

Welcome to



Castle Newnham School Nursery

We look forward to getting to know both you and your child and hope that this booklet will answer all of your questions. If there is anything else you would like to know, please do not hesitate to ask a member of staff.

www.castlnewnham.school



Castle Newnham School Nursery Aims

Our aims are to: -

- Give all children a happy and secure start to their education
- Treat every child as a unique and competent learner who can be resilient, confident, capable and self-assured
- Form positive relationships and strong links between home and nursery and school
- Provide an enabling environment that is rich, stimulating and caring and that plays a key role in supporting and extending children's development and learning
- Provide opportunities for children to learn in different ways and at different rates
- To develop characteristics of effective learning by playing and exploring, being active in their learning and creating and thinking critically
- Provide a high quality Early Years Foundation Stage curriculum that is a well-planned, play-based approach to learning and teaching, taking into account children's interests and motivations to learn
- Ensure all children have access to a curriculum that promotes development in the following areas- Personal, Social and Emotional; Communication and Language, Physical, Literacy, Numeracy, Understanding the World and Expressive Arts and Design
- Ensure all areas of learning and development are equally important and inter-connected
- Support children's development as learners, allowing them to become independent and eager learners in preparation for a smooth transition to school
- To allow children to reach their full potential by supporting them in moving forward in their learning and development

Castle Newnham School Nursery is managed by the school governors and inspected by OFSTED as part of the school inspection. It provides Early Years' education and childcare for children aged 3 and 4 years. Each session is designed for 30 children. Nursery is open in school term times and sessions take place each day during **term time**. A list is available on the school website showing term times.

We believe that every child is individual and special and that all children are to be cherished and valued irrespective of age, ethnicity, disability, special needs, religion, gender, attainment or socio-economic background. We adopt and fully endorse the Local Authority policy for Equal Opportunities.

As part of Castle Newnham School's consistent and coordinated approach to special educational needs we operate in accordance with the Local Authority guidelines. The nursery caters for children with special educational needs and if children have a statement, there may be additional staff to assist.

Staff (as at Sept 2018)

Federation Principal	Mrs R Wilkes
Head of Primary	Mr J Balmbra
Nursery Teacher	Mrs L McCarthy
Nursery Nurses	Mrs N Woodward Mrs L Fensome
Nursery Assistant	Mrs S Walkling-Lea
Telephone Number	Bedford (01234) 300800 (South site option)
Email	southprimoffice@castlenewnham.school

If you have any difficulties during the day telephone messages can be left with the school office.

Admissions

Your child qualifies for admission into Castle Newnham School Nursery in the September following their third birthday and other requirements of Castle Newnham School Nursery Admission criteria are met (See Nursery Admissions Policy). It should be noted that a child's attendance at Castle Newnham School Nursery does not guarantee a place in Reception at Castle Newnham School.

Nursery times

- Morning Session: 09:00 – 12:00 (door opens at 08.55am)
- Afternoon Session: 12:30 – 15:30
- All day session: 09:00 – 15:30 (door opens at 08.55am)



Children who attend all day can have a hot dinner, cooked on site. Information regarding hot meals will be available on our school website. Some children prefer to bring a packed lunch and we ask that you do not pack any nuts or nut products as some of our children have severe nut allergies. An additional £2 charge will apply to all children who stay all day. This is to cover lunchtime supervision costs and is **not** part of the 15 hours free funding.

Choice of Sessions

We accept up to 15 hours of the free funding three and four year-old children are entitled to through the Nursery Education Grant (NEG) i.e. five, free 3-hour sessions per week for 11 weeks, each term e.g. children may be able to attend our Nursery for 5 morning sessions, 5 afternoon sessions or 2 ½ days to use their NEG vouchers.

In addition, we have extended the hours of provision to offer parents the opportunity to pay for **extra** hours for their child. These are available by adding either extra morning or afternoon sessions to children's existing sessions. Parents need to apply for these sessions when making an application. Please note: extra sessions are currently charged at £12 a session.

Payments

The finance department will send an invoice to parents at the beginning of each half term for additional sessions and/or lunchtime supervision costs. This should be paid by ParentMail. You may also use child care vouchers obtained via your workplace. If you have any queries please contact the finance department on the North site; option 1 when you phone the school.

Beginning Nursery

Children are admitted to Nursery on a gradual basis over a period of weeks at the beginning of term. They do not all start at once. This ensures the children get the time and attention they need to settle in and make a relatively stress free transition from their carer to Nursery.

All the nursery children are registered at the beginning of each session. We need to know who is on the premises and so it is really important that if your child arrives late you ensure the Nursery staff are aware that your child has arrived. Likewise advise staff if you wish to take your child from Nursery earlier than usual.

We prefer that you arrive at the Nursery on time. There is a fixed timetable and not only do late arrivals interrupt the planned work but your children miss out on specific educational activities. In addition it is important that parents or carers are punctual when collecting children. It can be upsetting for a child if they are the only one waiting in Nursery after all their friends have gone home.

For obvious safety reasons we must know whenever somebody different from yourself or the regular carer is collecting your child. We cannot release your child unless we are sure of who is meant to be picking them up. Please inform the Nursery staff when your child arrives if there is a change to the usual pick-up arrangements or contact the school office with the name of the person collecting your child if you are unable to do it yourself.

Nursery access

- The Nursery can be accessed before 8.55 am and at 3.20 pm using both the pedestrian entrance in Goldington Road and the gates in York Street.
- **If you are collecting your child at 12.00 pm or dropping off at 12.30 pm you will only be able to enter using the York Street gates.**
- There is no parking on the school premises and please be aware of the parking restrictions on the roads around the school; we ask that you please park courteously for the consideration of our neighbours.

For the safety of the children and families we ask that:

- Dogs are not brought on site or tied up on the railings outside the York Street gate
- You do not smoke on site
- Mobile phones including the camera are not used within the Nursery or School
- You do not open the outside door to others

Handy Tips

Would you please:

- Name all of your child's clothes
- Your child will be provided with a named drawstring bag to put a spare change of clothes in including socks and underwear.
- Dress your child in clothes that makes it easy for them to go to the toilet e.g. jogging bottoms, with no tricky buttons or tights and shorts together.
- Put your child in shoes they can take on and off e.g. ones with Velcro fastenings
- Personal toys are **not** allowed in Nursery as they may get lost/damaged and this can cause distress to your child
- Tell the school office as soon as you change address or phone number – including email addresses
- Read our letters and newsletters sent out using ParentMail and read any notices posted outside the Nursery
- Visit Castle Newnham website to view our policies – www.castlnewnham.school

Although we provide aprons children do tend to get messy exploring the Nursery environment so please don't send them in precious or new clothing. We also use the outdoor area daily so please make sure your child has a coat with them.

Toileting

We expect your child to be toilet trained. We acknowledge that children will have the odd accident, but it is vital that your child can use the toilet independently. Nursery staff are fully involved in providing educational activities and cannot break away from these to support toilet training programmes. This year we had a number of children who were not toilet trained and this had a huge impact on the running of the Nursery. We cannot toilet train your child and if your child is not able to independently use the toilet we may need to review their hours in the Nursery if it continues to be a problem. Please be assured you can toilet train your child quickly and easily and we have had very successful children this year. If there are medical issues linked with special needs then please alert the Nursery staff/Key Worker so that your child's needs can be discussed

Illnesses and absences

Children coming into Nursery should be well enough to join in all activities, including outdoor activities. If your child seems unwell please use your judgement to assess whether he/she is well enough to come to nursery. **Please keep your child at home for at least 48 hours after the last episode of diarrhoea or vomiting.** If your child has been ill, please tell us what has been wrong as that might help us identify what might be wrong with other children.

If your child becomes ill or is hurt and we feel he/she needs to be collected we will contact you using telephone numbers provided by you. **Please make sure that we have up to date information; we need to be kept up-to-date with emergency numbers.**

If your child requires prescribed medication during their time e.g. inhalers, epi-pens, etc. at Nursery please speak to a member of staff and complete the necessary forms.

Please let us know if your child is allergic to anything!

Special arrangements for children with long term medical conditions must be discussed with the SENDCo: Special Education Needs Co-ordinator.

Eating meals together helps children to:

- Develop their skills using a knife, fork and spoon
- Encourage children to eat a variety of healthy foods – **we do not allow sweets**
- Please **do not have nuts** in packed lunches due to other children's allergies
- Develop social skills, such as waiting for their turn and sitting at the table
- The children will be provided with water or milk to drink and fruit and vegetables for snacks. You do not need to provide a water bottle or any additional snacks.
- Please let us know if your child has any special dietary requirements or food allergies / intolerances.

Nursery Fund

During the year, the Nursery Fund helps us provide the children with items such as: cooking ingredients, Christmas presents & parties, leaving presents, entertainment on special occasions, sand, soil and seeds for planting, Mother's Day gifts, Grandparents day plates and napkins, etc., etc.

In order to help pay for these items, we ask for a donation of £10 per term, but we are grateful for all donations, large or small.

Behaviour and Support

We are very proud of the way our children behave in Nursery. Even at such a young age they are encouraged to take responsibility and make decisions for themselves, to care for others and also their environment. They are helped to understand how their actions affect others around them and much time is spent discussing and explaining what is and isn't appropriate behaviour. The need for children to both be, and feel, safe overrides all other considerations. We believe that children need a sense of security which comes from a well-controlled and well-ordered environment. The school's policy on behaviour informs our work generally but because of the age of our children and the stage they are at we need to work extra hard in helping little children cope with sharing toys, managing their frustrations, managing their high levels of energy and noise, coping with changes in routine and handling difficult social situations. We have found that close cooperation between us and parents is the best way of preventing any problems.

Keeping you informed

We keep you informed through the school and Nursery half-termly newsletters sent out using ParentMail. We have a Nursery photo screen which is updated regularly. In addition we inform you of our educational provision for the half term by posting our planning in the Nursery window.

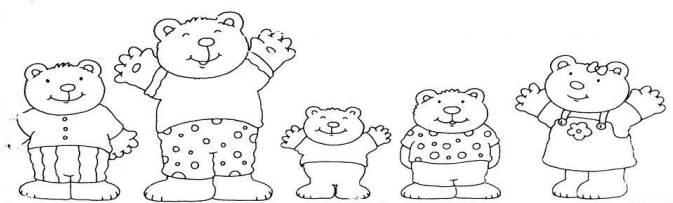
If you wish to discuss anything, the Nursery teacher or the Nursery staff are available at the beginning and end of Nursery sessions. You may also wish to share information or discuss your child's progress with their key worker. Your child's key worker will be allocated in September

There are formal procedures if you feel that you require more assistance. Parents can contact the school through the school office to make an appointment with the Nursery Teacher.

Keeping us informed

- **We need to know the name of the person picking your child up if it is not the usual arrangement.**
- **Please make sure that we have up to date information. We need to be kept up to date with emergency numbers.**

The Nursery Curriculum



The policy of our nursery is to offer the best in early years' education through following local authority guidelines and the government's curriculum guidance for the foundation stage. It is the first programme of study that your children will meet.

The Early Years Foundation Stage is the statutory guidance for all children from birth to age five.

The EYFS is built on guiding principles which inform our work with the children. These are:

A Unique Child – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.

Positive Relationships – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.

Enabling Environments – the environment plays a key role in supporting and extending children's development and learning.

Learning and Development – children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

In September 2020 the revised Development Matters came into effect. The emphasis is on the characteristics of effective teaching and learning.

>playing and exploring

>active learning

>creating and thinking critically

The characteristics underpin the way the curriculum is taught and everything we do in the the Early Years Department.

Our aim is for every child to enjoy their achievements and develop their own ideas. We seek to encourage children's natural curiosity by providing plenty of opportunities to investigate and explore inside and outside. We encourage our children to 'have a go' at every activity and to persevere to a satisfying conclusion. We achieve this by planned purposeful play through a mix of adult led and child initiated activity in the seven areas of learning which make up the new Early Years Foundation Stage. Adult directed activity becomes more predominant as the children move into Reception.

The Prime areas of learning are especially important to develop children's curiosity and enthusiasm for learning, for building the capacity to learn, to form relationships and to thrive. Your child's first experiences at Nursery will be centred on the prime areas. They will be given lots of opportunities to communicate and express themselves, to participate in physical activity and to develop coordination and control. We encourage children to show a developing respect for others, to treat everyone with kindness and to develop appropriate behaviour.

As children progress and develop the four specific areas (literacy, mathematics, understanding the world and expressive arts and design) become increasingly important. Our curriculum is broad based, structured and ensures progression and continuity.

Below is a brief summary of the new areas of learning.

Prime: Communication and language

To experience a rich language environment, develop expressive skills and to speak and listen in a range of situations.

Prime: Physical development

To be active and interactive, develop co-ordination, control and movement, to make healthy food choices and understand the importance of physical activity to be healthy.

Prime: Personal, social and emotional development

To develop confidence, a positive self-image, to form positive relationships, develop respect for others and understand appropriate behaviour.

Specific: Literacy

To begin to read and write, linking sounds and letters and to develop an interest in a wide range of literature.

Specific: Mathematics

To develop and improve counting, understanding and using numbers, to calculate simple addition and subtraction problems, describe shapes and measures.

Specific: Understanding the world

To begin to make sense of the world and the community, to find out about people, places, technology and the environment.

Specific: Expressive arts and design

To explore a range of media and materials, to share thoughts and ideas in art, music, movement, dance, role play and design technology.

Assessments at Nursery

The Nursery use an assessment program called "Evidence Me" to record children's assessments. The information collected is via a secure internet site that stores the children's pictures and information that the staff collect.

Forming strong bonds with the staff that care for your child throughout the day is vital. We assign each child a Key person who is primarily responsible for guiding the development of each child through warm and positive interaction, ensuring that the learning and care is tailored to meet their individual needs. To achieve this successfully all children in the Nursery have a Learning Profile that is passed on to Reception teachers in their new school. It is a record of development. It is used to plan the next stage of your child's learning and is a fantastic record for you to keep. **We will need your email address so you can receive termly updated "Evidence Me" profiles electronically.**

Assessments of children provide an insight into their interests, achievements and areas of the curriculum where they feel confident, as well as others where they might need help and encouragement. It informs staff, helping them to plan a curriculum which responds to the children's strengths, interests and needs.

Our assessments begin with the information you provide in your children's first record book (which you hand in during the first week of nursery). Here you advise staff of some of your children's achievements, likes and dislikes, and important people and happenings in their life.

Assessments begin in the first weeks in nursery. Your child's nursery key worker will assess your child's confidence in a variety of activities under the seven early learning goals. We may identify children with particular needs, for example, we would recognise that some children who don't use English as their first language might require a little extra help so that games and activities become more accessible to them.

Throughout the year staff are collecting evidence of children's work. This can be in the form of paintings or photographs of children at play. It helps to show the breadth of activities your child has been involved in.

At all times parents' views are encouraged and we welcome information on your children so that we can develop the whole child. You can inform staff of any achievements your child makes. Each term we will send a "Home Learning House" home for you to complete. This is to share exciting new things your child has learnt to do or a special experience they may wish to share. We talk about and share these in Nursery and display them in the foyer.

DOJO

Your child will be allocated a DOJO account (similar to email) where Nursery information can be sent direct to you and where you can share with us photos and activities that you have been doing at home.

We see this as the beginning of a long-term partnership between parents and teachers continuing right through the school.

