



LONGMOOR COMMUNITY PRIMARY SCHOOL



Nursery Information Booklet for Parents/Carers

Welcome

Dear Parents and Carers

We would like to welcome you and your child to Longmoor Community Primary School. This is a very important step for all children and we aim to make your child's introduction into the Nursery setting and school life as happy and as smooth as possible.

Our dedicated Nursery staff are committed to developing a learning environment which is happy, safe, caring, exciting and full of opportunities.

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

Partnerships with Parents/Carers

We want to work closely with you. Good communication between staff and parents enables us to inform each other of relevant matters concerning your child. We appreciate being informed of any change at home which might affect your child and will treat anything you tell us in strictest confidence.

Starting Nursery

Starting nursery is a significant milestone in your child's life. We will do all we can to help them feel welcome, safe and secure. We are aware of the tremendous input that you, as parents, have already made in the education of your child and we look forward to developing a partnership with you in these valuable early years.

It's important to remember that young children vary greatly in the way in which they react to new experiences so do allow your child plenty of time to settle into nursery – some children may take longer to settle than others.

When your child starts nursery you will find that only a few children will start on the same day. Admitting the children a few at a time into the nursery routine, makes this transition from home to nursery as smooth as possible for both children and parents.



*...a fun place to
play and learn!*

Free Early Learning Entitlement (for three and four year olds)

Currently, all three and four year olds are entitled to **15 hours** of free early education a week for 38 weeks a year starting the term after the child's third birthday. Children in our nursery class attend either 5 morning or 5 afternoon sessions of Free Early Learning Entitlement.

Nursery Hours

Morning Session: 8.30am – 11.30am

Afternoon Session: 12.30pm - 3.30pm

Extended Childcare Information

➤ Breakfast Club

Hours: 7.45am – 8.30am (£3 per session)

The Nursery Breakfast Club is staffed by school employees who are known to the children and know them and ratios are in line with local authority guidelines.

➤ After School Club

Hours: 3.30pm – 5.45pm (£7 per session)

After School Provision is run by Community Family Services in the Infant Hall and is subject to their terms and conditions. Please contact the school office for more information.

30 Hours Free Entitlement

The Extended Free Entitlement (30 hours) is for working families of 3 and 4 year olds who meet certain criteria. Parents/Carers are able to check their eligibility on line via the HMRC website. If you are eligible you will receive an eleven Digit Eligibility Code. You will need to give the school authorisation to verify your eligibility via the relevant application form which can be obtained from the school office.

➤ Applying for a 30 Hours Funded Place

Hours: 8.30am – 2.30pm

Due to increased demand for places we have had to implement a waiting list. Please see Mrs Gough who oversees the running of the Nursery if you wish your child to be added to the waiting list and she will advise you once a place becomes available.

➤ Optional 1 Hour Wraparound:

Hours: 2.30pm-3.30 (£2 per day)

Wraparound sessions can be arranged via Mrs Gough once a 30 Hour place has been confirmed.

Nursery Snack

A healthy morning and afternoon snack is provided e.g. fruit & vegetables with either milk or water to drink. Your child is welcome to bring in a water bottle from home, but please ensure that it is labelled with their name.

Please inform the school if your child has any dietary requirements or allergies.

Payment

Payment for Extended Childcare Sessions must be made in advance at the beginning of the week at the school office. Payment can also be made using Childcare Vouchers. The school's unique reference details can be obtained from the school office.

The Nursery Curriculum – Areas of Learning and Development

The nursery day is planned to provide a balanced curriculum as laid out in the statutory Government document 'The Early Years Foundation Stage' (EYFS). The framework takes into consideration the care, development and learning opportunities that should be provided for children from birth to 5 years old.

Our work in the Early Years Foundation Stage emphasises the value of play as a medium through which a child achieves most in the Early Years. We ensure that the children have a wide range of challenging and stimulating experiences and play opportunities both inside and outside, which we believe the children will enjoy and which are based on the concept of children learning through play.

A special time is set aside each day when all children gather together in a group or a circle. This is an opportunity for them to talk and listen to each other. By sharing thoughts and emotions together in a group, they become sensitive to the needs of others and become better speakers and listeners.

There are seven areas of Learning and Development in the Early Years Foundation Stage (EYFS) curriculum.

- **Personal, Social, and Emotional Development** (Making Relationships, Managing Feelings and Behaviour and Self-Confidence and Self-Awareness).
- **Communication and Language** (Listening and Attention, Understanding and Speaking).
- **Physical Development** (Moving and Handling and Health and Self-Care).
- **Literacy** (Reading and Writing).
- **Mathematics** (Number and Shape Space and Measure).
- **Understanding the World** (the World, People and Communities and Technology).
- **Expressive Arts and Design** (being Imaginative and Exploring Media and Materials).

Key Person

Throughout the Early Years Curriculum, the nursery staff strive to develop and broaden the range of the children's learning experiences, to leave them confident, eager and enthusiastic learners. Your child will be allocated a Key Person in Nursery who will spend some time with them every day.

Record Keeping – Tapestry Journal

The Tapestry Journal is a record of your child's learning and development. It's a personal record of that unique child as it builds up a picture of what a child knows, understands, feels and can do.

As staff work with your child during the year they will gather information regarding his/her progress and achievements that includes:

- A selection of their work including drawings, paintings, writing etc.
- Observations: formal observations and snapshot notes.
- Evidence of learning and development linked to the curriculum.
- Observations and snap shots of your child using Tapestry and Marvellous Me.
- Home/school partnerships – achievements at home or activities out of nursery.

Fun Days and Stay and Play Sessions

Parents and carers are often invited to join your child in Nursery to attend one of our Fun Days. These days offer you the opportunity to play with your child accessing our nursery environment and our themed activities.

Timekeeping

In order to benefit fully from the Nursery, your child must come regularly and stay for the whole session. Please ensure that your child arrives at nursery on time. We also ask that you arrive on time to collect your child. Where a child is not well enough to attend nursery parents must inform the nursery before the start of the session.

Emergency Contact

It is vitally important that the school has accurate and up-to-date information. We will ask you to complete an Emergency Contact Form, so that we are able to contact you. Please be aware that we require a total of at least 3 Emergency Contacts for every child so we can get in touch with you immediately in case of an emergency.

Change of Address or Telephone Number

Parents are requested to inform us of any change in personal details. We must be able to contact you if necessary and so our records must be up to date.

Collecting Children

The safety of your child whilst at Nursery is our top priority and therefore only persons authorised by you will be allowed to pick you your child. We will ask you to complete a 'Collection Form' to enable you to state exactly who is certified to collect your child.

Medication/Allergies

If your child has any allergies to certain foods, we ask you to inform us by filling out the Medical Information Form.

If your child requires medication during the nursery day you will be asked to complete the Medication Permissions Form and detail the medication, the dosage and the times to be given. Staff members will ensure that your child receives the correct dosage of medication at the times stated. All medication is stored safely away from children.

NB. In the event of a child contracting or being diagnosed with certain contagious illnesses e.g. chicken pox it will be necessary to 'exclude' them from Nursery for the recommended period of time (in line with the Health Protection Agency Guidance) to ensure any contagious illness does not spread to other children or staff. Please contact us for advice on this if you are unsure of the recommended exclusion period.

Uniform

We ask that all children come to nursery in sensible clothing appropriate for weather conditions as the children will have access to the outdoors all year round.

Although it is not compulsory, the nursery have a royal blue jogging suit with the school logo which parents can choose to purchase from:

- Peggy Clive, 66 Walton Vale, L9 2BU **OR**
- Laser Schoolwear, 61 County Road, Walton, L4 3QD

Please ensure your child's clothes are labelled, as many children choose to wear school uniform and it can often be difficult to find lost items.

Spare Clothes

Please provide 1 or 2 changes of clothes for your child – this does not have to be uniform – wellies are also a vital addition! These can be stored in a bag on your child's peg – we can provide bags if needed.

Parentmail

During your child's first week in Nursery you will be sent an email about our communication system Parentmail. You will need to register and verify your account by following the link in the email. Once you have done this you can download the Parentmail App. This will hold all the emails and texts we send you in one easily accessible place on your phone. Please look out for this email so that we can communicate with you effectively.

Marvellous Me

Marvellous Me is a free app which tells you marvellous news about your child's learning and positive behaviour. It allows your child's teacher to provide you with feedback on your child's day throughout the year. When your child starts the school you will give you a unique Marvellous Me 'Parent Join Code' by your child's class teacher which you will need to use the app.

The app allows you to:

- Get alerts every time your child's teacher posts an activity, awards your child a badge, or sends you a message. It is also easy to share with people you choose.
- Support your child's learning and development.
- Have more meaningful conversations with your child about school and practise topics together. Your involvement will have the biggest impact on their ongoing success.
- Celebrate your child's success. Tell them how proud you are and reinforce their good work and positive behaviours.