at the pictures.

Other possible questions may be:

Can they remember what happened in the story?

What happened at the beginning? Middle? End?

Where did it happen?

Who was in the story?

What do you think happened after that?

Which bit did you like best and why?

Did it make you feel happy, scared, excited, or giggly?

Home Loan Books

We offer a home loan book resource box. We encourage you and your child to choose a book to share at home as often as they wish. Your child will receive their own book bag to carry the book he/she has chosen. You simply need to bring the book back to choose another. You can make a record of each book on their reading record.

We aim to celebrate books and reading and want to create a 'buzz' about books. If your child has a favourite book we would love to hear about it!



Parent and School Partnership

Helping your child prepare for Mathematics

Numeracy plays an important role in our everyday lives and is essential that our children should be encouraged to perceive mathematics as fun.

In Nursery we will:

- Develop mathematical understanding through all children's early experiences including stories, songs, games and imaginative play.
- Provide a range of activities, some of which focus on mathematical learning, for example exploring shape, size and pattern during block play.
- Use mathematical terms during play and daily routines.

At home you could:

- Point out numbers you see around you for example on car number plates, doors, telephones etc.
- Bake using cups to measure as well as scales.
- Provide different containers to play with during bath time.
- Talk about the time and point out clocks in different places.
- Ask your child to set the table for the correct number of people.
- Share food 'fairly'.
- Help pair socks when sorting out the washing.
- Count steps when walking.
- Sing number rhymes and read number stories.

1 2 3 4 5 6 7 8 9 10

Medical Information

We have a number of staff trained in first aid. Every effort is made to contact you as soon as possible if we feel it is necessary, as a result of illness, injury or an accident.

Please keep the school office informed of any changes to your home or mobile telephone number as it is important that we are able to get in touch with you if we need to.

Alternative contact details (grandparents, aunts, uncles etc.) should also be given to the school in case we are unable to contact you.

Wherever possible, administration staff will leave messages on mobile telephones or answering machines if they are unable to contact you.

If we are unable to speak to the parents or carers of a child who is ill or injured, they may be taken to hospital by members of staff if it is felt necessary.

If your child has a medical condition (e.g. asthma, allergies etc.) please let us know by filling in the relevant form obtained from the school office.

If your child has had sickness or diarrhoea they need to be off school for 48hours from the last time they vomited or had diarrhoea.



Starting Reception Class

Children start Reception Class at the beginning of the academic year in which they have their 5th birthday.

During the half term before this the children will visit their new classroom and their new teacher. They will spend some time in their new playground, sample a school lunch and attend some assemblies. At this time parents and carers will be invited to a meeting with the teachers in the Reception Class who will explain the induction process and answer any questions. This will help the smooth transition from Nursery to the Reception Class.



Privacy Notice - Data Protection Act 1998

At Archibald Primary School we are a data controller for the purposes of the Data Protection Act. We collect information from you and your children and may receive information about you and your children from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support the teaching and learning of your child/ren;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well our school is doing.

This information includes your contact details, your child's National Curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

We will not give information about you or your children to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your children to the Local Authority (LA) and the Department for Education (DfE).

Inspection of Documents

Any member of the public is allowed to look at curriculum documents (including schemes of work), Governing Body papers and policy statements, DfE (Department for Education) circulars and occasional papers that have been sent to the school, OFSTED reports for our school, complaints procedure, and Agreed Syllabus for RE.

No charge is made for viewing the documents.

A charge is made for any copies that are requested.

Our most recent OFSTED inspection was in September 2011. The report can be viewed online at:

www.ofsted.gov.uk

Our school website can be found at:

www.archibaldpri.org.uk

Twitter

You can follow us on Twitter:-

[@Archi_Primary](https://twitter.com/Archi_Primary)



Thank You

Thank you for reading this booklet. We hope it has been useful to you. Nursery staff are always willing to discuss the way in which the children are working and will provide you with further information if required. We will send home regular newsletters and ensure you are kept informed of Nursery activities.

Do tell us if you have any problems at home which may cause your child to be unhappy, as we may be able to help. We look forward to developing a long rewarding partnership as your child takes the first steps along the school learning journey.